Enclosure (13)
AUXILIARY COVID-19 RECONSTITUTION GUIDANCE

Version 4
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The Office of Auxiliary and Boating Safety
(CG-BSX)
AUXILIARY COVID-19 RECONSTITUTION GUIDANCE

A. General Information/Guidance

1. This guidance and policy updates are intended to provide assistance to the District Director of Auxiliary (DIRAUX), Coast Guard units, and Order Issuing Authorities (OIA) on how to use Coast Guard Auxiliarists in the safest way possible during the COVID-19 Pandemic. As the spread of COVID-19 varies in every area, region, state, city, town, etc., DIRAUXs and OIAs may deviate from this guide as they see fit for their cognizant areas of responsibility (AOR).

2. This guidance provides Auxiliarists a safe way to move forward during the Pandemic and also combines and supersedes the following five ALAUXs: ALAUX 003/20 (Novel Coronavirus (COVID-19) - Auxiliary Awareness); ALAUX 027/20 (Temporary Suspension of Online Proctor Requirement for AUXOP Specialty Course Exams); ALAUX 011/20 (Webinar Delivery of the TCT Refresher - COVID-19); ALAUX 032/20 (Auxiliary Currency Maintenance Changes for CY 2020); and ALAUX 004/22 (Auxiliary Currency Maintenance Changes for CY 2021).

3. DIRAUX offices, Coast Guard units, and OIAs are continually assessing operational risks posed by COVID-19 and developing mitigation strategies in advance of mission performance. They remain the best sources for guidance regarding Auxiliary assignments to duty (ATD) within their AORs. All Auxiliarists shall strictly adhere to Coast Guard policy and follow State and local policy if more restrictive. For example, if CG policy allows for optional indoor mask wear for vaccinated and unvaccinated Auxiliarists in a geographic area identified as Community Level (Medium) but a local township in that area still requires indoor mask wear for all, then Auxiliarists shall adhere to that township’s policy while ATD.

4. DIRAUX offices, units, and OIAs must honor and respect an Auxiliarist’s request to not perform an assignment to duty due to the Auxiliarist’s concerns about COVID-19 exposure.

5. Auxiliarists should remain mindful that Commanding Officers and Officers-in-Charge of Coast Guard installations are empowered to deny entry to any personnel, including Auxiliarists, to ensure the safety and security of the installation.

6. All Auxiliarists are expected to view the Centers for Disease Control and Prevention (CDC) COVID-19 Frequently Asked Questions (FAQ) page at https://www.cdc.gov/coronavirus/2019-ncov/faq.html for further information on transmission, prevention, symptoms and emergency warning signs, people at higher risk for severe illness, exposure risk, preventing infection, etc. Auxiliarists are also expected to periodically view the U.S. Coast Guard’s COVID-19 FAQ page at https://www.uscg.mil/Coronavirus/FAQ/, for Coast Guard specific information.

7. All official Auxiliary engagement activities that entail physical contact with foreign partners (government, private sector, and academia) are suspended unless specifically authorized by the cognizant DIRAUX office or OIA.

8. Whether suspecting that exposure to COVID-19 occurred during a Coast Guard assignment to duty or not, Auxiliarists are encouraged to seek medical attention from their personal health providers and follow their health provider's guidance. Suspected COVID-19 exposure pursuant to
assignment to duty shall be processed as other Auxiliary injury claims in accordance with provisions of the Auxiliary Manual, COMDTINST M16790.1 (series).

9. All Auxiliarists (vaccinated or unvaccinated) must follow CDC guidelines if exposed to COVID-19 or tested positive for COVID-19, prior to requesting ATD: Your Health | COVID-19 | CDC; If You Are Sick or Caring for Someone | CDC; and COVID-19 Quarantine and Isolation | CDC

10. All Auxiliarists should follow CDC COVID-19 risk mitigation guidance (e.g., mask wear; social distancing, other PPE) and must adhere to paragraph A.3. of this guidance.

11. Mask Wear: In accordance with ALCOAST 120/22, COVID-19: Safer Federal Workforce, Task Force COVID-19 Workplace Safety Guidance – Update 1, DIRAUX and other Coast Guard OIAs shall use the CDC Community Levels guidance to set Auxiliary policy for general mask wearing in their respective geographic AOR. Unless otherwise noted in the guidance, DIRAUX and Coast Guard OIAs must validate for their servicing Auxiliarists that they are not required to wear a mask indoors or outdoors regardless of vaccination status in their respective geographic areas of responsibility. If an Auxiliarist has any question about the mask wear requirement for any geographic area, they shall obtain clarification of such from the DIRAUX or appropriate OIA. CDC guidance provides various exceptions, including but not limited to eating, water activities, and high intensity activities. Basic Community Level information and mask wear guidelines follow:

   a. CDC COVID-19 Community Level of High: All Auxiliarists shall wear a mask.

   b. CDC COVID-19 Community Levels of Medium and Low: Masks are optional for all Auxiliarists unless otherwise directed by DIRAUX or the cognizant Coast Guard OIA.

