



SUPREME HEADQUARTERS ALLIED POWERS EUROPE
GRAND QUARTIER GÉNÉRAL DES PUISSANCES ALLIÉES
EN EUROPE
Mons - Belgium



SH/MGT/MH/21-009624/1

19 October 2021

SHAPE DIRECTIVE 083-001

COVID-19 COUNTER-MEASURES AND PROCEDURES

REFERENCES: A. SH/MGT/JG/21-009042/1, COS SHAPE ORDER NO 93 Revision 4, Post Vaccination Procedures for COVID-19, dated 12 July 2021.
B. STREN/JMED/JM/21-06/REV05, ACO Medical Guidance on COVID-19 – Revision 5, dated 29 June 2021.
C. SH/MGT/JG/21-009042/2, SD 083-001, COVID-19 Counter-Measures and Procedures, dated 12 July 2021.

1. **Status.** This directive supersedes the SHAPE Directive (SD) 083-001, dated 12 July 2021.
2. **Purpose.** The purpose of this Directive is to provide relevant and current advice to SHAPE staff on the counter measures and procedures to be employed in response to the COVID-19 pandemic. It complements Reference A in ensuring all staff are aware of the current SHAPE COVID-19 counter-measures approved by COS that are aligned with Host Nation (HN) regulations.
3. **Applicability.** This directive is applicable to all SHAPE Staff and wider entities within the SHAPE Compound are requested to adhere to the content.
4. **Publication Updates.** The Directive will routinely be reviewed by each policy and process owner who is authorised to update their respective policy as required.
5. **Proponent.** The proponent for this directive is SHAPE MGT although each process has a defined owner who will review and update the policy as required.

FOR THE CHIEF OF STAFF:

Original signed

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CHAPTER 1 - COVID-19 PROCEDURES (SPONSOR: JMED/MGT)

1-1. SHAPE Community personnel experiencing COVID-19 symptoms detailed in Annex A are to remain at home and are required to call the SHAPE Healthcare Facility (SHF) COVID Call Centre for further guidance. If placed in self-isolation, they are responsible to report to their NATO leadership and National chain of command. Family Members experiencing COVID-19 related symptoms are also strongly recommended to contact SHF Preventive Medicine (PM) Department. See Annex B for further details.

1-2. SHF PM will conduct the Contact Tracing Procedures. SHF PM will inform the identified individual(s) that they are a Close Contact and provide further guidance such as self-isolation.

1-3. The identified Close Contacts are required to report to their NATO leadership and National chain of command. In addition, Close Contacts are required to contact SHF PM if not already notified to ensure proper contact tracing procedures are followed.

a. Office: +32 (0) 65 32 53 36 (Mon-Fri 0800-1600)

b. After hours: +32 476 76 03 27

1-4. Directorates and Departments are to adhere to the following guidance:

a. All close and travel contacts, suspect or confirmed cases of COVID-19 within the SHAPE Community (including Dependents) are considered a serious event/incident. Report COVID-19 related cases immediately with NATO Incident Spot Report ([INCSPOTREP](#), Annex C) to SHAPE JMED (jmed@shape.nato.int) and SHAPE Strategic Operations Centre (shapeccomccomg@shape.nato.int).

b. If a suspect or confirmed COVID-19 case is identified, any identified locations (office spaces, conference rooms and other areas where the individual spent more than 15 min in last 72 hrs) are to be secured and further entry prohibited. The divisional point of contact is to submit [SF8](#) to BSG COVID Helpdesk (COVID.HELPDESK.BSG@SHAPE.NATO.INT) and call the Helpdesk 5555 to schedule disinfection/cleaning. JMED will provide confirmation to BSG/ISS for the designated area if disinfection is required. The divisional POC is to be on stand-by and available on the phone during the process and provide an escort in case an external company is required. If the space is of critical nature (i.e. CCOMC), Directorate/Division must indicate that immediate cleaning is required through a Quick Response Team regardless of the suspect individual COVID-19 test result.

c. Work organisation must be in accordance with HN rules and SHAPE preventive measures as detailed in Annex E. Preventive measures must be taken to ensure compliance with the rules of social distancing and to provide the highest level of protection to the workers.

1-6. **Visitors/Conferences/Meetings.** All visits (including but not limited to conferences, meetings, courses) to SHAPE are authorised and approval is delegated to Divisional/Directorate level. This must be consistent with Reference A. Details of the actions for event coordinators (OPR) are provided at Annex D while preventative measures that should be considered within the SHAPE compound are outlined in Annex E

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and Annex F (for mouth and nose covering policy). Adherence to the maximum safe room capacity for meeting rooms, as outlined in annex E, remains the rule.

Exceeding the maximum safe room capacity up to their maximum capacity is allowed, provided all following mitigation measures are in place:

- a. all visitors are fully vaccinated (+14 days) or recovered not more than 6 months ago from COVID-19. For those unable to get vaccinated for medical reasons and/or personal ones, exceptionally and on a case by case basis, a negative PCR test (72h) will be accepted as an alternative. These exceptions require consultation with the relevant stakeholders through the COVID-19 Working Group (CWG). SHAPE will not reimburse the cost of said testing;
- b. masks covering mouth and nose are worn by attendees;
- c. room occupation is equal or less than 03 hours;
- d. the room is ventilated during 01 hour in between 02 meetings.

Any derogation of the measures in this paragraph remains subject to prior approval from COS through the COVID-19 Working Group (CWG).

1-7. **Restaurants, Cafes, Shops, Sports and other facilities.** The establishment's opening and closing will be determined in accordance with HN regulations, unless exceptionally by COS. All are to follow HN and SHAPE regulations with regard to contact tracing without exception. If personal data is collected, it is to be used exclusively for this purpose and will be destroyed after 21 days. It does not apply to those who provide only Take-Away-Service. Access to these facilities will only be granted with verification of vaccination, negative test or recovery certificate (COVID Safe Ticket) in combination with an identity card. Air quality (CO₂ concentration) will be monitored following HN regulation.

