



AUX 06 C-School FAQ (Frequently Asked Questions)

USCG TRACEN Yorktown is one of the two primary advanced training centers for the Coast Guard. Coast Guard C Schools are intended to properly train Auxiliarists to perform the CG Auxiliary duty for which they have volunteered. Since each set of orders to a C School is a substantial Coast Guard expense (i.e. tax-payer dollars), each student is expected to adhere to the rules for every C School they attend. Regardless of an Auxiliarist's status or office, these expectations apply to everyone.

ATON C-School Program

You will receive over twenty-five hours of instruction over the weekend. All four of the NS programs will be presented.

All the required material for the program will be available for download and review from the following site: <http://wow.uscgaux.info/content.php?unit=AUX06&category=forms-manuals>

You are not required to download the forms and study guides for this class. There will be minimal paper handouts at the C-School. It is recommended that you print out the training guides for reference if you do not plan to bring a laptop. The latest versions of the material will be available on this website one week before class begins. You will need to familiarize yourself with this date before arriving at the school:

- ATON – Federal Short Range Aid to Navigation Program
- PATON – Private Aids to Navigation
- BAP – Bridge Administration Program
- CU – Chart Updating Program

**DUE TO COVID 19 PROTOCOL SOME OF THE FOLLOWING INFORMATION MAY BE SUBJECT TO CHANGE
SEE ADDENDUMS**

FACILITIES:

- Your barracks will be specified on your orders (use attached map to locate).
- Dining Facility (Bldg. F on map) hours are:
 - Monday - Friday: 0630-0730, 1100-1230, 1645-1800
 - Weekends & Holidays: 0830-1230, 1630-1800
- Exchange (Bldg. H on map) Hours are:
 - Monday-Friday 1000-1730

- Saturday-Sunday 1000-1600
- Cyber Café, Starbucks, Steuben Hall (Bldg. E on map) hours are:
 - Monday-Thursday 0630-2100
 - Friday 0630-1300
 - Weekends/Holidays 0700-1100; 1700-2100
- Subway located next to Exchange (Bldg. H on map) hours are:
 - Monday - Friday 0630-2000
 - Saturday 0900-1800
 - Sunday 0900-2000
- Additional Base Services can be viewed at <https://www.forcecom.uscg.mil/Our-Organization/FORCECOM-UNITS/TraCen-Yorktown/>
- Berthing – A final roster of those in the barracks (15 is the quota) will be issued at least 2 weeks prior to the start date. The personnel on the roster will have a bed, ***no one should call the barracks.***
 - There are two people to a room. When you arrive, your roommate will be assigned. Every room has a small refrigerator, two work desks and two clothing lockers. Bring a lock for your clothing locker.
 - Cohabitation on base – Identified married couples together but no one else will have a choice of roommate and, no other mixed gender rooms. Married persons should always ask their DIRAUX for guidance if they are attending a class on base and wish to lodge together.

CLASS ROOM:

- The class is held in **Hamilton Hall, Room TBD.** (Bldg. L on map)

UNIFORM:

- Tropical Blue w/ Garrison Cap for Instructors and Students. Individual Flotilla Ball Caps and Combination Cap are not authorized. Please review the proper personal grooming and Auxiliary Tropical Blue uniform requirements, found in Chapter 10 of the Auxiliary Manual at <https://www.uscg.mil/auxiliary/publications/auxman.pdf>. Remember that you represent the Coast Guard wherever you go.
- No uniforms are required for travel days. Sunday is a travel day, so proper civilian attire will be permitted for class.
- Wear insignia for the highest Auxiliary office you have held (including Past Officer device if appropriate), current office, or member insignia.
- All Coast Guard uniforms that have an open collar (e.g. the Tropical Blue uniform worn at the C-School) require a white V-neck tee shirt. Crew neck tee shirts that leave the tee shirt visible are not acceptable.
- Proper saluting procedures can be found in Chapter 12 of the Auxiliary Manual. If you are unsure of how to salute, please ask a member of your flotilla for assistance.
- If you must use your cell phone, stop and stand off to one side of the path.