   c. CDC requirements for mask fit, form, and function are available at: Use Masks to Slow the Spread of COVID-19 (cdc.gov);

   d. CDC COVID-19 Community Levels can be found at: Your Health | COVID-19 | CDC

   e. CDC COVID-19 Community Level Data Tracker site: https://covid.cdc.gov/covid-data-tracker/#county-view

B. Authorizations

1. Auxiliarists are authorized to perform Auxiliary activities pursuant to assignments to duty from one of the following OIAs:

   a. The Chief Director of Auxiliary (CHDIRAUX, CG-BSX).

   b. The Headquarters program manager for a Headquarters unit or their designee (e.g., the Director of Health, Safety, and Work-Life (CG-11) or the Chaplain of the Coast Guard (CG-00A)).
c. The Area Commander or their designee (e.g., Area Chief of External Affairs (CG-092)).

d. The District Commander or their designee (e.g., Chief of Prevention (dp), Director of Auxiliary (dpa), District Chaplain (dch), Sector Commander, unit Commanding Officer or Officer in Charge). Note: This does not preclude Auxiliary elected and appointed staff officers from assigning other Auxiliarists to duty in accordance with provisions of the Auxiliary Manual, COMDTINST 16790.1 (series). The DIRAUX shall be consulted in advance of any such assignment if it entails travel outside the geographic area of responsibility (AOR) for an Auxiliarist’s region, interaction to any degree with the public, or as otherwise specified by the DIRAUX.

2. In determining ATD authorization, all due consideration must be given to mission need and risk that may stem from fundamental Auxiliary demographics in determining whether or not an assignment to duty is warranted. This also includes whether an Auxiliarist has been fully vaccinated or not. Consideration must also be given to an increase in boating accidents and fatalities stemming from the attractiveness and proliferation of recreational boating during the COVID-19 environment. All OIAs are therefore strongly encouraged to make thorough, accurate, and updated assessments of their operating environments (including incorporation of state/local guidance), fully leveraging the many best practices and lessons learned that have been compiled to mitigate COVID-19 risk. They should also identify and act upon opportunities for Auxiliarists to re-engage with boaters across the Auxiliary’s authorized recreational boating safety mission activities in order to help curtail these alarming trends.

3. Coast Guard commands, DIRAUXs, OIAs, lead Auxiliarists (coxswains, pilots, etc.), Auxiliary elected officers, and program managers (e.g., flotilla and division staff officers) are authorized to ask their Auxiliary crew members and program participants if they are fully vaccinated or not to determine risk mitigation and to assist in determining ATD, and Personnel Protection Equipment (PPE)/social distancing requirements. In addition, Coast Guard commands, DIRAUXs, OIAs, and lead Auxiliarists may terminate any ATD of an Auxiliarist if they do not disclose their vaccination status. They may also require their Auxiliary crews to take precautions to mitigate the spread of COVID-19 by requiring mask, social distancing, etc. Any issues or concerns are to be immediately referred to the OIA for resolution.

C. Vaccination Status and Attestation

1. Vaccination

   a. Individuals are considered fully vaccinated two (2) weeks after completing the second dose of a two-dose COVID-19 vaccine or two (2) weeks after receiving a single dose of a one-dose COVID-19 vaccine. Individuals must be vaccinated with vaccines that are either fully licensed or authorized for emergency use by the Food and Drug Administration (FDA) (e.g., PfizerBioNTech/COMIRNATY, Moderna, Johnson & Johnson/Janssen vaccines; listed for emergency use on the World Health Organization Emergency Use Listing (e.g., AstraZeneca/Oxford)). Auxiliarists who do not meet these criteria are NOT considered fully vaccinated and must abide by all precautions prescribed for unvaccinated personnel. Those with previous COVID-19 infection(s) or antibody test results are also not considered fully vaccinated on that basis for the purposes of this guidance.
b. For the safety of our personnel and that of the public, all Auxiliarists are required to become fully vaccinated against the COVID-19 virus prior to volunteering for an ATD that involves in-person interaction with Coast Guard personnel (including other Auxiliarists), other government personnel, or members of the public. This is a temporary restriction on an Auxiliarist’s ability to volunteer for public facing assignments to protect Coast Guard readiness and ensure the health and well-being of unvaccinated Auxiliarists, Coast Guard personnel, and members of the public that the Coast Guard is obligated to protect.

c. Notwithstanding section C.1.b., unvaccinated Auxiliarists may request and perform in-person ATD only in areas of moderate or low COVID-19 Community Level in accordance with the following provisions:

i. For any ATD involving in-person interaction with Coast Guard personnel (including Auxiliarists), other government personnel, or members of the public, unvaccinated Auxiliarists must request and obtain ATD from the appropriate OIA in accordance with normal procedures.

ii. Upon being ATD, an unvaccinated Auxiliarist must be prepared to provide proof of a negative FDA-authorized or approved COVID-19 test completed within 72 hours prior to commencement of the ATD. They must also wear a mask in accordance with the provisions of paragraph A.11 and social distance at all times during the ATD.

iii. Failure to provide a negative test result, if requested, may result in the ATD being canceled and potential disciplinary action in accordance with the Auxiliary Manual, COMDTINST M16790.1 (series).

d. Vaccination against COVID-19, including booster shots, is strongly recommended for all Auxiliarists.

