

COVID19 PCS-In: Quarantine

Unit/Sponsor Checklist



✉ Unit / Command Pre-arrival

- Assign Sponsor/Point of Contact (POC) & Support Personnel (SP)
- Update Panzer Hotel of POC / Support Personnel:
 - Rank, First Name, Last Name:
 - DSN:
 - Mobile:
 - E-mail:
 - Unit, Command and Directorate:
- Brief POC / SP on their responsibilities for the PCS Personnel/Quarantine
- Ensure guest(s) know to travel with facemasks and/or makeshift facemasks
- Encourage guest to download the USAG Stuttgart Mobile App (available on both Android and Apple Stores)
- Encourage guests to “Like” and “Follow” the U.S. Army Garrison Stuttgart (Government Organization) page on Facebook: <http://www.facebook.com/USAGarrisonStuttgart>
- Recommend they watch all of the Garrison’s videos related to COVID-19 on the Facebook page (e.g. the Town Hall Videos)
- Keep Lodging Updated on the anticipated arrival/departure dates

✉ Sponsor/Point of Contact (POC) / Support Personnel (SP)

- Set-time to meet with hotel personnel to receive briefing on procedures for hotel access and quarantine practices
- Upon picking up the guest from the airport POC / SP must call the hotel to prep hotel staff of the incoming guest(s) - and anticipated arrival time
- While escorting the guest to the Panzer Hotel bring them up to speed on Garrison and Local regulations and procedures
- Recommend prior communication with the PCS Travelers of their preferred foodstuffs, beverages, over-counter medications, vitamins, etc...

HELP ALLEVIATE THE STRESS FOR THE PCS IN CHILDREN & PETS - GAMES, ACTIVITIES & TOYS

- Recommend arranging to have items placed in guestroom prior to arrival.
- Recommend guest bring CAC reader and good laptop. This will aid with touchless check-in, bill pay, housing memos, checkout procedure.
- Set up method of payment between guest for items purchased (e.g. PayPal, VENMO, Bank Transfers)
- Ask about any allergies or sensitivities (e.g., laundry detergent fragrances/dietary restrictions)
- Set-times/dates for laundry pick-up & return - clean personal laundry
- Make sure guest is well nourished/Verify morale of guest
- Check-on Guest Frequently as to their wellbeing and health.

✉ USAG Stuttgart Family and MWR / Army Lodging

- Building 2905, Panzer Hotel
- DSN: 314-431-3490
- Commercial: 00 49 (0) 7031 410 40
- E-mail: usarmy.stuttgart.imcom-fmwrc.mbx.panzer-lodging@mail.mil