TRAVEL:

- **The AUX 06 C-School starts on time at 0800 on Friday 30 July**, so you should plan your travel to arrive at USCG TRACEN Yorktown, VA on **Thursday 29 July**. **The C-School will be completed at 1230 on Sunday 01 August**. You must attend all sessions so schedule your travel accordingly.
- POV travel and other alternate means of travel to and from TDY location are authorized not to exceed cost of a GTR and must be approved by your DIRAUX office prior to travel.
- Travel regulations may be found at the National Auxiliary C School website at <http://wow.uscgaux.info/content.php?unit=aux00>. The authorized Government per diem rate, as stated on the orders, for meals and lodging are fixed and non-negotiable. Incurring more expensive lodging or meals are the personal responsibility of the student.
- If students prefer to “upgrade” their accommodations, they should discuss such desire with the order issuing authority with the understanding that any cost in excess of the authorized lodging rate will not be reimbursed by the CG.
- Airline reservations should be made through a government contracted travel agency. ADTRAV Travel Management 1-(855)-576-4781 is the recommended travel agency. Copy of your orders will need to be faxed to ADTRAV Travel Management 1-(888) 225-2884 or <https://www.adtrav.com/> in order to complete and ticket the reservations.

Arrival Point:

Newport News/ Williamsburg International Airport Distance from TRACEN, 12 miles

Ground Transportation:

Associated Cabs, Inc. (757) 887-3412/3322

Yellow Cab. (757) 855-1111

Yorktown Shuttle. (757) 890-2840

Williamsburg Limo & Shuttle. (757) 877-0279

Arrival Point:

Norfolk International Airport Distance from TRACEN, 34 miles

Ground Transportation:

Norfolk Airport Express (757) 857-5950

James River Transportation (757) 963-0433

- Amendments for Home of Record and departure locations must be approved by DIRAUX. Failure to utilize ADTRAV Travel Management for commercial travel arrangements could result in not being reimbursed for your commercial travel costs. ***Your DIRAUX can provide information on the local ADTRAV Travel Management travel office for your region if necessary.***
- Any request for extensions before or after normal travel days need to be forwarded to your DIRAUX office and approved and amended by them.
- DIRAUX authorization of Remain Over Night (RONs) are limited to delay in travel due to weather, missed connections due to late arrival of a flight, and to accommodate travel IAW JFTR U3006

(Explained in Travel Time Section below).

- RONS are not authorized for personal convenience. If you need to RON due to flight non-availability and travel the following day, inform your DIRAUX office immediately. Use of Central Billed Account (CBA) for purchase of air travel is authorized. Usage of CBA is limited to the guidelines outlined in ALCOAST 717/09.
- It is strongly recommended no departure flights be made Before 1400 hours on the last day of class.

HELPFUL TRAVEL WEBSITES

GSA Per Diem Rates <http://www.gsa.gov/portal/content/104877>
GSA POV Rates <http://www.gsa.gov/portal/content/100715>
ADTRV – USCG https://www.uscg.mil/psc/bops/govtrvl/TMC/ADTRAV/default_ADTRAV.asp

Expectations

As a graduate of the ATON C-School, you are expected to become a leader in the NS program in your District. You are encouraged to hold higher NS staff positions in the future. Upon completion of this course, you will have been exposed to the latest information on each of the four NS programs. It is important to the overall success of the National NS Program that you pass this information on the members in your District and that you take the lead in the implementation of the new program forms and features. You are the future of the Aid to Navigation Program.

If you have any questions or concerns, you may contact the [AUX-06 C-School Coordinator](#).