1-8. **SHAPE Vaccination Programme.** All members of the SHAPE community are strongly encouraged to obtain a European Medicines Agency/Food and Drug Administration (EMA/FDA) approved COVID-19 vaccine. Should any member of the community require vaccination, they should follow the procedure outlined in Annex H. This process is included in the SHAPE In-Processing procedure. SHAPE Directorates and Divisions should monitor and update their vaccination status in accordance with TT008401 to reflect the most current and accurate situation at any moment in time. This includes removal of departed personnel and adding newcomers with their vaccination data.

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CHAPTER 2 - MANDATORY SELF-ISOLATION (SPONSOR JMED)

2-1. **Confirmed COVID and Suspect.** SHF or medical provider will determine the specific length of self-isolation based on clinical situation. ACO Guidance on such measures are included in Reference B.

2-2. **Close Contact.** Close Contact are individuals who have or may have been in contact with suspect or confirmed COVID-19 case (within 1 metre and for more than 15 minutes). SHF will identify Close Contacts and prescribe required days of self-isolation usually in line with HN regulations.

Travel Contacts

2-3. Travel Contacts are individuals who have travelled from countries designated by HN as Red zones or Areas of Variant Concern¹. SHAPE personnel should follow the associated protocols as defined by the HN². If applicable, they must conduct self-isolation in accordance with HN regulations and any national instructions issued by the respective NMR. HN guidance will include protocols for those who are fully vaccinated³ against COVID-19 or who carry an approved national or EU certificate. During any period of self-isolation, it is requested that social contact with the SHAPE community be minimised in accordance with HN regulations. This rule does not apply for those who stay less than 48 hours outside of HN (unless to or from an Area of Variant Concern).

2-4. Further Restricted Access within the SHAPE compound forbids a person from entering any SHAPE facility and is to protect the SHAPE community from transmission of COVID-19 by close and travel contacts. SHAPE facilities include:

- e. Places of work.
- f. Leisure services.
- g. Shops.
- h. Concessions.
- i. Schools.
- j. Gym and swimming pool.
- k. Morale and welfare services.

When subject to further restricted access, a person may:

- a. Enter and exit the SHAPE compound to access their own place of residence.
- b. Seek urgent medical care.

¹ If travelling from an Area of Variant Concern, quarantine and testing is mandatory.

² <https://www.info-coronavirus.be/en> outlines if those vaccinated or in possession of a Corona virus pass should quarantine/test.

³ Fully vaccinated is defined as those personnel who have received the prescribed number of injections depending on the EMA/FDA approved vaccine after 15 days.

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- c. Move through the SHAPE compound while maintaining 1.5 metres social distance.
- d. Use any facilities outside of the SHAPE compound in accordance with HN regulations.

RETURN TO WORK

2-5. Those personnel identified as Confirmed and Suspected Cases of COVID-19 must be medically cleared to Return to Work/Return to Duty (RTW/RTD). They must:

- a. Obtain written declaration of recovery from a competent medical authority who is only the medical provider (no JMED declaration will be provided).
- b. Endorsement of RTW/RTD from SHAPE Healthcare Facility COVID Call Centre or designed authority.

2-6. Close Contact and travel individuals who remain asymptomatic during the self-isolation period are able to return to work directly upon completion of their self-isolation. There is no need to call the SHF or medical profession for guidance because they have been asymptomatic during self-isolation. SHAPE personnel may need to contact their respective NMR to ensure they comply with national direction and guidance regarding RTW/RTD.

2-7. **Exceptionally**, in accordance with HN regulations, DCOS or equivalent can issue an individual waiver allowing an individual who is deemed mission essential to attend work during a period of self-isolation although the individual will not be able to undertake any other activity. The waiver will be exclusively applicable to the performance of the essential mission and not for private activities. A person in receipt of such a waiver should minimise exposure to co-workers throughout the period of self-isolation. This risk assessment should be based on travel history of the individual, vaccination status, mission essential presence, and the BEL Passenger Locator Form recommendations issued when returning to BEL. The respective NMR/CHRM should be consulted.

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CHAPTER 3 - SHAPE TRAVEL RESTRICTIONS (SPONSOR: MGT)

3-1. With the current uncertainty related to national travel restrictions that are imposed with little or no notice by Nations across Europe, North America and beyond as a direct result of the COVID-19 pandemic, SHAPE Community must plan travel in accordance with national regulations and in consultation with their chain of command and NMR/Civilian Human Resource Manager (CHRM or relevant HR Officer). The HN provides detailed guidance as to high risk geographic areas, and all staff are encouraged to review this information on a regular basis⁴.

3-2. Non-SHAPE staff, NMRs (including National Support Elements), PNMRs and other entities based in the SHAPE compound are encouraged to continue to take a risk-based approach when assessing travel to and from high risk areas, aligned with COS intent. Senior Mentors (SMs) travelling between their home location and NATO HQs (not SHAPE) or NATO entities are not covered by these regulations. For SMs visiting SHAPE, the COS Order 093 regulations apply in full.

Essential Travel

3-3. Essential travel is authorised⁵ and comprises of Mission Essential Duty Travel (TDY) or Essential Travel as defined by HN and summarised in Annex G. Essential travel outside of the EU+⁶ or to Red/Areas of Variant Concern as defined by the HN are permissible in accordance with HN regulations⁷ but require [documentation outlining the essential nature of the travel](#)⁸. Those returning from essential travel from Red/Areas of Variant Concern may be subjected to quarantine/self-isolation as required by the HN.

3-4. For SHAPE HQ personnel, requests for TDY are delegated to each Division or Directorate and this can be delegated further to OF-5 or Branch Head level. Exceptionally, if further advice is required, the respective cases can be referred to the SHAPE COVID-19 Working Group, which will provide COS with a recommendation for approval.

