

Enclosure (13)

AUXILIARY COVID-19 RECONSTITUTION GUIDANCE

Version 1



The lead organization for this guidance is

CG-BSX

**Please send all requests for edits/updates & questions to
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AUXILIARY COVID-19 RECONSTITUTION GUIDANCE

1. Auxiliarists are authorized to perform Auxiliary activities pursuant to assignments to duty from one of the following Order Issuing Authorities (OIA):

- a. The Chief Director of Auxiliary (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)).
- c. The Area Commander or their designee (e.g., Area Chief of External Affairs (092)).
- d. The District Commander or their designee (e.g., Chief of Prevention (dp), Director of Auxiliary (dpa), District Chaplain (dch), Sector Commander).

2. In determining assignment to duty authorization, all due consideration must be given mission need and risk that may stem from fundamental Auxiliary demographics in determining whether or not an assignment to duty is warranted. As nation-wide efforts to reconstitute and drive towards new normalcies in the way we conduct business and socially interact, these provisions describe precautionary measures to be considered, in concert with State and local guidance, to protect the health and safety of Coast Guard Auxiliarists, Coast Guard and other DHS employees, and their families from potential exposure to COVID-19,

3. Auxiliary Activities.

- a. All Auxiliary activities are authorized to be performed as long as the cognizant District Director of Auxiliary (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 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). Auxiliary operators are reminded to **NOT** request patrol orders or assignment to duty unless an authorized OIA has specifically requested Auxiliary support for a mission.
- b. All risk-vs-gain assessments by OIAs for Auxiliary assignments to duty must apply PLANORD factors and control band criteria, as well as consider applicable state/local orders and restrictions.
- c. All OIAs must 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 assignment to duty. The *Auxiliary COVID-19 High Risk Form* (Enclosure 1) must be used for Auxiliarists to certify their status with respect to COVID-19 high-risk criteria. Copies of this form must be provided to the cognizant OIA and DIRAUX Office prior to any individual Auxiliarist commencing an activity. The form only needs to be submitted once unless any information in Blocks 1 or 2 change. An updated form must then be submitted prior to commencing any activity.

- d. All OIAs must give special consideration to the proper outfitting of Auxiliarists with PPE for an assignment to duty. If the OIA or the Auxiliarist cannot ensure that proper PPE for the assignment to duty is ready, available, and will be properly used, then the assignment to duty must not be performed. (Note: CG-BSX will not provide funding for PPE)
 - e. Given the current COVID-19 environment, Auxiliary unit meetings are authorized pursuant to the following guidelines:
 - (1) Auxiliary leaders and DIRAUX offices should assess which meetings can be adapted to remote or virtual means using approved video or audio platforms.
 - (2) If the meeting cannot be conducted by remote or virtual means, then the *Coast Guard Risk Assessment for Enclosed Space Mass Gatherings* (Enclosure 2) 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 Mass Gathering Risk Assessment determines that an Auxiliary unit meeting is permitted by policy, then the meeting must be limited to no more than the minimum number of individuals needed to complete its purpose. The minimum numbers for Auxiliary unit meetings are defined as follows (Note: In any case, this 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 the Mass Gathering Assessment, then the Auxiliary unit meeting maximum shall not exceed 10 members)):
 - Flotilla: FC (or VFC) and the 18 authorized flotilla staff officers
 - Division: DCDR (or VCDR), the FCs (or VFCs), and the 18 authorized division staff officers
 - District: DCO (or DCOS), the DCAPT, the DCDRs (or VCDRs), and the 18 authorized district staff officers
 - National: NACO (or VNACO), the DNACOs, the 16 DCOs (or DCOSs)
 - (3) A social distancing and PPE plan for meetings held pursuant to this guidance must be approved in advance by DIRAUX. Applicable risk-vs-gain and mission need criteria must be met.
 - f. Requisite training requirements identified in paragraph 4 of this guidance must be successfully completed by all designated crew in advance of operational assignments to duty (i.e., patrols).
4. Training and Patrol Operations.
- a. All Auxiliarists are expected to view the CDC's 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.

