



16790 / AUX-PL-007(F)
BSX Policy Letter 21-01
30 Jan 2023

MEMORANDUM

From: /T. P. Glendye, CAPT/
Chief, Office of Auxiliary and Boating Safety

Reply to CG-BSX-11
Attn of: LT Christopher Booth
(202) 372-1056

To: Distribution

Subj: RESUMPTION OF IN-PERSON AUXILIARY C-SCHOOLS

Ref: (a) Auxiliary COVID-19 Reconstitution Guidance (Enclosure 13) to the Coast Guard
COVID-19 Planning Order of 20 Jan 2023
(b) BSX Policy Letter 007(E) / 21-01 of 28 Nov 22

1. PURPOSE. The purpose of this policy letter is to provide updated guidance for the conduct of in-person Auxiliary C-schools as restrictions and limitations imposed by the COVID-19 pandemic evolve.

2. ACTION. Elected and appointed leaders, and program managers at all levels of the Auxiliary organization must ensure Auxiliarists who are interested in attending Auxiliary C-schools adhere to these provisions. District Directors of Auxiliary (DIRAUX) and Auxiliary C-school instructors must maintain close liaison with the Auxiliary Training Program Manager (ATPM) and the Chief Director of Auxiliary's Executive Assistants for Training (Training EA) for general advice, guidance, and C-school coordination.

3. BACKGROUND.

- a. Although COVID-19 remains a considerable health concern, its impacts on the conduct of Coast Guard operations and training continue to significantly recede as reflected by reference (a). Accordingly, while the Coast Guard remains committed to protecting the health and readiness of the service in conjunction with application of the principles of Operational Risk Management (ORM), adjustments to the conduct of Auxiliary C-school are appropriate.
- b. This policy letter provides guidance in the conduct of in-person Auxiliary C-schools. Provisions of reference (a) remain applicable and are amplified by these guidelines.

4. DIRECTIVES AFFECTED. This policy letter supersedes reference (b).

30 Jan 2023

5. MAJOR CHANGES. Individuals who are unvaccinated against COVID-19 are authorized to apply for and attend all in-person Auxiliary C-schools. Other guidance found in enclosure (1) of this policy letter is still in effect.

6. DISCLAIMER. This policy letter is not a substitute for applicable legal requirements, nor is it a rule. It is intended to define requirements for Auxiliary personnel and is not intended to, nor does it impose legally-binding requirements on any party outside the Coast Guard.

7. QUESTIONS. Questions concerning this policy letter should be directed to the Auxiliary Training Program Manager (ATPM) in the Office of Auxiliary and Boating Safety, Auxiliary Division (CG-BSX-1) at CGAUX@uscg.mil. This policy letter will be posted on the CG Auxiliary website at: <http://agroup-bx.wow.uscgaux.info/content.php?unit=BX-GROUP&category=bsx-policy-letters> .

8. REQUEST FOR CHANGES. Units and individuals may recommend changes in writing via the chain of command to Commandant, U.S. Coast Guard, ATTN: Office of Auxiliary and Boating Safety, Auxiliary Division (CG-BSX-1), U. S. Coast Guard Stop 7501, 2703 Martin Luther King Jr. Avenue SE, Washington DC 20593-7501.

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Encl: (1) In-Person Auxiliary C-School Guidelines

Dist: DIRAUX (dpa), FC-T, NEXCOM, ANACO-FC, DIR-T, Auxiliary C-school instructors

In-Person Auxiliary C-School Guidelines

1. General Guidelines.

a. COVID-19 vaccination definitions remain as follows:

- (1) Vaccinated individuals are those who have been fully vaccinated against COVID-19. Individuals are considered fully vaccinated two weeks after the last required dose of a Food and Drug Administration (FDA)-approved COVID-19 vaccine, a COVID-19 vaccine administered under the FDA's Emergency Use Authorization, or a COVID-19 vaccine in the World Health Organization (WHO) Emergency Use listing.
- (2) Unvaccinated individuals are those who do not meet these criteria.

b. In-Person Auxiliary C-school Application and Attendance.