3-5. Essential Travel is detailed in Annex G. These include travel for Cross-Border Workers as well as essential travel relating to family, medical or legal commitments. Other essential travels need to be staffed through the respective NMR, CHRM or HR Officer. Essential Travel requests may apply to civilian staff or dependents required to return to their country of origin.

Non-Essential Travel

3-6. SHAPE Community are strongly recommended to review any personal non-essential travel plans and to exercise caution accordingly. For travel to destinations requiring self-isolation, refer to HN Regulations. If there is likely to be an extended

⁴ Refer to <https://diplomatie.belgium.be/en>

⁵ Delegated to the respective Division or Directorate (to a minimum of OF-5 or Branch Head level) or exceptionally through Tasker Tracker+ 6661 and the CWG.

⁶ EU+ Area = European Union, four non-EU Schengen countries (Switzerland, Iceland, Liechtenstein, Norway) and four European micro-states (Andorra, Monaco, Saint-Marino, Holy See).

⁷ Arrêté ministériel portant des mesures d'urgence pour limiter la propagation du coronavirus COVID-19, dated 28 October 2020 and subsequent updates.

⁸ If travelling by plane to a non-EU+ country, SHAPE must confirm the essential nature of the trip by means of a signed declaration (See Annex G).

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absence as a result, the Chain of Command and the respective NMRs/CHRM/HR Officer are to be consulted a minimum of 1 week in advance. Upon return, the individual may be required to take additional annual leave to cover the self-isolation requirement, subject to their national regulations.

Transiting Through High Risk Zones

3-7. Transit through high risk areas without stopping is authorized. If a stop of more than 48 hours is required, this will be considered the same as travelling from the high risk area and HN regulations on travel and vaccinations will need to be considered.

Transiting Through Areas of Variant of Concern

3-8. Transit through Areas of Variant of Concern without stopping is authorized. Any stop will be considered the same as travelling from the Areas of Variant of Concern and HN regulations on travel will need to be considered.

Travelling Within the Host Nation

3-9. Travelling within BEL is authorised⁹. No special or additional authorisation is required. Public transportation remains accessible and may require the adoption of social distancing rules and mandatory use of masks or face covering. It is recommended to travel by other means of transport, where possible, respecting the social distancing rules if applicable.

Coordinating Instructions for All Travel

3-10. When returning from outside EU+ area or from Red zones/Areas of Variant of Concern as defined by the HN, the SHAPE Community will be required to follow HN regulations as detailed in Section 2-3. Those returning from lower risk areas should consider HN guidance and consult their NMR/CHRM/HR Officer and immediate NATO Chain of Command prior to returning to their place of work.

3-11. All travellers returning to BEL are required to read the latest travel advice at <https://diplomatie.belgium.be/en> and to fill in a Passenger Locator Form (PLF) 48 hours before their arrival in BEL. This does not apply for those who stay less than 48 hours inside or outside of BEL, unless they return by plane/boat or have visited an Area of Variant of Concern. After sending the PLF, the traveller will receive an SMS specifying the measures possibly to be taken (self-isolate or test) depending on their place of origin and the length of stay. If the planned stay in a red zone is less than 48 hours, the traveller will not receive any SMS; they are under no obligation to place themselves in self-isolation, nor to be tested. However, a sense of responsibility is called upon then to avoid incurring unnecessary risks. Family members¹⁰ must respect the self-isolation instructions in all cases.

⁹ All information concerning the emergency measures implemented by BEL to stop the spread of COVID-19, including travel restrictions are available at: <https://www.info-coronavirus.be/en/>.

¹⁰ Family Members refers to persons who may be dependents and are part of the SHAPE Community, or beyond the dependents to family members who are not dependents but may be in contact with the SHAPE Community.

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3-12. Should the PLF direct testing, it is to be noted that a test taken outside of the BEL system will not be valid in accordance with HN regulations. For SHAPE Community undertaking TDY, the costs for HN testing can be reclaimed as part of travel expenses.

Required documents

3-13. For all authorised travel, SHAPE, NMRs, PNMRs and NATO entities are requested to provide their personnel with a signed and stamped copy of the certificate at Annex G.

3-14. STREN J1 Civilian Human Resource Manager and other HR Offices are to act accordingly for civilian staff at SHAPE, including the Local Workers.

3-15. SHAPE Identity Card or Protocol Identity Card should be carried at all times.

COVID-19 SYMPTOMS (SPONSOR: JMED)

1. **Symptoms Comparison of COVID-19, Influenza and Cold:** The symptoms can range from mild to severe respiratory disorder with at least one of the below sign/symptoms:

Symptoms	COVID-19	INFLUENZA	COLD
Incubation Period	2-14 days	1-4 days	1-3 days
Symptom onset	Gradual	Abrupt	Gradual
Fever	Common	High fever	Rare
Cough	Common	Common	Mild to Mod
Shortness of Breath / Respiratory Issues	Common	Sometimes	Mild / Sometimes
Runny nose / Congestion / Sore throat	Possible	Sometimes	Common
Diarrhea	Sometimes	Sometimes	Rare
Body Aches	Sometimes	Common	Slight
Headaches	Sometimes	Common	Rare
Loss of Appetite	Sometimes	Common	Sometimes
New loss of taste / smell (*)	Sometimes	Sometimes	Sometimes
Chills	Sometimes	Fairly common	Uncommon

(*) Loss of taste or/and smell is a very specific symptom for COVID-19 when nose is clear unlike flu or cold.

2. The list above is **ONLY** to be used as a reference. It does not replace the need for a medical diagnosis; in case of any doubt, ensure you call your General Practitioner or Family Doctor.

3. **Treatment for COVID-19.** Specific treatment will be based on medical provider clinical procedures.