ADDENDUMS

U.S. Department of
Homeland Security



United States
Coast Guard

MEMORANDUM

From: Randall T. Chong, CDR CG TRACEN Yorktown (t)

To: Distribution

Commanding Officer United States Coast Guard Training Center Yorktown

1 U.S. Coast Guard Training Center Yorktown, VA 23690-5000

Phone: (757) 856-2212

Fax: (707) 765-7329

6200

8 Apr 2021

Subj: UPDATED GUIDANCE FOR CLASS ADVISORS IN MANAGING STUDENTS FOR RESIDENT TRAINING

Ref: (a) ALCOAST 408/20 COVID-19 Continuity of FORCECOM Readiness Activities (b) ALCOAST 074/21 Adjustment to ROM Policy for TRACEN Students

1. All training at TRACEN Yorktown shall be considered close contact. Ref (a) and (b) requires all students arriving to be fully vaccinated or have completed a Home Restriction of Movement (HT-ROM). If students are unable to complete HT-ROM, 14-day Training Restriction of Movement (T-ROM) will be required before participating in resident training. This guidance outlines my expectations of Class Advisors in managing all resident training students from receipt of orders through completion of training.

2. Class Advisors have been paramount in preventing the spread of COVID-19 within the on base student population and shall continue to be the initial point of contact with students in receipt of orders and while onboard TRACEN Yorktown. Due to the complexities of individual courses, Class Advisors may add current Branch or School House procedures to this guidance.

3. Class Advisors shall contact students no later than 21 days prior to arrival and confirm planned attendance. Additionally, Class Advisors shall identify vaccination status, explain the current Restriction of Movement (ROM) order, the importance of designated reporting times (typically Sunday between the hours of 1200 – 1800). *NOTE – travel from AK, HI, PR, the west coast and any overseas location usually have minimal flights. Class Advisors will be aware of this when discussing reporting times. Notification of late arrival will be sent to TCY-DG-Student-Enrollments@uscg.mil. Class Advisors shall also be familiar with the option for T-ROM completion in lieu of HT-ROM for unvaccinated students.

4. If a barracks room is requested to accommodate T-ROM, Class Advisors will e-mail the students class, name and date of arrival to the TCY-DG-Student-Enrollments@uscg.mil. Substitution requests and cancelation of training for students already in receipt of orders is the responsibility of the home unit and is found in both ref (a) and enclosure (4).

5. TRACEN Yorktown will provide COVID-19 test kits to all HT-ROM students who are not fully vaccinated prior to their arrival for training. To facilitate this, T-Div Student Enrollments will e-mail the ixlayer class rosters to School Chiefs and Class Advisors approximately 28 days prior to course convening's and request the following info:

SUBJ: UPDATED GUIDANCE FOR CLASS ADVISORS IN MANAGING 6200 STUDENTS FOR RESIDENT TRAINING 8 Apr 2021

- Confirm students name
- Personnel E-Mail
- Cell phone/contact number
- Home mailing address

Class Advisors will collect this information for unvaccinated personnel no later than 21 days prior to start of training and e-mail to information TCY-DG-Student-Enrollments@uscg.mil. The student enrollment clerk will send to the TCY Testing Team.

6. Class advisors shall serve as approving authority for all commuting student requests. Class advisors shall ensure commuters understand and will follow all policies in enclosure (2). All approved commuting requests shall be sent to the TCY-DG-Student-Enrollments@uscg.mil with "Commuting Request" annotated in the Subject Line of the e-mail. Include in the email the students class, name and date of class no later than seven days before class convening.

7. Class Advisors shall contact students five days prior to arrival to ensure students have procured transportation within the designated reporting timeframes (typically Sunday between the hours of 1200 – 1800. *see NOTE para 2) and that students have sent off their COVID-19 home test sample, if required. Students must also be reminded of their requirements to update CGPAAS and shall be reminded that completion and submission or delivery of the ROM for Training Completion Checklist is due to the Class Advisor before or at the time of arrival.