e. Auxiliarists regardless of vaccination status may continue to volunteer for and perform any assignments or activities that do not involve in-person interactions with members of the public or with other Coast Guard personnel.

f. All Auxiliarists must be fully vaccinated prior to applying for any C-Schools (see paragraph E.1. of this guidance for more information).

g. Auxiliary COVID-19 High Risk Assessment Form (ANSC-7101): It is important for the Coast Guard to be aware of the extent of vaccination across the Auxiliary element of its workforce. To achieve such awareness, this ANSC-7101 form has been updated and all Auxiliarists must fill out and submit it to their cognizant DIRAUX office as soon as possible (email as a password-protected attachment is acceptable). This is to ensure that AUXDATA II is updated to reflect vaccination status. (DIRAUX office shall keep a copy of this form in their members’ files and shall not scan a copy into AUXDATAII). Not providing this information will result in the presumption that an Auxiliarist is not vaccinated against COVID-19. If this updated form is not submitted then any in-person ATD will not be approved. Copies of the form should be readily available upon OIA request. Once filled out and submitted to the cognizant DIRAUX office, this form should not be submitted again unless its information has changed (For example: If this updated
form was submitted with one of the “No” boxes checked then a few months later it changes to “Yes”, then a new form must be submitted). Providing information that is not accurate or not true may result in disciplinary action. This updated form can be found on the Auxiliary forms warehouse site at: USCGAUX: PDF Forms for Auxiliary Staff.

h. Vaccinated Auxiliarists that express concern about performing in-person ATDs with unvaccinated Auxiliarists should bring their concern to the attention of the OIA. If the OIA is an Auxiliarist, then they shall also notify the DIRAUX. If the issue cannot be resolved then the OIA (in consultation with the DIRAUX if applicable) may terminate the ATD for any and all participants (e.g., an unresolved concern among an Auxiliary boat crew may result in termination of their patrol).

2. Attestation

a. In accordance with the White House Safer Federal Workforce Task Force, all visitors (including CG Auxiliarists) entering any federal building, in CDC COVID-19 Community Level of High, must attest to their vaccination status prior to entering a federal building/facility or in-person participation in a Coast Guard or other federal government hosted meeting, indoor event, or conference away from a Coast Guard building. The overarching intent of attestation is to reduce risk to the workforce and official activities performed indoors.

b. As a result, all Auxiliarists (including fully vaccinated) entering any federal building in CDC COVID-19 Community Level of High must be prepared to attest to their vaccination status by providing proof of vaccination. Auxiliarists who are not fully vaccinated or decline to provide their vaccination status must be prepared to provide electronic or paper copy of a negative result from an FDA-authorized or approved COVID-19 test administered within 72 hours of their visit to a federal building/facility or in-person participation in a Coast Guard or other federal government hosted meeting, indoor event, or conference away from a Coast Guard building, when ATD and in any CDC COVID-19 Community Level. All Auxiliarists are also required to adhere to all safety measures required for individuals.

c. This attestation excludes outdoor spaces on CG facilities. This attestation does not apply if an Auxiliarist is acting in the capacity as a visitor or customer and entering a Coast Guard building to obtain a public service or benefit, for example Regional Exam Centers, a Coast Guard Exchange, identification card issuance locations, and MWR locations. Auxiliarists must otherwise adhere to paragraph A.3. of this guidance.

D. Coast Guard Operations and Auxiliary Activities

1. All Auxiliary activities are authorized to be performed as long as the cognizant DIRAUX office provides regional guidance, the Auxiliary activities conform to the risk-vs-gain assessments of the OIA, and the activities are determined by the OIA to fully meet their mission need criteria. In cases in which an OIA is not geographically located with the Auxiliarist, (e.g., CG-11 serving as OIA for Auxiliary Health Services (AUXHS) participants) then it is incumbent upon that OIA to
ensure awareness of the Auxiliarist’s region and reconcile any concerns with the cognizant region. The principal point-of-contact for such awareness and reconciliation is the DIRAUX (dpa).

2. Coast Guard OIAs should follow the guidelines set forth in The Agile Workforce Guide (enclosure (14) of the PLANORD) when Auxiliarists will be working with each other or other Coast Guard personnel. Order Issuing Authorities should also follow the Pandemic and Emerging Infectious Disease Risk Assessment (enclosure (1) of the PLANORD) when Auxiliarists will be working or interacting with the public. For recreational boating safety (RBS) specific missions, OIAs and Auxiliarists should follow the Auxiliary RBS Specific Risk Assessment (enclosure (1) of this guidance).

3. All risk-vs-gain assessments by OIAs for Auxiliary ATDs must apply PLANORD factors and control band criteria (enclosure (1) of the PLANORD) along with the considerations identified in paragraph B.2. above.

4. For operational ordered patrol missions, OIAs must work with their Auxiliary Sector Coordinators (ASC), Auxiliary Air Coordinators (AAC), and Auxiliary Unit Liaisons (AUXLO) to conduct operational planning, taking into account the COVID-19 risk factors, OIA mission needs, and training/proficiency needs of the Auxiliary. Once these operational planning discussions have taken place, only then should patrol requests be submitted to the OIA in accordance with OIA unit policy and procedures. Patrol requests should be submitted well in advance of the patrol date (7-14 days) to allow time for thorough risk assessment to evaluate any COVID-19 risk considerations or changes in mission needs. It is imperative that OIAs and Auxiliarists apply proper risk management principles prior to, planning, requesting, or undertaking any ATD where risk of exposure to COVID-19 is possible. OIAs and Auxiliarists must also be aware of any mission restrictions or prohibitions established by the DIRAUX.