4. **Preventive Measures.** See Annex E.

5. **‘At Risk’ Personnel.** Personnel with certain pre-existing medical conditions are considered to be at a higher risk with regard to COVID-19. These ‘at risk’ personnel can be defined as those aged 65 years and older, and/or those with the following pre-existing medical conditions:

- a. Asthma (moderate to severe)
- b. Chronic lung disease
- c. Diabetes
- d. Serious cardiovascular conditions (i.e.: heart failures, high blood pressure)
- e. Chronic kidney disease being treated with dialysis
- f. Obesity

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- g. Immunocompromised
- h. Liver disease
- i. Pregnancy

6. As an employer, SHAPE has a particular responsibility for the health of 'at risk' personnel. To that end, those personnel who believe they may be 'at risk' are strongly encouraged to consult their general practitioner and/or their respective occupational health specialist. Based on a medical risk assessment, the Health, Environmental and Safety Officer will recommend the necessary protective measures for each individual on a case-by-case basis. These measures will be continuously reviewed and adapted against the COVID-19 risk assessment at SHAPE. Such measures could include (but are not limited to) acceptance of an EMA/FDA approved vaccine; the use of FFP2 masks (to protect the bearer); the allocation of a single office; the continuation of home/tele working.

INDIVIDUAL REQUIRED ACTIONS REGARDING COVID-19 (SPONSOR: JMED)

1. SHAPE Community experiencing COVID-19 symptoms: especially those that have not been vaccinated, travelled to places with high infection rates and/or have been in contact with suspect or confirmed COVID-19 case (within 1 metre and for 15 minutes without proper use of a face mask), should immediately implement the following measures:

a. First: Do not go to your office/working area. Inform your immediate NATO leadership and National chain of command to obtain appropriate sick leave authorisation (clinical details/diagnosis are not required).

b. Second: call your General Practitioner (GP) and report your symptoms. Ensure you identify yourself as part of the SHAPE community.

(1) After hours, contact your national medical or health insurance advice line.

(2) Do not go to the GP's waiting room or to the emergency department unless directed to by medical personnel. Do not go to your working area unless cleared.

c. Third: SHAPE Community are required to call the SHF COVID Call Centre for further guidance. Family Members are strongly recommended to also contact COVID Coronavirus Call Centre:

(1) Office: +32 6532 5336 (Mon/Fri 0800-1600).

(2) After hours: +32 476 760 327.

2. SHAPE Community without symptoms identified as Close Contact, will be identified by SHF and directed in accordance with Chapter 2-2. Travel Contacts are directed to act in accordance with Chapter 2-3. In addition, individuals should refer to Chapter 2 Travel Restrictions for further guidance.

It is recommended that the individuals monitor their temperature daily and if symptoms develop refer to Annex B, informing their chain of command and medical practitioner.

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ANNEX C TO
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DATED 19 OCT 21

SHAPE FORM 588 (SPONSOR: JMED)

SHAPE COMPOUND REPORTING PROCESS OF COVID-19 CASE - INCSPOTREP¹¹

Email to: SHAPECCOMCCOMG@shape.nato.int
JMED@shape.nato.int

WHEN:	<i>*DDHHMM"Z"MMYYYY (identify if UPDATE to original INCSPOTREP)</i>	
WHO:	AMIS Card #	<i>*OSC-0000000-00</i>
	ACO status (MIL/CIV/Other)	<i>*Choose an item.</i>
	Nationality	<i>*Nationality</i>
	Division/Directorate/Agency	<i>*Division / Directorate / Agency</i>
WHERE:	<i>Country / Region / City</i>	
WHAT: Contact (Close & Travel) ¹² , Suspect, Confirmed or Recovered of COVID-19	<i>*Choose an item.</i>	
VACCINATION	<i>*Choose an item.</i>	
OPERATION:	<i>Reporting HQ / Command / Directorate</i>	
CASUALTIES:	<i>If any</i>	
SOURCE of reporting:	<i>*HQ, Agency, etc.; POC for further details Phone / email both office and home</i>	
REMARKS: Other relevant information : <i>Context</i>	Disposition:	<i>*Choose an item.</i>
	Residence of Member or Family	<i>*Choose an item.</i>
	Any Healthcare Contact	<i>(y/n; date)</i>
	Interviewed by SHAPE Healthcare Facility Preventive Medicine COVID Hotline	<i>(y/n; date)</i>
	Corrective measures:	<i>What actions have been taken</i>
	Contact with ACO personnel → Informed and sent home	<i>Y/N Additional INCSPOTREP for contacts</i>

¹¹ Once the Report is completed, the classification is **NATO UNCLASSIFIED - LIMITED**.

¹² See below for definitions.

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	SHAPE Compound-specific locations visited in the last 7 days.	<i>(Bldg #, Office / Room #, Gym, Mess, etc.)</i>
	Date of isolation:	* <i>date</i>
	Date of Return to Duty:	* <i>date</i>

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DEFINITIONS AND TERMS

CONFIRMED CASE: A person with laboratory confirmation of COVID-19 infection, irrespective of clinical signs and symptoms.

CONTACT:

- a. **CLOSE CONTACT:** Individuals who have or may have been in contact with suspect or confirmed COVID-19 case (within 1 metre and for more than 15 minutes without proper use of a face mask).
- b. **TRAVEL CONTACT:** Travel Contacts are individuals who have travelled from outside EU+ area or from red zones/areas of variant of concern as defined by the HN.

Cleared COVID-19 Case: Positive serology (IgM or IgG) that never received a positive PCR test(s) and never experienced clinical signs or symptoms of COVID-19 previously.

DECEASED: Individuals/patients that have died as a result of COVID-19 infection or complications related to COVID-19.

EVACUATED: Individuals/patients that have been evacuated or repatriated to their home country for COVID-19 treatment or isolation.