8. Students shall report on the day prior to class convening (typically Sunday between the hours of 1200 – 1800. *see NOTE para 2). If students are unable to arrive during this period due exigent circumstances (weather delays, etc), **the Class Advisor must immediately make alternative arrangements through the IMT (757-449-1629) and copy the [TCY-DG Student-Enrollments@uscg.mil](mailto:TCY-DG-Student-Enrollments@uscg.mil) and TCY-SMB-IMT@uscg.mil.**

9. Upon arrival at TRACEN Yorktown, all students will report to Washington Auditorium for screening and either vaccination verification or testing. Students who arrive after hours shall call the Duty HS at 405-397-4823 to be medically screened via phone. Non-fully vaccinated students will be placed in ISOLATION and tested the following morning. Once cleared by TCY Testing Operations Management (TTOM) they will need to move rooms.

10. Students will be provided a welcome bag with blue (T-ROM) or yellow (HT-ROM) wristbands, hand sanitizer, masks, and additional guidance. The yellow wristband will be worn by all arriving HT-ROM students for 4 days. Ensure students have received welcome bag of hand sanitizer, masks and additional guidance and have signed the Acknowledgement Form. Class Advisors shall collect all signed ROM forms from students on the first day of training & keep them until the class departs. Red wristbands are kept in the OOD bunkroom & will be given to students as required by Command/Safety Officer/Medical or IMT.

11. All unvaccinated students will enter a 14 day self-observation status upon arrival to TRACEN Yorktown. Additionally, they will have limited access to base facilities and services, and will be subject to other guidelines as outlined in the enclosure (1). Students shall maintain social distancing during their time onboard TRACEN Yorktown. Self-observation requires students to be self-aware of symptoms such as fever, cough, or shortness of breath. Should

SUBJ: UPDATED GUIDANCE FOR CLASS ADVISORS IN MANAGING 6200 STUDENTS FOR RESIDENT TRAINING 8 Apr 2021

students experience these symptoms, they shall contact the duty HS by phone at (405) 397-4823. Students shall not walk-in to the clinic to report COVID symptoms.

12. Class Advisors shall maintain contact with students during the course to make certain they are following protocol, ensure their safety and welfare, and that their needs are met. If there is a change in student or class status due to an event, immediately relay to the duty IMT 757-449-1696, OOD 757-449-9739 and copy the [TCY-DG-Student Enrollments@uscg.mil](mailto:TCY-DG-Student-Enrollments@uscg.mil) inbox. Additionally, Class Advisors are responsible for:

- a. Ensuring students are following TCY/ CG policies.
- b. Following COVID QRC if class has possible outbreak. If Medical deems class to be quarantined, Class Advisors will serve as the primary class point of contact. Class Advisors, the IMT, and the OOD will all work together to ensure the quarantine process is set-up and followed. Strict adherence to the TCY Isolation Entry Documentation is imperative.
- c. Maintaining a student roster with room numbers and cell phone numbers available.
- d. Ensuring unvaccinated students receive and complete the medical questionnaire within 48hrs of departure and that they contact medical for additional screening if they have any symptoms (per the form).

13. The ROM options were developed to provide operational commanders flexibility while reducing the risk associated with the COVID-19 pandemic. These processes continue to ensure critical, time-sensitive training can be delivered to support our Service missions. Violations of this policy and lawful orders regarding COVID-19 are punishable under Article 92(2) of the UCMJ. I am grateful for everyone's adaptability during this unique period. I am focused on providing students and staff the safest training environment possible.

#

Enclosure: (1) TRACEN Yorktown Student ROM Plan
(2) TRACEN Yorktown Travel, Leave, and Liberty Policy dtd 25 Mar 21 (3)
FORCECOM HT-ROM Guidance Version 2.1
(4) Class Advisor ROM Job Aid

Distr: (tbfc)
(tew)

(tintel)
(tp)
(tr)
(tps)

Copy: (c)

(cx)
(cmc)

Class Advisor Checklist Home restriction of Movement (HT-ROM)

28 Days Prior to Class Convening

1. Obtain student contact list from Student Enrollments.
2. Confirm students planned attendance to training.
3. Confirm student understands Restriction of Movement Orders and that the student has the ability to HT-ROM (*If not fully vaccinated or if the member cannot comply with HT ROM requirements, then they must T-ROM and Class Advisors will email: TCY-DG Student-Enrollments@uscg.mil. The student's orders must be amended to include T ROM*).
4. Confirm student knows the importance of reporting times (Typically Sundays between 1200-1800).