5. All OIAs should give special consideration of age, particularly for Auxiliarists 65 years of age and older, and COVID-19 high-risk factors in determining the propriety of any Auxiliary ATD. OIAs may request a copy of the updated Auxiliary COVID-19 High Risk Assessment Form from their Auxiliarists or the DIRAUX office at any time to help determine ATD. See paragraph C.1.g for more information on the Auxiliary COVID-19 High Risk Assessment Form.

6. All OIAs must give special consideration to the proper outfitting of Auxiliarists with PPE for an ATD per enclosure (1) of the PLANORD. Facial masks commonly used by members of the public are acceptable PPE when Auxiliarists are assigned to duty unless otherwise specified by the OIA. If the OIA or the Auxiliarist cannot ensure that requisite PPE for the ATD is ready, available, and will be properly used, then the ATD must not be performed. (Note: The CHDIRAUX will not provide funding for PPE).

7. Understanding that many Auxiliary ATDs often have an Auxiliarist who effectively serves as the OIA instead of a distinct Coast Guard OIA (e.g., conducting staff officer duties, meetings, training, vessel safety checks, public education classes, marine dealer visits, public outreach events), the cognizant DIRAUX, through the Auxiliary Chain of Leadership and Management (COLM), will serve as the Coast Guard OIA for the purpose of determining whether or not such activities proceed when COVID-19 considerations exist, unless authorized in accordance with paragraph B.1.d. of this guidance. The COLM will be the only personnel authorized to contact the DIRAUX office; individual members must not contact the DIRAUX office.
8. Units and/or OIAs must ensure that Auxiliarists who are required to wear respirators in accordance with Sect 3.1.4. of the PLANORD are: entered into the unit’s respiratory protection program; medically cleared and physically fit to wear the respirators; fit-tested; and properly trained to use and maintain the respirators. Per Enclosure 3 to COVID-19 FRAGO v4, and due to the availability of N95 respirators, it is recommended to use a new mask every time but they can be re-used up to five (5) times provided they are not damaged or soiled. Voluntary respirator use must be in accordance with the Safety and Environmental Health Manual, COMDTINST 5100.47 (series).

   a. Auxiliarists (all crewmembers) performing ordered patrol missions for Coast Guard commands must follow the same PLANORD protocols for those missions including PPE outfitting and decontamination procedures as may be necessary. Such Auxiliarists must fulfill the following training requirements which are available through the Auxiliary Learning Management System (AUXLMS: https://auxlearning.uscg.mil/):

      i. (1) Blood Borne Pathogens Training (Course #100293). Acceptable versions of this course are available in the COVID portfolio of the Auxiliary course catalog in the AUXLMS (https://auxlearning.uscg.mil/) as well as through the Auxiliary Online Classroom (http://classroom2.cgaux.org/moodle/course/view.php?id=205). An OIA designated unit-level version of the course is also acceptable. Until a link to record this course completion in AUXDATA II is established, Auxiliarists should retain a copy of their course completion (electronic acceptable) to provide an OIA as necessary.

      ii. Currency in Auxiliary Core Training (AUXCT) requirements is otherwise sufficient for Auxiliarists to be assigned to duty and engage in authorized activities outside their homes.

9. Strong potential may still exist for the stand-up of Incident Management Teams (IMT) in response to continued COVID-19 expansion. Auxiliarists with Emergency Management expertise are strongly encouraged to offer their availability for such IMT support through their COLM.

10. Auxiliarists engaged in AUXHS must know the clinical manifestations of COVID-19 and be familiar with applicable guidance on MEDEVAC for High-Risk Infectious Disease.

11. Public Education Classes: Class sizes must be limited by the size and type of room the class will be in and take into account CDC minimum social distancing recommendations and follow CDC’s COVID-19 Community Levels guidance per the website: COVID-19 Community Levels | CDC. In addition, the classroom must have proper ventilation, frequent breaks must be taken, and all interaction between all persons in the classroom must be conducted at minimum social distances. The number of Auxiliary personnel physically present for the purpose of instructing or supporting the conduct of the class must be minimized, and there should be no more than one instructor teaching the class at any given time. Personal protective equipment should be utilized in accordance with enclosure (1) of this guidance.
E. Training

1. Guidance regarding Auxiliary C-schools will continue to be issued through CG-BSX Policy Letter 21-01, Resumption of In-Person Auxiliary C-Schools, which can be found at the following: 2021 Policy Letters (uscgaux.info).

2. Currency Maintenance Changes for Calendar Year (CY) 2021.

   a. Significant constraints continued to be levied upon Auxiliarists’ ability to perform authorized activities in Calendar Year (CY) 2021 by the COVID-19 virus. These constraints significantly and detrimentally impacted the ability of many Auxiliarists to apply their competencies, perform their authorized activities, and maintain their currencies. Consequently, the following changes to CY 2021 currency maintenance requirements apply for CY 2022:

      i. General Qualification and Currency Maintenance Requirements.