- (1) All individuals, whether vaccinated against COVID-19 or not, and who are otherwise eligible, are authorized to apply for and attend all in-person Auxiliary C-schools.
- (2) Individuals are still required to follow policies prescribed by the Department of Defense or other government agencies when attending training at those facilities. This includes the Federal Aviation Administration's (FAA) policies for students in training courses held on its facilities.
- (3) The Auxiliary Training Program Manager (ATPM) and the Chief Director of Auxiliary's Executive Assistants for Training (Training EA) shall serve as the primary points-of-contact for questions and concerns of DIRAUX and Auxiliary C-school instructors.
- (4) An Auxiliary C-school's lead instructor shall serve as the primary point-of-contact for questions and concerns of Auxiliary C-school students whether prospective, with orders assigned, or on-site. This includes ensuring any specific vaccination expectations and requirements of the host command or ownership are known in advance and communicated to respective students and instructors.
- (5) All individuals who attend in-person Auxiliary C-schools shall abide by COVID-19 practices and requirements established by the host command or ownership of the C-school venue. Auxiliary C-school participants must be mindful of reference (a) regarding conduct of C-schools in a federal building in Centers for Disease Control and Prevention (CDC) COVID-19 Community Level of High. In such circumstances, Auxiliarists entering any federal building in CDC COVID-19 Community Level of High may be requested to attest to their vaccination status prior to entering the federal building/facility for in-person participation in a C-school.
- (6) Mask wear requirements in reference (a) apply to in-person Auxiliary C-schools.

2. In-Person Auxiliary C-School Venue Considerations. The ATPM, Training EAs, and lead Auxiliary C-school instructors must include the following factors in their assessment of in-person school venues and the determination as to whether or not to conduct schools in them:

- a. The physical location and configuration of classroom activity. Classrooms must have well-ventilated air flow (e.g., a classroom cannot have a single door and neither a window(s) nor air circulation vent(s)). The classroom's airflow system shall be in operation during the class. Doors and/or windows shall be open if weather and/or outside noise permit and are non-disruptive. Any ceiling, standing, or table-top fans in the room shall be operated. The CDC's "Tools to Improve Ventilation" shall also be consulted: [Ventilation in Buildings | CDC](#).
- b. Local COVID-19 infection, mortality, hospitalization, and hospital bed availability rate considerations along with federal, state, and local health advisory recommendations.
- c. The number and expected behavior of others at that location (e.g., amount of space per person; expectations for mask wear, social distancing, sanitizing as needed, and handwashing).
- d. The likely duration of time in close contact with others besides students.

3. In-Person Auxiliary C-School Conduct Considerations. The ATPM, Training EAs, and lead Auxiliary C-school instructors must incorporate the following factors into the conduct of in-person Auxiliary C-schools:

- a. Ensure all Auxiliary C-schools adhere to reference (a) and follow State and local policies if more restrictive.
- b. Ensure instructors and students know that if they have COVID-19-like symptoms prior to the start of the C-school, then they shall not attend the course.
- c. Class sizes must be limited by the size and type of room in which the class will be held. Social distancing (6 feet between seated students) is required for all Auxiliary C-schools in all CDC COVID-19 Community Levels. If social distancing cannot be achieved due to the size of the training space, then face coverings shall be worn at all times, even in areas with Low and Medium CDC COVID-19 Community Levels.
- d. Face coverings are required during all Auxiliary C-schools in areas of CDC COVID-19 Community Level of High. Face coverings are recommended in areas of Low and Medium CDC COVID-19 Community Level unless otherwise directed by the Chief Director of Auxiliary, Force Readiness Command (FORCECOM), or the command of the host facility.
- e. COVID-19 practices and requirements established by the host command or ownership of the C-school venue.