Note: The above items shall be completed no later than 21 days prior to start of training.

14 Days Prior to Class Convening

1. Confirm students are still planning to attend training.
2. If unvaccinated, confirm member started HT-ROM.
3. Remind member to complete ROM Training Completion Checklist in Enc. (4).
4. Confirm student travel is within designated timeframes.
5. Ensure member knows failure to comply with ROM guidance may result in disenrollment.

5 Days Prior to Class Convening

1. Confirm member procured transportation within designated timeframe.
2. If member is conducting HT-ROM, confirm they have been contacted by the TCY Testing Cell, received and sent the COVID-19 home test sample. If not, direct them to contact 757-449-0985.
3. Confirm member updated CGPAAS.

4. Remind students that completion and submission or delivery of ROM Training Completion Checklist is due to class advisor before or at the time of arrival.

Arrival

1. Ensure students know they will need to contact Duty HS at 405-397-4823 for screening upon arrival at TCY.

NOTE: If students are unable to arrive during the testing hours of 1200-1800, due to emergent circumstances, they must notify the Class Advisor who must immediately make alternative arrangements through the IMT (757-449-1629)

2. Coordinate with ADMIN MAA for reporting package distribution.
3. Ensure students have received bracelets. (Yellow)
4. Ensure students have signed the acknowledgement form.
5. Collect all signed ROM forms. (Keep until student departs)
6. Distribute and collect test kits on Thursday of the arrival week.
7. Deliver test kits to medical.

Class Advisor Checklist Training restriction of Movement (T-ROM)

21 Days Prior to Class Convening

1. Confirm student understands Restriction of Movement Orders (T-ROM) and will have their orders amended to include T-ROM.
2. Confirm student knows the importance of reporting times (Typically Sundays between 1200-1800).

NOTE: The above items shall be completed no later than 21 days prior to start of training.

14 Days Prior to Reporting to TCY

1. Confirm students orders have been amended.
2. Ensure student's parent commands have screened members prior to departure from permanent duty station (PDS).

Note: Member should not report and terminate orders if they are in High Risk category defined by Enclosure 6 of the Novel Coronavirus PLANORD. Available at: <https://cg.portal.uscg.mil/units/cgcpe2/SitePages/Pandemic.aspx>

3. Confirm student travel is within designated timeframes.
4. Ensure member knows failure to comply with T-ROM guidance may result in disenrollment.

5 Days Prior to Reporting to TCY

1. Confirm member procured transportation within designated timeframe (if reporting outside of the hours of 1200-1800 email TCY-DG-Student-Enrollments with date and time of student arrival).
2. Confirm member updated CGPAAS.

Arrival

1. Ensure students contact Duty HS at 405-397-4823 for screening
2. Coordinate with ADMIN MAA for reporting package distribution
3. Ensure students have received bracelets. (Blue)
4. Ensure students have signed the acknowledgement form.

4 Days after Arrival

1. Ensure students are processed through testing.
2. Assist testing unit with managing student population during the testing procedures.

First week of A-School and C-School classes with students on board for more than 21 days

1. Collect DHA-207 forms for all students that have yet to receive the vaccine, including deferrals, and provide to Craik Clinic. Consolidate the collected forms and email to [TCY SMB-CraikPharmacy@uscg.mil](mailto:TCY_SMB-CraikPharmacy@uscg.mil). Use the Subject Line: <A or C-School Name> <Start Date> DHA-207 Forms.
2. If any students arrived requiring a second dose, notify the clinic. Use the Subject Line: **Student Requiring Second Dose**. Please include in the email: The manufacturer of the initial dose (Pfizer or Moderna), Date of the first dose, Member's DoD identification number

3. Coordinate with Clinic staff to schedule all students who elected to receive the vaccine. Students will be scheduled in batch appointments on Wednesdays with their class based on vaccine availability to minimize disruption to class.
4. Students will be scheduled 21 days out for their second dose at the time of their first appointment.