         1) All annual currency maintenance requirements for CY 2021 (e.g., the five vessel safety checks required to maintain currency as a vessel examiner) and other-than-annual requirements that were due in CY 2021 (e.g., the 3-year check ride required to maintain currency as a coxswain if due in 2021) are again waived except the tests and workshops that were able to be completed online through the Auxiliary Learning Management System (AUXLMS) or Auxiliary National Classroom.

         2) These waived currency maintenance requirements must now be completed by 31 December 2022 (e.g., the five vessel safety checks that were originally required by 31 December 2021 in order to maintain currency as a Vessel Examiner must now be completed by 31 December 2022). Currency maintenance requirements that were applicable for CY 2021 are cancelled (e.g., a Vessel Examiner will only have to perform five vessel safety checks in CY 2022 in order to maintain currency).

         3) CY 2021 completion of the Team Coordination Training (TCT) Refresher and the Crew Resource Management (CRM) Refresher is not waived because these refreshers were available through webinars.

         4) If an Auxiliarist started CY 2020 in Required Yearly Not Met (REYR) status in a competency and was unable to fulfill the requirements to regain certification during CY 2020 and CY 2021, then the Auxiliarist will remain in REYR status in that competency and will have until 31 December 2022 to complete those same requirements in order to regain certification.

         5) All requirements for initial qualification/certification remain in effect and will not be waived.

      ii. Auxiliary Aviation Specifics: The currency task requirements listed below are waived for CY 2021 and must be completed by the dates specified:
1) The semi-annual Air Mission Currency task (3 missions totaling at least 6 hours) with a currency expiration date of 30 June 2021 and/or 31 December 2021 must be completed by 30 June 2022.

2) Annual and greater-than-annual cycle (2-year/5-year) currency tasks with a currency expiration date no later than 31 December 2021 must be completed by 31 December 2022 (e.g., a biennial flight check that was originally required by 31 December 2021 in order to maintain currency as a pilot must now be completed by 31 December 2022).

3) In addition, all Auxiliary pilots will continue to be required to:
   a) Maintain all FAA license and flight requirements including biennial check flights and holding a minimum of a valid Third Class FAA Medical Certificate.
   b) Maintain Passenger Currency (for Pilots carrying passengers or crew).
   c) Fly and log a minimum of 12 hours PIC time each semi-annual period (may be General Aviation or Auxiliary flight).
   d) Complete the CRM Refresher.

b. These waivers of CY 2021 currency maintenance requirements represent a second consecutive year of doing so. A third consecutive year of such is not envisioned regardless of COVID-19-induced circumstances and should not be expected.

c. Questions should be directed to the servicing DIRAUX and OTO.
3. AUXOP Specialty Course Exams.
   a. Sections 8.C.2.(b) and (d) of the Auxiliary Manual, COMDTINST M16790.1 (series) require all Operational Auxiliarist (AUXOP) specialty course exams to be proctored and have a minimum passing score of 75%. Current COVID-19 safety protocols often prevent Auxiliarists from engaging in in-person Auxiliary activities, including meeting with proctors to take AUXOP specialty course exams.

   b. Given the constraint posed by COVID-19 on in-person AUXOP exam proctoring, the proctor requirement is temporarily suspended for the following AUXOP specialty course exams when taken online: Auxiliary Navigation (AUXNAV-A / also listed as AUXACN), Auxiliary Weather (AUXWEA), Auxiliary Patrols (AUXPAT), Auxiliary Seamanship (AUXSEA), and Auxiliary Communications (AUXCOM).

   c. If taken online, these AUXOP specialty course exams are authorized to be taken open-book and must still to be taken through the Auxiliary National Testing Center (NTC: http://ntc.cgaux.org/). Taken this way, they now require a passing score of 90% and must be completed within a 120-minute time limit. Once the online exam is started, it can only stop upon exam completion or once 120 minutes have passed. It cannot be temporarily stopped nor logged out. For these reasons, students should therefore ensure they are fully prepared and ready to take these online exams prior to starting them.

   d. This change does not apply to the Auxiliary Search Coordination and Execution (AUX SC&E) specialty course or the NavRules 90 exams.

   e. This temporary suspension will end when COVID-19 safety protocols allow restoration of normal AUXOP specialty course exam proctor and passing score policies as determined by the CHDIRAUX. Provisions of this temporary suspension will remain in place for 30 days after its announced end to allow Auxiliarists to complete their exams for AUXOP specialty courses already in progress. Notification about the end of the temporary suspension of the proctor requirement will be via an ALAUX message.

