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JUL 10 2020

MEMORANDUM

From:  P. W. Gautier, RADM
CGD ELEVEN

To: Eleventh District Coast Guard Auxiliary Northern and Southern Regions

Subj: NOVEL CORONAVIRUS (COVID-19) – D11 AUXILIARY AWARENESS AND GUIDANCE

Ref: (a) Auxiliary Manual, COMDTINST M16790.1 (series)
(b) Management of the D11 Workforce During the COVID-19 Outbreak, CGD11 INST 1080
(c) GUIDANCE ON THE USE OF CLOTH FACE COVERINGS, ALCOAST 124/20
(d) COVID-19: GUIDANCE ON THE USE OF CLOTH FACE COVERINGS - UPDATE 1, ALCOAST 144/20

1. As we learn more about COVID-19 and mitigation strategies to manage the threat throughout District Eleven, I am ready to begin phasing the Auxiliary back into our Operations with strict limitations. My top priority is safeguarding the health of the Active Duty, Reserve, Civilian and Auxiliary workforce and their families while maintaining frontline operations. As we reconstitute our workforce, it is imperative to continuously monitor local COVID-19 infection rates and remain proactive and vigilant to keep the risk of exposure low. With communities beginning to re-open services and reduce restrictions, we all must remain vigilant and not become complacent. Below you will find mandated precautions and approved activities that will allow us to gradually incorporate more Auxiliary personnel over the coming weeks and months as we continue to monitor and learn about COVID-19.

2. District Eleven will be reincorporating the Auxiliary in a phased approach based on real world conditions and the guidance from cognizant Federal, State, and Local agencies:

- a. CDC's guidance for the higher risk populations is discussed on the following CDC website: <https://www.cdc.gov/coronavirus/2019-ncov/specific-groups/high-risk-complications.html>. Members who fall in the CDC's higher risk populations are strongly encouraged to restrict their Auxiliary activities to electronic means only (e.g. in-home online activities).
- b. Since locations throughout the District are experiencing varying levels of COVID-19 threats, the current State and local government's guidance on social and business restrictions shall be adhered to when conducting all Auxiliary activities.

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3. The following precautions SHALL be adhered to prior to and during all in-person Auxiliary activities:
 - a. Auxiliarists shall assess their personal ability to undertake the activity. This assessment will include the availability of proper Personal Protective Equipment (PPE), their health history, the health of those in their household, any personal exposure (within the past 14 days) to someone who is ill/tested positive for COVID-19, the health of other members they may be interacting with, and the overall risk vs. gain of the activity.
 - b. Units must evaluate overall risk vs. gain of the activity including added heat stress due to wearing PPE in hot temperatures and ensure that all physical distancing and PPE requirements can be met by the Auxiliarists while on a mission.
 - c. All approved activities are to be conducted individually unless otherwise noted in paragraph 4 below or being conducted with a member of the same household.
 - d. Physical distancing of at least six feet will be strictly adhered to.
 - e. In line with recent cloth face coverings guidance set forth in references (c) and (d), Auxiliarists must wear a cloth face covering at all times during approved activities. Cloth face coverings of neutral solid coloring (e.g. navy blue, black, gray or white) are authorized.
 - f. All uniforms, clothing, and cloth face coverings shall be washed/cleaned upon completion of each mission/day.
 - g. Hand sanitizer or other means of washing hands and supplies for disinfecting shared items should be available.
 - h. If gloves are worn, they shall be discarded and replaced at the completion of any interaction and hands will be sanitized after removing gloves.
4. The following Auxiliary activities have been approved:
 - a. Private Aids To Navigation Verifications. Missions that can be completed from land are authorized.
 - b. Life Jacket Wear Rate Observations. The Auxiliary Life Jacket Wear Rate Observation Program (AUXLWO) is currently only approved in D11 Southern region. Observations may be made at sites and on weekends as announced by the auxiliary national AUXLWO coordinator.
 - c. Marine Dealer Visits or RBS Program Visits (PV). Individual visits may be made to marine dealers for 'no-contact drop-off' of up-to-date boating safety materials only. The public-facing or Q&A portion of this Auxiliary mission is prohibited.

- d. Telecommunications. Missions that can be completed with a single member and do not involve public interface are authorized.
 - e. Vessel Safety Checks (VSC). May be completed if they can be performed without boarding the vessel. The Examiner may stand alongside the vessel from a pier or a trailer as long as they maintain social distancing from the owner. Auxiliarists should leverage technology to complete VSCs via photographs.
 - (1) Examiners will work individually with the vessel operator/owner to work through a vessel exam. Examiners should have owners point to or hold up items and take pictures of items that cannot be viewed from outside the vessel. If space permits and social distancing can be maintained, there may be more than one examiner at a site (i.e. marine dealer parking lot), but for the exams, only one examiner may be working in concert with the vessel owner.
 - (2) Sign-in sheets are recommended for areas where more than one exam is being requested (i.e. boat ramps) to assist in flow and order of the exams. The examiner should maintain control of the sign-in sheet and write the owners name and contact information down to minimize the handling of clip boards and pens. If a clipboard or pen is handled by multiple people it must be sanitized after each use.
 - (3) If it is determined that a complete vessel exam cannot be completed while maintaining the above social distancing practices, the boat owner should be directed to the virtual VSC checklist (<http://www.uscgaux.info/content.php?unit=V-DEPT&category=virtual-safety-check>) and the examiner should retain the owners contact information so they can be contacted when social distancing requirements have been relaxed and the VSC can be completed.
 - f. Proctoring. Member to member exam proctoring is authorized as long as PPE is worn and six feet of physical separation is maintained at all times. Only one-on-one testing may be conducted.
 - (1) For tests proctored on a computer, hand sanitization should be used by the proctor and the student before using the keyboard.
 - g. Citizenship Verifications. Potential new member citizenship verifications may be completed as long as PPE is worn and six feet of physical separation is maintained at all times. Only one-on-one verifications may be conducted.
5. During this first phase of reconstitution, all other public-facing and person-to-person operations and activities will continue to be prohibited. Training sessions or meetings/conferences shall continue to be conducted via electronic means (GoToMeeting, Skype, WebEx, etc.), and not in person. Likewise, Auxiliary public affairs activities that can be conducted electronically (e.g. in-home online activities) are authorized.

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6. For the most up to date status from the CDC regarding this disease, how to take precautions against it, and the current and forecasted analytic data on COVID-19 cases can be found at: <https://www.cdc.gov/coronavirus/2019-nCoV/index.html>.

7. COVID-19 has created a dynamic worldwide situation subject to policies and procedures that can rapidly and significantly change. As the situation evolves, we will continue to provide updates on the status to this phased plan as we work together to define the “new normal” in the Eleventh District.

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