SUSPECT CASE: As determined by a **medical professional:**

- A. Acute onset of fever AND cough;

OR

- B. Acute onset of ANY THREE or MORE of the following signs or symptoms: Fever, cough, general weakness/fatigue, headache, myalgia, sore throat, coryza, dyspnoea, anorexia/nausea/vomiting, diarrhoea, altered mental status, runny nose.

RECOVERED: Previously (symptomatic) suspect or confirmed COVID-19; which are now back to full duty as deemed by medical professional.

QUARANTINE: Remaining in **dedicated area or facility** (medical or non-medical) and restricted activities outside the area or facility. Personnel is separated from work, school or any other public areas. Personnel is separated from other people in order to prevent current or potential disease outbreak. The rooms in the quarantine facility can be shared with other persons in quarantine or they might be separated, depending on situation.

SELF-ISOLATION: Remaining in **one's domicile** and restricting activities outside the home. Personnel should not go to work, school or public areas. Personnel should avoid using public transportation, car-sharing or taxis. Personnel should separate themselves from other people in the home. As much as possible, isolating personnel should stay in a room separate from other people in the home and, when possible, utilise a separate bathroom.

COMMUNITY TRANSMISSION: Countries/territories/areas experiencing larger outbreaks of local transmission defined through an assessment of factors including, but not limited to¹³:

- a. Large numbers of cases not linkable to transmission chains.
- b. Large numbers of cases from sentinel lab surveillance or increasing positive tests through sentinel samples (routine systematic testing of respiratory samples from established laboratories).
- c. Multiple unrelated clusters in several areas of the country/territory/area.

¹³ WHO-2019-nCoV-SurveillanceGuidance-2020.7-eng.pdf

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ANNEX D TO
SD 083-001
DATED 19 OCT 21

OFFICIAL VISITS AND EVENTS POLICY (SPONSOR: BSG)

1. All inbound visits to SHAPE HQ can now be approved by the respective sponsoring Division or Directorate. This can be delegated down to OF-5 or Branch Head level although exceptionally the respective DCOS or equivalent can elevate the issue to the COVID-19 Working Group if they judge a visit or event to contravene COVID-19 regulations and still seek higher endorsement¹⁴.
2. For all approved visits or events from Divisions/Directorates or Protocol, an officer of primary responsibility (OPR) will be designated for the execution.
3. Preparation:
 - a. Visiting parties will be required to provide the OPR with contact details for the purpose of COVID-19 contact tracing.
 - b. The visiting parties will be required to bring their own protective masks and advise on vaccination status of each visitor.
 - c. For VIP visits, Protocol and Conference Services Branch (MGT PCS) or Directorate/Division will book the venue that can best accommodate the visiting party and host(s) while observing restrictions including the maximum safe capacity allowed for a meeting room.
4. Execution. The OPR will follow the following process in accordance with the checklist provided below (page D-3):
 - a. The OPR will meet visitors at the Berlin Gate and escort them inside SHAPE, while strictly observing the preventive measures (physical distance, thermal scanning etc.).
 - b. The OPR will retain a record of the date of the visit, topic, location, seating chart and personnel (by name) physically in attendance.
 - c. The OPR will ensure the preventive measures are observed during the meeting.
 - d. The OPR will ensure the visited areas are clean and disinfected after the visit.
 - e. Ensure the numbers attending the visit are within the maximum safe capacity of the assigned room and/or facilities (see Annex E).

¹⁴ If CWG consideration or advice is required the request must be submitted via TT+ 6661 to the CWG by at minimum OF-7 / A-7 level (or equivalent) in the Chain of Command no later than 72 hours prior to the visit/event. The CWG will exceptionally consider the request and provide COS with a recommendation.

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f. If the maximum safe capacity of the meeting room **is exceeded**, the OPR must comply with the rules set in main body para 1-6. All must minimise movement and be in the above para 4.b. allocated seats.

5. Events must be requested IAW SD 100-012. OPR will give following COVID-related information in addition to those requested by the SD:

- a. Do you request an exception to HN rules? Which one?
- b. COVID-coordinator (rank / name / telephone number / work location / email)?
- c. How will you communicate and inform attendees and your staff?
- d. How will you respect the social distancing?
- e. Which hygiene measures will be in place?
- f. What is your cleaning and disinfecting protocol?
- g. How do you ensure sufficient ventilation?
- h. Which personal protective equipment will be used?
- i. How do you manage potentially infected persons?
- j. How do you enforce the plan and mitigation measures?
- k. Did you think of:
 - the crowd density and maximum capacity management?
 - vulnerable groups?
 - avoiding gathering at the entrance?
 - limiting interaction between different groups?
 - food and beverages rules?
 - registration in order to allow contact tracing?

SHAPE OPR EVENT CHECKLIST FOR COVID-19 MEASURES

Event code	DONE
1 Inform all external participants about SHAPE preventive measures (SHAPE2DAY flyer)	
2 Request travel history information from external participants and ensure nobody with red zone travel history is attending the event. This is time related; the travel zone should not be red at the moment of travel. (Although designated a red zone now, it may have been amber or may be even green at the moment of travel.)	
3 Create the list of participants and ensure there is a connection (phone or email) **Keep the list for 21 days**	
4 Identify the assembly area before the event	
5 Ensure everyone attending the event has been registered.	
6 Ensure nobody with COVID-19 symptoms is taking part in the event. This can be done with a mandatory question to everyone attending the event: "Are you experiencing any COVID related symptoms?"	
7 If the maximum safe capacity of the meeting room is exceeded, the OPR must comply with the rules set in main body para 1-6. All must minimise movement and be in the allocated seats (as per Annex D para 4.b.)	
8 Ensure the mouth and nose covering policy is announced and enforced during the entire event	
9 Ensure attendees are keeping the social distance (1.5 m distance as a minimum where applicable; i.e., when consuming food and drink)	
10 Ensure attendees avoid any physical contact (handshake etc.)	
11 Ensure hand sanitizer availability for all participants (at least one bottle per 10 people)	
12 Ensure regular disinfection of often touched surfaces	
13 Ensure a proper ventilation of all used facilities	