4. TCT Refresher.
   a. Due to established COVID-19 safety protocols, webinar delivery of the TCT Refresher course specified in Risk Management (RM), COMDTINST 3500.3 (series) and CG-BSX Policy Letter 19-01 - Risk Management Training Requirements for the Coast Guard Auxiliary is authorized. All updated training materials have been posted to the Auxiliary On-Line Classroom at http://classroom2.cgaux.org/moodle/ in the TCT Refresher Resources folder. Updated training materials include new slide presentations that include other Auxiliary mishaps and a Webinar Facilitator Resource Guide. Additional notes have been added to the presentation slides to assist facilitators with webinar training discussions. Listed below are the specific guidelines to ensure that the TCT Refresher learning objectives are met.

   i. Webinar Platform. Because there are a variety of webinar platforms used by the Auxiliary, districts and units are authorized to use any webinar platform that will allow the facilitator to present the training presentations for viewing by the students and permit facilitator/student interaction in real-time.
ii. Webinar Facilitator Selection. The DIRAUX or OTO may select an Auxiliary member to oversee the selection of Webinar Facilitators. Webinar facilitators must be approved by the DIRAUX, OTO, or a designee, must be current in all TCT facilitator certification requirements listed in CG-BSX Policy Letter 19-01 - Risk Management Training Requirements for the Coast Guard Auxiliary, and must be proficient in webinar presentations.

iii. Webinar Training Session Guidelines. In order to ensure course objectives are met, the following guidelines must be followed to ensure successful course completion:

a) Based on webinar training feedback, class size should be limited to 4-12 students. DIRAUX/OTO may authorize larger classes if necessary. Facilitators must ensure all attendees participate in the discussions.

b) All attendees must be able to view the presentations and participate in discussions in real-time. Just calling in to a session is not sufficient to meet the training objectives.

c) The course may be split into two sessions, the first covering the human factors of risk management and the second covering mission planning, risk management, and mishap analysis. If the course is split into two sessions, attendees must complete both sessions in their entirety to receive credit for the course.

d) Webinar Facilitators must review the Facilitator Resource Guide and take all steps to prepare for the course and provide advance notification and meeting instructions to students prior to the class.

e) More than one facilitator can be utilized to deliver the course. Using one facilitator to deliver content while another monitors discussions or comments is a good tactic. If using more than one facilitator, both must be present for the entire session in order to get credit for teaching the course.

f) Facilitators should invite DIRAUX/OTOs and/or other facilitators to monitor training sessions in order to solicit feedback on the delivery of the course and apply lessons learned to improve course delivery.

b. When authorized and deemed safe to return to in-person training activities, the classroom delivery of the TCT Refresher will be the required method of instruction. The CHDIRAUX staff will work with the Coast Guard Office of Safety and Environmental Health to review the quality and continued benefit of the webinar training to determine viability for future use.

c. It is imperative that facilitators continue to ensure the principles of risk management are well understood and that attendees can apply those principles to reduce and/or mitigate risk. We must continue to develop our proficiency in risk management and instill in all members the idea of building a Culture of Safety.
F. Meetings and Conferences

1. All official Auxiliary engagement activities that entail attending other-than-Coast Guard or other-than-Auxiliary conferences, conventions, or other large gatherings are authorized in accordance with CDC guidelines and Coast Guard and/or local/state policy. For guidance on Coast Guard or Coast Guard Auxiliary meetings and conferences that are not training-centric, DIRAUXs shall review ALCOAST 285/21, COVID-19: Safer Federal Workforce Task Force COVID-19 Workplace Safety Guidance. (Note: The Department of Homeland Security (DHS) waiver for meeting/conferences with over 50 people only applies in areas of high COVID-19 Community Levels.)

2. Auxiliary events that are training-centric (e.g., Sector Training (S-TRAIN), District Training (D-TRAIN), National Training (N-TRAIN), National Convention (NACON)) are authorized to be planned and executed without need for further Coast Guard or DHS clearance or waiver. This is regardless of their duration or number of participants. Unvaccinated participants must be prepared to provide, upon request, a negative result from an FDA-authorized or approved COVID-19 test administered within 72 hours of event start, wear a mask in accordance with paragraph A.11, and social distance at all times during the event. Failure to provide a negative test result if requested may result in dismissal from event and potential disciplinary action. In addition, all Auxiliarists must adhere to paragraph A.3. of this guidance.

3. Auxiliary unit meetings/conferences are authorized pursuant to the following guidelines:
   
a. Unvaccinated participants must be prepared to provide, upon request, a negative result from an FDA-authorized or approved COVID-19 test administered within 72 hours of event start, wear a mask in accordance with paragraph A.11 of this guidance, and social distance at all times during the event. Failure to provide a negative test result if requested may result in dismissal from event and potential discipline action. If the event is not training-centric then regional DIRAUXs must review the policy in F.1. of this guidance.

b. Auxiliary leaders and DIRAUXs are encouraged to assess which meetings can be adapted to wholly remote or virtual means, or a hybrid of such with the allowance for partial in-person presence, using approved video or audio platforms.

c. If the meeting can be conducted in person, wholly or in part, then The Agile Workforce Guide (enclosure (14) of the PLANORD) should be used by the DIRAUX office to determine if an Auxiliary unit meeting is needed and meets the risk-vs-gain criteria. If The Agile Workforce Guide and the General Assessment of Risk (GAR) 2.0 (GAR 2.0: PEACE Job Aid.pdf (cgaux.org)) in Risk Management (RM), COMDTINST 3500.3 (series)) determines that an Auxiliary unit meeting is permitted by policy, then the meeting number must not exceed any currently defined state/local maximum (e.g., if a current state maximum for any meeting is 10 people and the Auxiliary unit meeting is permitted based on GAR 2.0, then the Auxiliary unit meeting in-person maximum shall not exceed 10 members).

d. A social distancing and PPE plan for meetings held pursuant to this guidance must be approved in advance by DIRAUX. An approved plan is acceptably applicable for subsequent meetings of the same population provided there are no significant changes from
one meeting to the next (e.g., a division meeting plan submitted and approved once is acceptable and applicable for all subsequent division meetings as long as the meetings are held in the same location/venue). Applicable risk-vs-gain and mission need criteria must be met.