TRACEN Yorktown Home Restriction of Movement for Training (TROM and HT-ROM) Student Plan & Pre-arrival Information – Welcome Aboard

Training at TRACEN Yorktown is considered close contact. This requires all unvaccinated students arriving, to have completed either a Home Restriction of Movement (HT-ROM) or an on-site 14-day Training Restriction of Movement (TROM) before participating in resident training. Fully vaccinated students are no longer required to HT-ROM or T-ROM IAW ALCOAST 074/21.

Points of Contact: The Class Advisor is the primary point of contact (contact information will be provided to you with this plan). The Officer of the Day (OOD) can be reached at the following number: 757-449-9739.

Prior to arrival at TRACEN: Parent commands shall screen members upon receipt of orders: Commands shall follow paragraph (5) of ALCOAST 408/20. Students shall complete the Home ROM for Training checklist and must provide a signed copy to their Class Advisor prior to, or immediately upon arrival.

CGPAAS (ALCOAST 141/20): Upon arrival to TRACEN Yorktown, students shall update CGPAAS to reflect their status, location **AND** update the COVID-19 section. Downloading the USCG HSWL App to a mobile device is a great way to update CGPAAS and find other resources. The following steps will help you update COVID-19 status.

- 1) Navigate to CGPAAS site at <https://cgpaas.uscg.mil> (or through USCG HSWL app). If using a mobile device you MUST access the non-mobile version of CGPAAS. Chrome is the preferred browser.
- 2) Select the Coast Guard Military, Civilians, and Active Duty Dependents login (left side).
- 3) Login using either CAC or username/password.
- 4) Click the “My Info” Tab.
- 5) Select “COVID-19” from the left menu.
- 6) Review Personnel and Work status definitions by clicking the red “Help” button. Click “Update” and choose appropriate status (typically ‘unaffected’ and ‘working on site’). If so, add the course info in the notes section.

Transportation: Reporting members are required to procure local transportation to TRACEN Yorktown from transportation hubs. Taxis, Uber and Lyft are allowed on base (provided the driver is registered with base security). Contact your Class Advisor within 72 hours of departure if you need transportation.

Arrival: Upon arrival at TRACEN Yorktown, you shall be screened by a duty HS. **Immediately** after arriving on base, you shall call the Duty HS at **405-397-4823** for further instructions. ** Students shall report on the day prior to class convening (typically Sunday) between the hours of 1000 – 1800. **If you are unable to arrive during this period, you must contact your class advisor to make alternative arrangements.**

T-ROM: Designated TROM (students unable to ROM at home and authorized to ROM onboard TRACEN Yorktown) student movement will be restricted during their first 14 days onboard TRACEN Yorktown and prior to commencing training. This limits student movement to their barracks rooms, transiting to and from the Port of York for food, activities directed by their class advisor, and outdoor physical activity. Outdoor physical activity is restricted to TCY walking/running paths as well as the Yorktown Battlefield. Common recreation areas (volleyball court, tennis courts, outdoor gym, softball field etc.) are strictly off limits.

HTROM: Upon arrival to TRACEN Yorktown, unvaccinated students will be placed in a 4 day observation period, where liberty and movement will be limited to their barracks rooms, transiting to and from the Port of York for food, activities directed by their class advisor, and outdoor physical activity. Students will attend training but will have limited access to base facilities and services. Outdoor physical activity is restricted to TCY walking/running paths as well as the Yorktown Battlefield. Common recreation areas (volleyball court, tennis courts, outdoor gym, softball field etc.) are strictly off limits. At the end of this observation period, students will be tested Thursday by the TTOM group, and with a negative test, students will then be placed in a post HT-ROM status.