- b. Auxiliarists engaged in health services support (AUXHS) must know the clinical manifestations of COVID-19 and be familiar with applicable guidance on MEDEVAC for High Risk Infectious Disease.
 - c. Auxiliarists 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 in the COVID portfolio of the Coast Guard course catalogue accessible through the Auxiliary Learning Management System (AUXLMS: <https://auxlearning.uscg.mil/>):
 - (1) Emergency Response, First Responder Awareness Level Training (Course #501538).
 - (2) Blood Borne Pathogens Training (Course #100293). An Order Issuing Authority's (OIA) designated unit-level course is acceptable.
 - (3) Until a link to record these course completions in AUXDATA II is established, Auxiliarists should retain a copy of their course completion (electronic acceptable) to provide an OIA as necessary.
 - d. Order Issuing Authorities must ensure that Auxiliarists who are required to wear N95 respirators are properly qualitatively fit-tested in accordance with ALSAFETY 005/20 Safety Promotion – Respiratory Protection Program. Auxiliarists must then disinfect each N95 respirator qualitative fit hood using a chemical approved from U.S. Environmental Protection Agency List N: Disinfectants for Use Against SARS-CoV-2 (<https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>) or an alcohol wipe (with at least 70% alcohol) between users to prevent a potentially contagious Auxiliarist from unknowingly spreading the virus to others. The hood should be allowed several minutes to dry and OIAs should refrain from fit testing any Auxiliarists with symptoms similar to COVID-19. If Auxiliarists are going to wear goggles while using an N95 respirator, they must be fit tested to both the goggles and the N95 respirator together to ensure a proper seal can be created with both the goggles and the respirator.
 - e. 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.
5. All official Auxiliary engagement activities that entail physical contact with foreign partners (government, private sector, and academia) is suspended unless specifically authorized in accordance with paragraph 1.
6. All official Auxiliary engagement activities that entail attending a conference, convention, or other large gathering is suspended unless specifically authorized in accordance with paragraph 1.
7. Provisions of ALAUX 003/20 sections 2.a.(1)-(4), 2.b.-e., 3.a.-c., and 4.a.-b. remain in effect.
8. Order Issuing Authorities (OIA) 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.

Enclosures: (1) Auxiliary COVID-19 High Risk Form
(2) Coast Guard Risk Assessment for Enclosed Space Mass Gatherings

Auxiliary COVID-19 High-Risk Assessment Form

PRIVACY ACT STATEMENT

Authority: 5 U.S.C. § 301; 44 U.S.C. § 3101; 14 U.S.C. §§ 3902-3904; 14 U.S.C. §§ 3912-3913; 14 U.S.C. § 93, Commandant; general powers
Purpose: To assess a Coast Guard Auxiliarist's suitability for Assignment of Duty and being in a Centers for Disease Control high risk category during the COVID-19 pandemic.
Routine Uses: United States Coast Guard officials will use this information to assess the ability of Auxiliary personnel to return to their assignment of duty as the restrictions under the COVID19 pandemic begin to relax. Any external disclosures of Auxiliarist information within this record will be made in accordance with DHS/USCG-024 Auxiliary Database, 79 FR 23001 (April 25, 2014).
Disclosure: Furnishing this information is strictly voluntary. However, failure to provide this information may result in delay in approval. In order to assist with maintaining confidentiality, respondents are advised not to include any additional personally identifiable information (PII) or personal health information (PHI) in their free-form responses.

CENTERS FOR DISEASE CONTROL (CDC) GUIDANCE / HIGH-RISK CATEGORY:

In order to enable the Coast Guard to assess your suitability for assignment to duty, you must complete and submit this form before you can expect to be assigned to duty. In order to document this information based on the most recent Centers for Disease Control (CDC) guidance to date, please review the list below, complete Blocks 1 and 2, and submit this completed form directly to your District Director of Auxiliary.

- All ages with underlying medical conditions, are at increased risk of severe illness from COVID-19, including:
 - Chronic kidney disease
 - COPD (chronic obstructive pulmonary disease)
 - Immunocompromised state (weakened immune system) from solid organ transplant
 - Obesity (body mass index [BMI] of 30 or higher)
 - Serious heart conditions, such as heart failure, coronary artery disease, or cardiomyopathies
 - Sickle cell disease
 - Type 2 diabetes mellitus
- The following conditions might be an increased risk from severe illness from COVID-19
 - Age 65 and older
 - Asthma (moderate-to-severe)
 - Cerebrovascular disease (affects blood vessels and blood supply to the brain)
 - Cystic fibrosis
 - Hypertension or high blood pressure
 - Immunocompromised state (weakened immune system) from blood or bone marrow transplant, immune deficiencies, HIV use of corticosteroids, or use of other immune weakening medicines
 - Neurologic conditions, such as dementia
 - Liver disease
 - Pregnancy
 - Pulmonary fibrosis (having damage or scarred lung tissues)
 - Smoking
 - Thalassemia (a type of blood disorder)
 - Type 1 diabetes mellitus