OPR

Rank&Name
Extension #
Signature

PREVENTIVE MEASURES (SPONSOR: BSG/MGT)

AIM

1. To identify mitigation measures to reduce the risk of transmission of COVID-19.

CONSIDERATIONS

2. COVID-19 is a viral disease transmitted through respiratory droplets of an infected person. Whilst the risk of transmission exists through an intermediary (work surface or door handle for example), direct transmission from person to person is by far the most common means of spreading the virus. Reducing the population at risk, and by this the contacts between personnel significantly, reduces the rate of transmission. Therefore, it was one of the most important mitigation measures during the early phases of the COVID-19. Long-range airborne transmission is no longer disputed, especially during prolonged exposure in poorly ventilated areas (like offices). Space ventilation becomes one of the most important preventive measures. Therefore, SHAPE has implemented a number of standing mitigation measures which are necessary to minimise this risk.

MITIGATION MEASURES

Behavioural	Organisational	Infrastructural
Physical distancing (1.5 m)	Maximise use of virtual meetings	Temperature Screening at entrances
Hand washing/disinfection	Visits: limit their number	Use "Open Door" policy
No Handshake Policy	Travel: Mission Essential (TDY)	Move desks (at least 2 metres)
Cough and Sneeze Etiquette	Maximise Telework - where possible	Install barriers (plexi glass at front desks or in open offices when needed (pin boards)
Mouth and Nose Face Mask as per Belgium regulations and prescribed in Annex F	Frequent cleaning of commonly used spaces	Use of additional office space (e.g. for CCOMC Bunker and G-Wing training site)
Clean and disinfect workspace prior and at end of work day	Contact tracing and self-isolation policy	Open windows and doors in order to ventilate offices.
Avoid using desk other than own	Meetings Rooms: Max safe capacity - see Paragraph 3.	Fans are NOT recommended
STAY home if sick	Maintain attendance roster for all meetings	Offices max safe occupancy: - Max 1 people per window tilted open - Max 4 people per window fully open
Avoid crowded places	Work in shifts if possible	
Be familiar with and respect BEL regulations (see Belgian FAQ on https://www.info-coronavirus.be/en/faq/);	Meetings Rooms: Clean/disinfect area	

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Meeting Room Maximum Safe Capacity

3. The maximum of number of personnel permitted in each respective SHAPE meeting room is determined according to 1.5 metre distance and the ventilation rate. When this distance cannot be respected, mouth and nose covering is mandatory.

If the maximum safe capacity of the meeting room is exceeded, the OPR must comply with the rules set in main body para 1-6. All must minimise movement and be in the allocated seats (as per Annex D para 4.b.)

Meeting Nb	Max Safe Capacity (>1.5 m)	Remarks
F225	9	6 if closed doors
H202	35	inclusive one speaker and 8 back seats
H208	17	inclusive 2 back seats
H211	4	
H211A	4	inclusive 1 back seats
H211B	29	36 (9x4) in coffee break configuration
H217	11	inclusive one speaker and 2 back seats
H218	26	inclusive one speaker and 9 back seats
H219	48	+ 6 if mask worn on stage
H220	27	inclusive one speaker and 1 back seats
H225	5	
H316	3	
H317	3	
Montgomery Auditorium	63	inclusive 6 on stage inclusive 13 on the side
Cinema (Bldg 501)	130	Two empty-chair in between; Every other row; 7 on stage, 4 upstairs
Pathfinder (Shape Club)	30	Conference/course configuration
Mons (Shape Club)	20	Capacity is lower for other configuration/set up
Ball Room (Shape Club)	120	Capacity for private event according HORECA rules

4. For other meeting rooms, a HESO assessment can be requested. HESO provides a safe occupancy form for each assessed meeting room with a possible seating plan, possible restrictions and the mitigation measures. This form must be available in the meeting room. This HESO assessment is only applicable for work meetings with single seated personnel. Special events, with family seating together, need a different assessment.

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Do not forget:

- Enter and leave the room with a strict discipline of social distancing;
- Separate entrance and exit where possible (if consecutive meetings);
- No gathering at the entrance nor exit to rooms or conference areas;
- Clean your desk after the meeting;
- Ensure maximum spacing when not using the maximum capacity;
- Mouth and nose covering is required if:
 - the 1,5 m distance between individuals cannot be respected;
 - Maximum safe capacity is exceeded
- Mouth and nose covering is mandatory for the cinema (if used as cinema) as per HN regulations;
- Record contact details on the provided sheets.

Cleaning and Disinfecting Workspaces

5. Whilst contracted cleaning services across SHAPE have resumed, personnel are strongly encouraged to regularly clean and disinfect their workspaces. The following guidance is offered to all personnel:

- a. **First: CLEAN** surfaces of any visibly dirty, clean using detergent or soap and water.
- b. **Second: DISINFECT** using:

Issued disinfectant (available through Base Support Group – ISS). Or,

 - (1) Disinfectant wipes.
 - (2) Ethanol-based cleaning products (min 70% concentration).
 - (3) Bleach solutions (in accordance with the product instructions for dilution).
- c. SHAPE DIRECTIVE 005-043 Guidance disinfect and clean non-health facilities exposed to COVID-19 provides guidance.

Work Organisation Guidance

6. BEL Federal Public Service Employment Labour and Social dialogue published a generic guide for COVID-19 mitigation at work, which should be the basis to perform leader assessment for a new work organisation in each service. HESO can provide you it in PDF. If you have any doubt or wish particular advice, contact the HESO Tel: +32 65 44 4321, email: shapemgtbsgheso@shape.nato.int.