Testing:

HT-ROM: **Unvaccinated** students will be tested for COVID-19 upon arrival and again during the course of instruction 4 days after arrival. Additionally, students will be tested prior to departure to next unit of assignment. Students will be informed of testing requirements by their class advisor.

T-ROM: **Unvaccinated** students will be tested for COVID-19 before the commencement of class. Additionally, students will be tested prior to departure to next unit of assignment. Students will be informed of testing requirements by their class advisor.

Urinalysis: All “A” school students will undergo a mandatory urinalysis withing 96 hrs upon arrival.

Berthing: Only AFTER the medical screening, students will proceed to their assigned berthing of either Cain Hall (P) or Lafayette Hall (D). Parking is available for Cain Hall students on Yeaton drive in front of the building. Lafayette students shall park in either of the two parking lots serviced by Pier Rd. The TRACEN Yorktown map is on page 4.



Self-Observation: During the first 14 days of T-ROM or the first 4 days of training for HT-ROM, students are in a self-observation status. The individual student shall remain alert for a fever, cough, or difficulty breathing. If you feel feverish or develop a cough or have difficulty breathing at any time, **immediately isolate yourself from others as best you can**, and contact the Duty HS at (757) 449-0985 for further instructions. You shall contact your Class Advisor and inform them of your status and the clinic's recommendations.

Social Distancing: At all times, you must practice social distancing, which means avoiding mass gatherings, and maintaining distance (at least 6 feet) from others. During your stay at TCY, you shall only interact with other students within your class.

Masks: Students shall wear face masks in accordance with ALCOAST 144/20; TRACEN will provide masks in accordance with ALCOAST and CDC guidelines. In accordance with ALCOAST 408/20 and the HT-ROM Guide, Your unit should have provided an N95 masks for unvaccinated students for travel to and from TRACEN Yorktown. While onboard TRACEN, you are required to have a cloth face mask with you at all times and on any time you are unable to maintain social distancing or are in an indoor setting you shall don your cloth face mask, unless there is a safety concern by having your face covered. Your Class Advisor will instruct you on the proper wear of the face mask in classroom/lab settings. Face masks shall be worn when picking up food from the Port of York, when doing laundry, while picking up front-gate deliveries, when interacting with Class Advisors or other TRACEN Yorktown staff/students, and all other times when social distancing is not possible.

Wrist Bands:

T-ROM: Students will be issued a **BLUE** wrist band that shall be worn at all times during the TROM period. If you misplace your wrist band, you shall notify your class advisor or class Chief to get a new band issued to you. Once the T-ROM period is complete you can remove the wristband. Students who are placed into the isolation wing by direction of medical and the IMT will be issued a **RED** wrist band until cleared by medical with concurrence of the Commanding Officer.

HT-ROM: Students will be issued a **YELLOW** wrist band that shall be worn at all times during the observation period. If you misplace your wrist band, you shall notify your class advisor or class advisor to get a new band issued to you. Once the observation period is complete you can remove the wristband. Students who are placed into the isolation wing due to being COVID positive or symptomatic

and by direction of medical and the IMT will be issued a **RED** wrist band until medically cleared with concurrence of the Commanding Officer.

Fully Vaccinated: Students should be able to provide proof of their fully vaccinated status while assigned to TCY.