BLOCK 1 – AUXILIARY MEMBER INFORMATION

Auxiliary Member Name (Please Print (Last, First)):

Auxiliary Unit (District-Division-Flotilla Number):

Auxiliary Member ID Number:

BLOCK 2 – AUXILIARY MEMBER CERTIFICATION

I hereby certify that as of this date (check all that apply):

- I, and/or a household member of mine, fall into at least one of the high-risk categories outlined in the above CDC guidance; **OR**
- I and household members don't fall into one of the high-risk categories outlined in the above CDC guidance.

AND

Have you or any of your household members traveled to a THN 2 country or overseas in the last 14 days?

- Yes No (<https://www.cdc.gov/coronavirus/2019-ncov/travelers/map-and-travel-notice.html>)

I understand that:

1. An Order Issuing Authority (OIA) will use the information provided by me to determine my suitability for assignment to duty.
2. The OIA may require additional information to properly assess my suitability for assignment to duty.
3. Providing information that is not accurate or not true may result in disciplinary action.

Disclaimer: Members are reminded to submit a new form only if any of this information changes.

Auxiliary Member's Signature:

Date:

Coast Guard Risk Assessment for Enclosed Space Mass Gatherings

Mass Gathering Definition:

For the purpose of this assessment, A mass gathering is defined as any non-operational group of people gathering in an enclosed space that is NOT their typical work space or that is NOT for the purposes of their typical business or mission; and the size of the space is such that it does NOT allow for everyone in the group to maintain at least 6 feet of social distancing.

Gathering Description:

Date:

Locations:

Step 1: Identify, Assess, & Mitigate Risk Elements

Instructions: To determine the level of risk for each element below, estimate the risk level based on the Low/Medium/High scale. If your perceived rating is Medium or High, explore mitigations. Draw a line thru the risk zone that corresponds to the mitigated risk level and document the perceived risk(s) and Mitigation(s) in the space provided.

Rate Risk Zone

Planning Enough time to conduct thorough planning for the gathering. Consider: Lead time for travel and attendance, plans to limit total audience attending, plans to manage social distancing, plans to pre- and post-clean surfaces, plans to limit health exposure, ability to control arriving audience.
Notes/Mitigation:

Complete	Partial	None
<i>L</i>	<i>M</i>	<i>H</i>

Event (Mission Complexity) Consider: total number of persons attending, number of audience members traveling, degree of audience contact with crew and facilities, number of spaces visited.
Notes/Mitigation:

Low	Medium	High
<i>L</i>	<i>M</i>	<i>H</i>

Asset: Facility Location What is the risk posture of the local, state, and other authorities in the area? If a tenant command, what is the risk posture of the USCG, DOD, DHS, or OGA parent unit? Consider the impact of additional screening of visitors on security and other support resources.
Notes/Mitigation:

Low	Medium	High
<i>L</i>	<i>M</i>	<i>H</i>

Asset: Audience and Attendee Logistics What is the risk to the attendees as they travel to the site? Do airports have travel restrictions for military or civilian personnel? Are travelers coming from high risk areas (Ref CDC). Consider: alternate travel routes and emerging travel warnings or restrictions.
Notes/Mitigation:

Low	Medium	High
<i>L</i>	<i>M</i>	<i>H</i>

Asset: External attending audience What is the risk to the external audience? Is the external audience appropriate for mass gatherings in an enclosed space? Consider: pre-arrival screening, average age, at-risk populations, underlying health conditions, local health official guidance.
Notes/Mitigation:

Excellent	Marginal	Poor
<i>L</i>	<i>M</i>	<i>H</i>

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Step 1: Identify, Assess, & Mitigate Risk Elements

Asset: Crew What is the risk to the crew at the installation? Consider military permanent party staff, trainees, cadets, recruits, civilian employees, and contractors, including at-risk populations, average age, and underlying health conditions.

Notes/Mitigation:

Excellent	Marginal	Poor
<i>L</i>	<i>M</i>	<i>H</i>

Asset: Partners and Volunteer Support Staff What is the risk to partner agency co-host staff, volunteers, supporting civic organizations, and Coast Guard Auxiliarists at the installation? Consider at-risk populations, average age, and underlying health conditions.

