



**DEPARTMENT OF THE AIR FORCE
31ST FIGHTER WING (USAFE)**

4 August 2020

MEMORANDUM FOR INBOUND LODGING RESIDENTS

FROM: MOUNTAIN VIEW LODGE MANAGEMENT TEAM

SUBJECT: Aviano Air Base Restriction of Movement (ROM) Protocol

1. For the safety of our staff, lodging residents, and the community, we are restricting exposure to and from inbound Service Members (SM) & their families directed to be in ROM status. This letter establishes expectations for units, sponsors, and inbound SM & families.
2. Reservation & In-processing:
 - a. It is necessary to make exceptions to the AFI policy to ensure members are taken care of when processing in and out of Aviano AB. Lodging will now make initial PCS-in reservations for 45 days versus the 30-day maximum as stated in AFI 34-135. The additional 15 days is given to allow for the required ROM upon entering Italy.
 - (1) Guests requesting additional days will be granted on a space available basis as extensions are considered new requirements.
 - (2) Guests with PCS-in status will take priority over PCS-out and TDY guests. **During times of peak occupancy, it is possible that on-base lodging members may have to relocate to off-base lodging after completing their 14-day ROM.** Lodging staff will give as much notice as feasible to any in-house guest who is asked to relocate.
 - (3) Lodging staff will routinely verify checkout dates with guests scheduled to checkout within 72 hours to assess the need for additional nights in lodging or if the occupants will require a move to another hotel.
 - b. **The sponsor must pick up the key for the inbound SM & family prior to their arrival on station.** At no point will the inbound SM and/or their families report to the Front Desk while they are on ROM status. **The sponsor must take the inbound guest(s) straight to their assigned room.**
 - c. Ensure a means of communication is established between the sponsor and SM **before** leaving guests in the room. Establish specific day/times when the sponsor or delivery service will physically stop by to drop off food, supplies, and check-up on the member.
3. Enforcing ROM rules: It is the unit and sponsor's responsibility to educate their members on the ROM rules. This includes but is not limited to:

"Return with Honor"

- a. Establishing and informing the member of their ROM dates to include the date of their release from ROM.
 - b. Educating members on restrictions to include leaving their rooms or socializing outside of their rooms. The lodging staff will report observed violations.
4. Units and sponsors are responsible for providing basic information and supplies to SMs & families to ensure sanitary measures are practiced. This includes but is not limited to:
- a. Proper hygiene practices such as mandatory mask wear, covering mouths when coughing or sneezing, washing hands frequently, and wiping down surfaces with disinfectant before/after use.
 - b. SMs must ensure that trash bags are tied up before placing them next to the entry door for a lodging team member to collect each morning
 - c. Should guests require cleaning, toilet paper or tissues for their room, they can contact the front desk and the supplies will be sent the following day.
 - d. For health and safety, we ask that if guests would like their linens changed they place dirty linens in a trash bag outside of their door. Guests should notify the front desk that new linens are requested, and staff will deliver clean linens directly to the room. Guests may launder linens in their room if washer and dryer is present.
5. Sponsor check-ups:
- a. If feasible, the sponsor should reach out to the member ahead of time via electronic methods to coordinate activities (i.e. obtain grocery list or other necessary errands). If that is not possible, the sponsor should abide by the specific day/times they established with the member to stop by their lodging or dorm rooms, all the while practicing social distancing rules or as local established standards recommend. (For example, knock on the member's door, and step back at least 1 meter, when receiving verbal information from the member).
 - b. If the SM or family is having any issues in their lodging room, relay the information to the lodging staff or front desk.
6. Check-out procedures:
- a. On the last day of ROM, the member must ensure that they have thoroughly emptied, cleared, and sanitized the room of all their personal belongings before departing. They must also return the key to the front desk and inform the staff of their official check out.
 - b. Guests must open windows and place the provided ROM indicator (green magnet) on their door when their ROM ends or they vacate the room. This magnet will indicate to the housekeeping staff that your room is **ventilated, vacant and ready to be serviced.**
7. Thank you again for your cooperation as we all work through the new guidelines! If you have any questions please contact the front desk by dialing zero from your room, DSN 632-4040, or Commercial 0434-30-4040.



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