G. Travel

1. Official travel for unvaccinated Auxiliarists or those who decline to provide information about their vaccinated status is prohibited unless specifically authorized by the cognizant DIRAUX or OIA. If authorized by their DIRAUX then unvaccinated Auxiliarists must be prepared to provide electronic or paper copy of a negative result from an FDA-authorized or approved COVID-19 test administered within 72 hours of their travel. (Note: C-school attendees are required to be vaccinated.)

2. Unofficial Travel. All Auxiliarists should follow Department of State (DOS) and CDC guidelines when it comes to domestic or foreign travel. This includes personnel who live with someone that is subject to self-monitoring due to travel or exposure history (as verified by a positive COVID-19 test).
   DOS travel advisories can be found at: https://travel.state.gov/content/travel/en/traveladvisories.html/, and CDC travel notices can be found at: https://www.cdc.gov/travel.

Enclosures: (1) Auxiliary RBS Specific Risk Assessment
(2) Control Bands and Corresponding Risk Control Options
(3) Safety & Env Health Bulletin – COVID-19 – Face Coverings, Masks, and Respirator Options
### Auxiliary – RBS

Note: Since COVID-19 can be transmitted by symptomatic and asymptomatic individuals, the T and I levels *assume* the presence of a pandemic contagion.

<table>
<thead>
<tr>
<th>Population at Risk</th>
<th>Risk Control Recommendations</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Population</strong></td>
<td><strong>Public Education Courses</strong></td>
</tr>
<tr>
<td><strong>Environment</strong></td>
<td>Classroom</td>
</tr>
<tr>
<td><strong>Work Description</strong></td>
<td>Teaching Boating Safety classes to the public</td>
</tr>
<tr>
<td><strong>Exposure</strong></td>
<td>T-4: Settings with frequent and regular contact for extended durations</td>
</tr>
<tr>
<td><strong>Intensity</strong></td>
<td>I-2: Contact with members of the public in ventilated room; no close person-to-person contact</td>
</tr>
</tbody>
</table>

*B: For classroom setting only. All students must wear masks. As long as social distance and proper sanitization can be maintained and all students are wearing masks, instructors may wear safety glasses, face shields, or prescription glasses.

### Auxiliary – RBS

Note: Since COVID-19 can be transmitted by symptomatic and asymptomatic individuals, the T and I levels *assume* the presence of a pandemic contagion.

<table>
<thead>
<tr>
<th>Population at Risk</th>
<th>Risk Control Recommendations</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Population</strong></td>
<td><strong>Vessel Safety Checks – Open Vessel (includes paddlescraft)</strong></td>
</tr>
<tr>
<td><strong>Environment</strong></td>
<td>Open vessel; no enclosed spaces to walk in.</td>
</tr>
<tr>
<td><strong>Work Description</strong></td>
<td>Boarding recreational vessels to conduct safety checks</td>
</tr>
<tr>
<td><strong>Exposure</strong></td>
<td>T-2: Settings with regular contact for brief durations</td>
</tr>
<tr>
<td><strong>Intensity</strong></td>
<td>I-1: Casual <em>walk-by</em> contact with members of the public; such as mall or shopping center</td>
</tr>
</tbody>
</table>
## Auxiliary – RBS

Note: Since COVID-19 can be transmitted by symptomatic and asymptomatic individuals, the T and I levels *assume* the presence of a pandemic contagion.

<table>
<thead>
<tr>
<th>Population at Risk</th>
<th>Risk Control Recommendations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Population</td>
<td>Vessel Safety Checks – Enclosed Vessel (Could also apply to OUPV and CFV Exams in consultation with OIA)</td>
</tr>
<tr>
<td>Environment</td>
<td>Enclosed vessel; there are enclosed spaces to walk in.</td>
</tr>
<tr>
<td>Work Description</td>
<td>Boarding recreational vessels to conduct safety checks</td>
</tr>
<tr>
<td>Exposure</td>
<td>T-2: Settings with regular contact for brief durations</td>
</tr>
<tr>
<td>Intensity</td>
<td>I-2: Contact with members of the public in ventilated room; no close person-to-person contact</td>
</tr>
</tbody>
</table>

**Safety glasses with side protection may be used in lieu of googles.**

## Auxiliary – RBS

Note: Since COVID-19 can be transmitted by symptomatic and asymptomatic individuals, the T and I levels *assume* the presence of a pandemic contagion.