Notes/Mitigation:

Excellent	Marginal	Poor
<i>L</i>	<i>M</i>	<i>H</i>

Asset: Medical and Isolation Facilities: What is the risk of overwhelming available medical staff and facilities, or available isolation facilities? Consider ratio to anticipated audience, supporting agreements with local medical and EMS, health official guidance on symptomatic visitors or crew, policy for placing employees in isolation on-base.

Notes/Mitigation:

Excellent	Marginal	Poor
<i>L</i>	<i>M</i>	<i>H</i>

Communications/Supervision. Assess the ability to maintain installation and emergency comms throughout the gathering, including pre-arrival instructions, symptomatic attendee health comms, and post-medical intervention comms with internal and external stakeholders.

Notes/Mitigation:

Excellent	Partial	None
<i>L</i>	<i>M</i>	<i>H</i>

Environment. External conditions surrounding the gathering. Consider: weather, ventilation, size of gathering space, social distancing culture.

Notes/Mitigation:

Ideal	Marginal	Extreme
<i>L</i>	<i>M</i>	<i>H</i>

Step 2: Determine Overall Risk Level

Consider: 1) the ratings for each element in Step 1; 2) the importance of the element for conducting the gathering, and 3) how elements may interact. Rate the perceived **Overall Risk Level** when considering this information. Circle the risk zone that corresponds to your perceived overall risk:

<i>Low</i>	<i>Medium</i>	<i>High</i>
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Coast Guard Risk Assessment for Enclosed Space Mass Gatherings

PEACE elements are required per COMDTINST 3500.3A. Additional unit-specific elements are permitted.

Step 3: Determine Risk vs. Gain: Do gains warrant the risk?

Step 3a. Enter the overall Risk Level (step 2) in the **RISK** box below (Low, Medium, or High)

Step 3b. Review the definitions for Gain below and enter the level in the **GAIN** box below (Low, Medium, or High)

Level of Gain

Low – Situation with unclear benefits or low probability of delivering concrete results. *Examples: gatherings purely in conformity with Service custom, limited mission partner value, limited public affairs value like awards ceremonies, retirement ceremonies, all-hands annual training that is not mission essential, etc.*

Medium – Situation that provides immediate and real benefits. *Examples: gatherings that advance mission execution planning, mission execution tactical partnerships, and wide stakeholder and public affairs value like all-hands training that, without which, would prevent a team/unit from critical mission execution, Quarterly Strategic Sessions (QSS), daily command center/OPS briefs, etc.*

High – Situations that provide real and immediate benefits that if ignored would significantly degrade force protection or mission execution accomplishment. *Examples: gatherings that are required for highest-priority operational mission planning, would cause significant damage to the Service's reputation if cancelled, or which are vital to national-level stakeholders like Incident Command Post (ICP) directly related to COVID-19, etc.*

	Vs.	
RISK		GAIN
(Low, Med, High)		(Low, Med, High)

Step 3c. Use the Risk vs. Gain values from above and follow the column and row until they cross. The intersecting point is the recommended action.

Risk vs. Gain	High Gain	Medium Gain	Low Gain
Low Risk	Hold the Gathering. Monitor risks and re-evaluate if conditions change	Consider Canceling the Gathering. Monitor risks and hold the gathering ONLY IF mitigating controls can be implemented or if conditions change.	Do not hold the Gathering. Communicate to Chain of Command. Wait until Risk Factors change or controls are available to warrant risk exposure.
Medium Risk	Consider Canceling the Gathering. Monitor risks and hold the gathering ONLY IF mitigating controls can be implemented or if conditions change.	Consider Canceling the Gathering. Monitor risks and hold the gathering ONLY IF mitigating controls can be implemented or if conditions change.	Do not Hold the Gathering. Communicate to Chain of Command. Wait until Risk Factors change or controls are available to warrant risk exposure.
High Risk	Consider Canceling. Hold the Gathering ONLY WITH Chain of Command Endorsement. Communicate risk vs. gain to next-higher chain of command, implement controls and continuously evaluate conditions.	Consider Canceling. Hold the Gathering ONLY WITH Chain of Command Endorsement. Communicate risk vs. gain to next-higher chain of command, implement controls and continuously evaluate conditions.	Do not hold the gathering. Communicate to Chain of Command. Wait until Risk Factors change or controls are available to warrant risk exposure.