- f. Frequent breaks must be taken (i.e., at least 10 minutes of every class hour to afford student opportunities away from the classroom).
 - g. The number of instructors and students in a classroom must be minimized whenever possible. A single instructor in the classroom is always preferred, understanding some circumstances may warrant the presence of more than one instructor.
 - h. Promotion of the following recommendations among class instructors and students:
 - (1) Take a FDA-approved COVID-19 test prior to attending a C-school.
 - (2) Bring two FDA-approved COVID-19 self-administered test kits to the school.
 - (3) Exercise frequent and thorough hand washing using soap and water for at least 20 seconds. If soap and running water are not readily available, provide alcohol-based hand rubs containing at least 60% alcohol.
 - (4) Maintain social distancing (6 feet) at all times.
 - (5) Maintain face coverings in public when not engaged in eating or drinking.
 - (6) Frequently wipe down common areas like desks, tables, chairs, etc.
 - (7) Avoid close contact with people who are sick.
 - (8) Stay in one's lodging room if feeling or getting sick in any way while attending a C-school.
 - (9) Exercise respiratory etiquette, including covering coughs and sneezes.
 - (10) Do not use other people's phones, desks, offices, or other work tools and equipment, whenever possible.
 - (11) Monitor health daily and be alert for symptoms of COVID-19.
 - i. No penalty shall be assessed to an Auxiliary C-school student who is unable to attend or complete the school due to contracting COVID-19, experiencing COVID-19 symptoms, or being exposed to COVID-19. This is regardless of whether or not orders for the C-school have been issued.
4. Actions to Take for Possible and Confirmed Cases While Attending an Auxiliary C-school.
- a. Always follow CDC guidelines if exposed to COVID-19 or tested positive for COVID-19: [COVID-19 Quarantine and Isolation | CDC](#). Additionally, ensure the lead instructor, cognizant DIRAUX, Training EAs and ATPM are notified.
 - b. If an instructor or student is exposed to COVID-19 and symptoms do not develop, then:

- (1) No quarantine. The individual does not have to stay in hotel room or stay home unless symptoms develop.
 - (2) Get tested. [Get tested](#) at least 5 days after [close contact](#) with someone with COVID-19. Day 0 is the day of the close contact. Day 1 is the first full day after the close contact. For example, if close contact occurred on a Monday that would be considered Day 0. Tuesday would be Day 1 and the following Saturday Day 5.
 - (3) Watch for [symptoms](#) until Day 10 after close contact with someone with COVID-19.
- c. If an instructor or student is exposed to COVID-19 and symptoms develop (or if symptoms develop independently without any known exposure to COVID-19), then:
- (1) [Isolate](#) immediately after [close contact](#) with someone with COVID-19 and [get tested](#). Stay in hotel room (or home if possible) until test results are known.
 - (2) Stay home and away from other people until Day 5. Avoid being around people who are [more likely to get very sick](#) from COVID-19.
 - (3) [End isolation after Day 5](#) if fever-free for 24 hours (without the use of fever-reducing medication) and symptoms are improving.
 - (4) Wear a [well-fitting mask](#) until Day 10 any time around others. Do not go to places where you are unable to wear a well-fitting mask.
 - (5) Take precautions until Day 10 especially [if traveling](#)
- d. If an instructor or student tests positive for COVID-19 and symptoms do not develop, then:
- (1) Isolate immediately and stay in hotel room (or home if possible) until Day 5. [End isolation after Day 5](#). Day 0 is the day of the positive test. Day 1 is the first full day after the test was performed. For example, if exposed to COVID-19 or tested positive for COVID-19 on a Monday that would be considered Day 0. Tuesday would be Day 1 and the following Saturday Day 5.
 - (2) Individuals with a weakened immune system should isolate at least until Day 10 and [consult their doctor before ending isolation](#).
 - (3) Avoid being around people who are [more likely to get very sick](#) from COVID-19.
 - (4) Wear a [well-fitting mask](#) until Day 10 any time around others. Do not go to places where unable to wear a well-fitting mask.
 - (5) Take precautions until Day 10 and [do not travel](#) until Day 10.

e. If an instructor or student tests positive for COVID-19 and symptoms develop, then:

- (1) Same actions as in section 4.d. above.
- (2) [End isolation after Day 5](#) if fever-free for 24 hours (without the use of fever-reducing medication) and symptoms are improving.
- (3) Individuals who are very sick should isolate at least until Day 10 and [consult their doctor before ending isolation](#).

5. Actions to take for possible and confirmed cases after attending an Auxiliary C-school are the same as in section 4 above understanding the instructor or student is home.