Facilities: Social distancing and good hygiene will be maintained in all locations, even when in your designated School groups. During your 14 day TROM or your post HT-ROM 4 day observation period, you are prohibited from visiting all places of where non-HT-ROM/non-T-ROM members gather to include, but not limited to:

Gym	Outdoor Workout Facility	Liberty Lounge II
Washington Auditorium	Exchange	Mini-Mart
Subway	Dry Cleaners	Cyber Café
Galley	Barber Shop	The Hobby Shop

Meals: During your 14 day TROM or post HT-ROM 4 day observation period, you will pick up meals from the Port of York (O) in to-go containers. All meals shall be consumed in your barracks room or outside along Yeaton Rd/York River and the picnic tables around Cain Hall. All students shall take out their own trash to the nearest trash receptacle. Students shall maintain strict social distancing. Max two students per table and they must be roommates. Meal times are as follows:

<u>Breakfast:</u> Week 1 and 2: 0630-0730	<u>Lunch:</u> Week 1: 1100-1200 Week 2: 1200-1300	<u>Dinner:</u> Week 1: 1600-1700 Week 2: 1700-1800	<u>Weekends & Holiday Routine Days</u> Week 1 and 2 Breakfast: 0830-1000 <i>*Lunch & Dinner remain the same as listed above.</i>
---	--	---	---

HT-ROM and T-ROM students will be charged for their meals at the Port of York.

* All "A" and "C" School students who are ordered into quarantine, T-ROM or isolation will receive BAS for the duration and will receive meals from the CG Dining Facility at no cost to the member.





Laundry: Must be conducted in your assigned berthing wing and floor ONLY. Let your class advisor know immediately if there is an inoperable machine to initiate a repair work order. You shall use the Kiosk to submit a work order when you are no longer in a ROM status.

Grooming: Hair regulations will not be enforced, however, maintain hair within regulations to maximum extent possible. Hair should be clean and well-groomed. All other uniform regulations will be enforced. Students shall NOT cut hair in the barracks.

Uniform-of-the-Day (UOD): T-ROM students shall remain in UOD from 0730 to 1600 on weekdays; unless actively engaged in physical fitness activities while ensuring social distancing.

Workstation Access: Limited access is available in Cain Hall and Lafayette Hall. Your Class Advisors will provide further information regarding email access, etc.

Training:

T-ROM: Class Advisors will provide a plan of the day as it relates to training activities to include activities, PT, homework, etc. You will be provided study guides and other classroom materials to review and complete from your rooms.

HT-ROM: During your 4 day HT-ROM observation period on board TCY, you shall report to class daily and limit all other movement around base.

Liberty: Follow the most recent version of TCY Leave and Liberty Policy provided to you by your class advisor.

Military Bearing and Professionalism: Maintain military bearing, do not spread rumors or make light of this situation. If you are found in violation of this order, it is punishable under the UCMJ, and may also result in administrative action.

Supplies and Deliveries (e.g. Uber eats, Amazon online orders): Food deliveries (pizza, Uber eats, etc) are authorized until 2330. Food deliveries must be picked up at the front gate, and ensure you are wearing your mask. Only "C" school students are authorized to purchase alcohol for delivery. You are

encouraged to bring items such as extra towels, toiletries including soap, entertainment, etc. for the first two weeks on base. You will not be able to purchase items at the exchange until after your first 14-days or 4 day observation period for HT-ROM at TCY. **All "A" school students are prohibited from having alcohol in the barracks.** Use the following address for all online orders and deliveries:

Your Name

USCG Training Center Yorktown

PO Box # ___ 1 U.S. Coast Guard Training Center

Yorktown, VA 23690

(Your PO Box # will be provided by your Class Advisor)

*** All requests not addressed by this guidance must be approved by your Class Advisor.**

****If you are exhibiting symptoms of COVID-19, such as fever, cough or shortness of breath, contact your supervisor and the Craik Clinic immediately via the Duty HS at 757-449-0985. If a member finds it necessary to go to the Emergency Room, the Duty HS and supervisor shall be notified as soon as practicable.**

*****If you sustain an injury or illness not related to COVID-19, Contact the Duty HS for guidance at 757-449-0985. Do NOT report to Craik Clinic.**

****** If you are locked out of your room and do not have your cell phone on you, use the RED phone located on each floor to contact the front desk for assistance. DO NOT go to the front desk unless instructed to.**

BASE MAP