<table>
<thead>
<tr>
<th>Population at Risk</th>
<th>Risk Control Recommendations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Population</td>
<td>Program Visits</td>
</tr>
<tr>
<td>Environment</td>
<td>Store</td>
</tr>
<tr>
<td>Work Description</td>
<td>Conduct visit with local boating store for RBS education</td>
</tr>
<tr>
<td>Exposure</td>
<td>T-2: Settings with regular contact for brief durations</td>
</tr>
<tr>
<td>Intensity</td>
<td>I-1: Casual <em>walk-by</em> contact with members of the public; such as mall or shopping center</td>
</tr>
</tbody>
</table>
### Control Options

<table>
<thead>
<tr>
<th>Control Band</th>
<th>Administrative</th>
<th>Engineering/Environmental</th>
<th>Personal Protective Equipment (PPE)</th>
</tr>
</thead>
</table>
| **A**        | • Hand washing/sanitizing and control coughing  
• Social Isolation of > 6ft  
• Signs to remind/alert of hazard  
• Sanitize surfaces and high touch point instruments  
• Utilize sick-leave option (stay home if ill)  
• Early identification and isolation of symptomatic persons | • Hand washing / sanitizer stations  
• Provide face cover/ face mask for all persons  
• Physical barriers | • Cloth face covering*  
  (when practicable but not intended for operational missions) |
| **B**        | Band A Options, plus:  
• Control people movement to minimize contact  
• Stagger meal times to reduce size of gatherings | Band A Options, plus:  
• Use dilution ventilation | Face masks  
• Nitrile gloves  
• Goggles  
• Coveralls (ODUs with sleeves down are acceptable)  
• Voluntary use of N95 respirators w/o exhaust valve |
| **C**        | Band B Options, plus:  
• Physically secure/restrain people to reduce movement  
• Stagger meal times to reduce size of gatherings | Band B Options, plus:  
• Use exhaust ventilation  
• Use UVGI, HEPA filtration | Band B Options* while:  
Replacing face mask with N95 respirator w/o exhaust valve*  
*As permissible with required CG safety equipment and/or duty-specific gear. Consult HSWL and relevant CG program office. |
| **D**        | Band C Options | Band C Options, plus:  
• Use of airborne infection isolation room | Band C Options while:  
Replacing N95 respirators with higher level of respiratory protection such as CBRN gear  
• Specialized PPE equipment as designated in PLANORD Refs (l) and (r). |
| **E**        | Seek Expert Advice | | |

*Cloth face coverings aim to prevent virus transmission from wearer to others. While they provide some protection to the wearer, design & wear/fit varies substantially and therefore cannot be considered PPE.
### Mask & Respirator Options

**Scope:** Respirators are used to prevent COVID-19 transmission. Table 1 provides respiratory protection examples for each Control Band in alignment with the COVID-19 Planning Order. *Respirators and masks are not substitutes for physical separation, hand hygiene, and disinfection.*

#### Table 1. Descriptions of Respiratory Protection Options by Control Band

<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
<th>Control Bands</th>
<th>Examples with Images</th>
</tr>
</thead>
</table>
| Masks                             | Face masks, specifically tightly woven, multi-layer cloth masks (at least two layers) with no exhalation valves or vents, are a simple barrier to help prevent your respiratory droplets from reaching others (“source control”) and reduces the wearer’s exposure to other’s droplets (“filtration for personal protection”). **Review CDC guidance to select your mask and optimize your protection.** Select masks with these characteristics;  
  ✓ Tightly woven, multi-layered, breathable material.  
  ✓ Fits snugly against the sides of the face with no gaps.  
  ✓ Completely covers the nose and mouth at all times.  
  ✓ Ensure the outer cloth mask clamps the sides of a surgical-style mask to your face if double masking.  
  ✗ No exhalation valves that allow unfiltered air to be freely exhaled.  
  ✗ No face shields worn without a face mask.  
  **NOTE:** IAW [ALCOAST 285/21](#), in areas of high or substantial transmission, all personnel, on-site Contractors, and visitors must wear a mask inside USCG operated buildings, regardless of vaccination status or the ability to maintain social distancing. In areas of low or moderate transmission, vaccinated individuals (> 2 weeks beyond final dose) are not required to wear a mask, but unvaccinated members are. See CDC levels of Community Transmission. | A & B         | ![mask](image)       |
| Filtering Facepiece Respirator (FFR) | FFRs are a type of respirator that removes particles from air breathed through it and filters out at least 95% (i.e., N95) of very small particles including bacteria and viruses. **Well-fitting FFRs offer more protection than cloth or disposable surgical masks.** FFRs with exhalation valves do not prevent the COVID-19 spread. If an FFR with exhalation valve is the only choice, cover the valve with a mask that doesn’t interfere with FFR fit. | C             | ![ffr](image)       |
| Elastomeric Air Purifying Respirator (APR) | Elastomeric APRs are respirators (powered or non-powered) designed to provide a higher level of respiratory protection and cover the full-face (eyes, nose & mouth) or half-face (nose & mouth) with a tight seal. E-APRs must be equipped with appropriate cartridges designed to filter the specific contaminants. **Other respirator options should be considered first.** If an APR with an unfiltered exhalation valve is the only choice, install a NIOSH-approved adaptor or cover the valve with a face mask in way that doesn’t interfere with APR fit. | D             | ![apric](image)     |