Enclosure 1 – Evacuation Instructions

1. **Authorized DoD Civilian Employee.** Only DoD civilian employees and their eligible family members assigned in a foreign area on a transportation agreement and who have determined to be at higher risk of a poor outcome if exposed to COVID-19 are authorized to evacuate under this AD order. Once evacuated, DoD civilian employees and their eligible family members will remain in an evacuation status until the AD order is terminated by the Department of State.

2. **Evacuation Request Procedures.**
   a. The employee submits a completed COVID-19 Evacuation Request (for themselves and/or EFMs) to the DoDEA Resource Management (RM) Division at DoDEA.Evacuations@dodea.edu.
   b. RM will create the travel orders (DD1610) in the Defense Travel System (DTS) to designated CONUS safe haven.
   c. RM provides employees a copy of the travel orders, a summary of evacuation allowances, filing instructions, and other relevant guidance to employee prior to evacuation.
   d. Individual employees, upon receipt of travel orders, may then contact their local SATO for a travel itinerary and airline ticketing. RM is also available to assist the employee with travel plans.

3. **Pre-evacuation Tasks.**
   a. Employees develop a safe haven plan with their supervisor. Safe haven plans include employee work requirements/schedules, contact information, travel plans, acknowledgment of quarantine requirements, and contact information for EFMs if evacuated to a different safe haven location.
   b. If required to work in a safe haven location, the employee’s plan should identify government furnished equipment requirements (e.g. government laptop and CAC) to be provided to the employee prior to evacuation.
   c. Employee notifies landlords of anticipated absence and forwarding contact information while evacuated to safe haven.
   d. If applicable, employee coordinates pet support during absence.
   e. Employee establishes lodging reservation at safe haven location.

4. **Safe Haven Determination Guidance.**
   a. DoD has established Arlington, VA as the CONUS safe haven for all evacuated DoD civilian employees under the COVID-19 Authorized Departure.
   b. DoD civilian employees evacuating with EFMs can escort the EFMs to a safe haven location anywhere in the U.S. before traveling to the employee’s designated safe haven location of Arlington, VA. If the EFMs must remain with the employee while in an evacuated status, the employee and EFMs are required to use Arlington, VA as the AD safe haven location.
   c. EFMs evacuating alone can identify any location in the U.S. as an evacuation safe haven location. The employee is authorized to escort minor dependents to the safe haven location if an adult EFM is unavailable to do so. In such cases, the
employee is required to return to their assigned duty location once the EFMs are established in their safe haven location with an adult caregiver and the employee completes quarantine requirements.

5. **Safe Haven Tasks.** Upon arrival at the safe haven location, the employee will perform safe haven actions in accordance with the supervisor-approved safe haven plan (see paragraph 3a.), to include mandatory quarantine requirements. Evacuated employees will file for evacuation allowances in accordance with RM instructions every 30 days (see enclosure 2).

6. **Employee Alternate Work Locations.** While in the authorized safe haven location, and during any quarantine period, DoDEA employees are expected to work in accordance 5 C.F.R. § 550.409. Unless otherwise directed, evacuated DoDEA teachers will continue providing digital instruction to students of their assigned school. Teachers will adjust their safe haven work schedules as needed to facilitate digital instruction to students located in the school’s host nation. All other DoDEA employees will work from alternate work locations in accordance with their supervisor-approved work plan.

7. **EFMs Enrolled in a DODEA School.** As circumstances surrounding COVID 19 continue to evolve, DoDEA is continuing to explore authorized educational options for students whose sponsor chooses to evacuate from overseas areas pursuant to the authorized departure. At the present time and until further notice, school-aged EFMs enrolled in a DoDEA school in a foreign nation whose sponsor chooses to evacuate may be authorized to remain enrolled in the same DoDEA school while temporarily relocated in a safe haven location as long as the DoDEA school provides digital instruction, the sponsor/student remain assigned to the overseas location and intend to return to the overseas location when permitted to do so, and the student is not enrolled in another school option. Once the DoDEA school re-establishes normal school operations and discontinues digital instruction practices, DoDEA EFMs must then enroll in a local education agency supporting the safe haven location or request an exception to DoDEA policy for early withdrawal from the DoDEA school which will be considered on a case-by-case basis, or return to the overseas location to attend the DoDEA school (if authorized to return).