MOUTH AND NOSE COVERING POLICY ON SHAPE (SPONSOR: JMED)

AIM

1. To provide guidance on the use of protective equipment in order to reduce the potential transmission of COVID-19 within the SHAPE community.
2. This document does not include details of the Personnel Protective Equipment (PPE) requirements for Healthcare professionals or Facilities.

CONSIDERATIONS

3. COVID-19 is a viral respiratory disease spread by respiratory droplets produced when an infected person coughs or sneezes. The most common way to become infected is from person to person through small droplets. However, there is also a risk of becoming infected by touching objects such as tables or doorknobs where droplets have landed.
4. The use of cloth face covers may reduce the transmission, depending on the kind of masks:
 - a. That which prevents the bearer from transmitting the virus to others.
 - b. That which prevents the bearer from transmitting the virus **and** from being infected themselves.
5. Masks or cloth face covers are NOT a substitute or replace physical distancing and other preventive measures, such as frequent and effective hand washing. Care must be given to avoid the false sense of security which may lead to complacency and not follow other health care recommendations

SHAPE Policy

6. In line with HN regulations, if applicable SHAPE will implement the following policies concerning the use of mouth and nose covering, be it cloth masks (community face covering), medical face mask or Filtering Face Pieces (FFP).
 - a. **Use of Mouth and Nose Coverings.** All individuals (military personnel, civilian workforce, family members, contractors, all others) will wear mouth and nose coverings when they cannot maintain 1.5 metres of physical distance.
 - (1) Mouth and nose coverings do not replace the requirement for physical distancing. **They are to be used in addition to the physical distancing.**
 - (2) SHAPE Community must have the mouth and nose coverings at hand inside the entire SHAPE compound.

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- (3) Within the SHAPE compound, it is mandatory to wear the mouth and nose covering at all times:
- (a) When moving inside buildings;
 - (b) In shops, auditorium, chapel, library, restaurants and cafes (unless seating), and other circumstances IAW HN regulations (see <https://www.info-coronavirus.be/en/>);
 - (c) In other areas or circumstances directed by COS.
- (4) Mouth and nose coverings are not required to be worn when you are: seated in your office (if adequately ventilated); are sitting down to eat food; are standing (physically distanced) within a designated smoking area; or when you are actually participating in sport or physical training. When it aligns with the HN minimum standards, and all people present in a meeting room are vaccinated, masks can be removed.
- (5) Physical Distancing **must still be respected at all times**. Individuals should only use their own desk, computer, phone etc.
- (6) SHAPE Community must be informed of the mandated procedures for wearing mouth and nose coverings. If in doubt about when or where to wear a mouth and nose coverings, be on the safe side and wear one and seek further clarification from the Health Environmental and Safety Officer (Tel: +32 65 44 4321, email: shapemgtbsgheso@shape.nato.int) or JMED (Tel: +32 65 44 4877, email: jmed@shape.nato.int) as needed.
- (7) HN Definition: "a mask or other fabric alternative" means a non-ventilated mask, made of fabric or disposable material, that fits tightly over the face, covers the nose, mouth and chin, and is intended to prevent contamination by person-to-person contact. Bandanas and scarves are prohibited.

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ANNEX G TO
SD 083-001
DATED 19 OCT 21

COVID-19 - SHAPE DEFINITION OF ESSENTIAL TRAVEL (SPONSOR: MGT)

1. Mission Essential Duty Travel is to be confirmed by filling out [SHAPE FORM 589](#) (page G-2). The form is not required when planning and booking TDY travel, only during the travel itself.
2. In addition to Mission Essential Duty Travel, the following travel is currently regarded by the HN and SHAPE as essential and, as such, is authorised:
 - a. Cross-Border Workers travelling;
 - b. Diplomats, staff of international organisations and people invited by international organisations whose physical presence is required for the proper functioning of those organisations, when performing their duties;
 - c. Passengers in transit, irrespective of where they are travelling from;
 - d. Passengers travelling for compelling family reasons:
 - (1) Travel justified by family reunification;
 - (2) Visits to a legal spouse or partner, when both do not live together for professional or personal reasons;
 - (3) Travel to an unregistered partner who does not live under the same roof;
 - (4) Travel in the context of co-parenting;
 - (5) Travel in the context of funerals or cremations (kinship = first and second degree);
 - (6) Travel in the context of civil and religious marriages (kinship = first and second degree);
 - e. People travelling for humanitarian reasons; this includes travel for compelling medical reasons or to continue urgent medical treatment as well as to provide assistance or care to an elderly, minor, disabled or vulnerable person;
 - f. People travelling for study purposes (boarding schools, university); this includes travel by pupils, students and trainees who are undergoing training as part of their studies and researchers with a hosting agreement;
 - g. Highly qualified professionals travelling for economically necessary reasons which cannot be postponed; including professional sportsmen and sportswomen with elite sport status and cultural sector professionals with a combined licence, travelling for work.

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SUPREME HEADQUARTERS ALLIED POWERS EUROPE
GRAND QUARTIER GÉNÉRAL DES PUISSANCES ALLIÉES EN EUROPE
B-7010 SHAPE, BELGIUM



NATO MISSION ESSENTIAL TRAVEL/
DEPLACEMENT ESSENTIEL A LA MISSION DE L'OTAN
COVID-19 PANDEMIC / PANDEMIE COVID-19

1. This is to certify that the travel of the following member of the Supreme Headquarters Allied Powers Europe (SHAPE) of the North Atlantic Treaty Organization (NATO) is essential for the performance of the tasks assigned to him/her in connection with the official business of the Organization:

2. Il est certifié par la présente attestation que le déplacement du membre du Grand Quartier Général des Puissances Alliées en Europe (SHAPE) de l'Organisation du Traité de l'Atlantique Nord (OTAN) suivant est essentiel pour l'accomplissement des tâches qui lui sont confiées dans le cadre des activités officielles de l'Organisation:

BLOCK A TRAVELLER INFORMATION

LAST NAME		RANK / GRADE	
FIRST NAME		DUTY PHONE No.	
NATO ID / PROTOCOL ID		NATIONALITY	

BLOCK B TRAVEL DETAILS

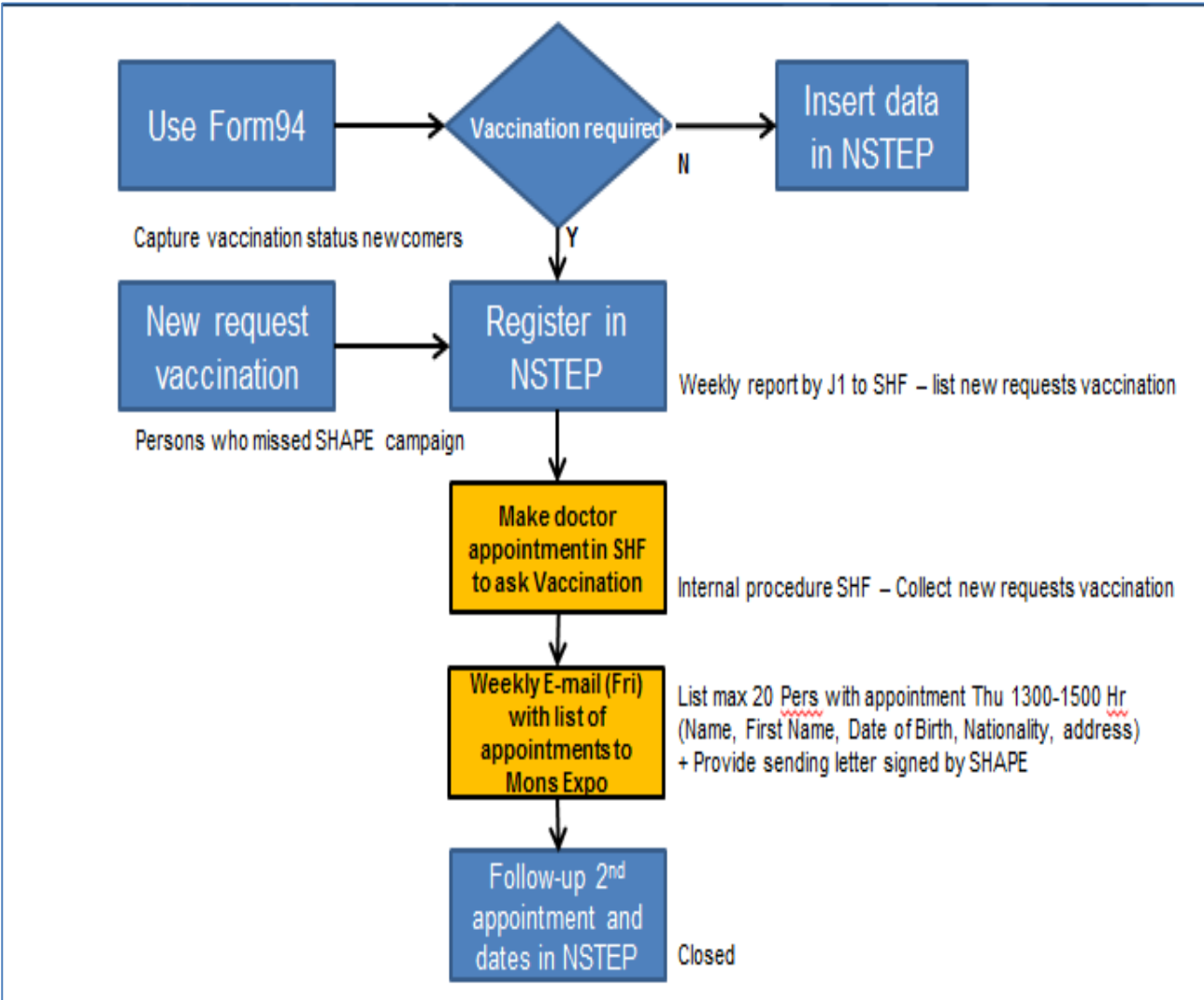
DEPARTURE POINT (Home address / SHAPE)	DESTINATION	RETURN POINT (Home address / SHAPE)
PURPOSE OF JOURNEY / BUT DU DÉPLACEMENT		
NATO Mission Essential Duty Travel / Commuting to/from Duty Station (including border crossing). Déplacement Essentiel à la Mission de l'OTAN / Trajets professionnels (comprenant les trajets transfrontaliers).		

BLOCK C SIGNING AUTHORITY

(Date)	(Rank/Grade)	(Last/First Name)	(Signature)

It is confirmed that this declaration is complete and accurate. The undersigned Authority hereby declares that the above-mentioned staff member is attached to SHAPE/in the employment of SHAPE.

SHAPE COVID-19 VACCINATION PROCESS – ENDURING (SPONSOR: MGT)



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ANNEX I TO
SD 083-001
DATED 19 OCT 21

LIST OF ACRONYMS (SPONSOR: MGT)

CHRM	Civilian Human Resource Manager
CWG	COVID-19 Working Group
EMA/FDA	European Medicines Agency/Food and Drug Administration
FFP	Filtering Face Pieces
GP	General Practitioner
HESO	Health Environmental and Safety Officer
HN	Host Nation
INCSPOTREP	NATO Incident Spot Report
OPR	Officer of Primary Responsibility
PLF	Passenger Locator Form
PPE	Personnel Protective Equipment
RTW/RTD	Return to Work/Return to Duty
SD	SHAPE Directive
SHF	SHAPE Healthcare Facility
SHF PM	SHF Preventive Medicine Department
SMs	Senior Mentors
TDY	Temporary Duty