



**U.S. NAVAL
SEA CADET CORPS**

CHART YOUR COURSE

COVID-19 Re-Opening & Intake Protocols

Release Date:

September 01, 2020



U.S. NAVAL SEA CADET CORPS

www.seacadets.org

COVID-19 Re-Opening & Intake Protocols

Version 2.0 – 01 September 2020

- 1) General Guidelines for Resuming Face-to-Face NSCC Operations.
 - a) These guidelines are based on CDC recommendations, as of [25 August 2020](#). It is important to note that the level and size of permitted activities will vary greatly based on your specific location.
 - b) Units and training contingents shall follow the requirements of the revised COVID-19 Temporary Policy Change document (Reference A, [v4.0](#)) in determining whether they may resume operations.
 - c) Units and training contingents shall follow state and local guidelines with regard to allowable group size, mask requirements, and social distancing, including References [\(B\)](#) and [\(C\)](#) from the CDC.
 - d) Where these NSCC policy documents are in conflict with local guidelines, units and training contingents shall follow the more conservative rule.
- 2) Medical Considerations
 - a) COVID-19 Symptoms and Response
 - (1) Symptoms of COVID-19 can appear 2-14 days after infection, and include:
 - a. Cough
 - b. Difficulty breathing
 - c. Fatigue
 - d. Muscle or body aches
 - e. Fever or chills
 - f. Loss of smell or taste
 - g. Headache
 - h. Nausea/vomiting
 - i. Diarrhea
 - j. Runny nose/congestion
 - k. Sore throat
 - (2) COVID-19 may be the cause of a severe inflammatory disease in children. Cadets must also be monitored for these additional symptoms:
 - a. Unexplained rash
 - b. Strawberry tongue (literally a bright red tongue with white bumps)
 - (3) Any cadet who presents with the symptoms defined above should be isolated to the maximum extent possible in a separate room or ventilated area.

- (4) If billeted, a licensed medical professional should examine the cadet.
- (5) No acutely ill cadet may be left unsupervised; observation should take place from at least 6 feet when feasible.
- (6) Any cadet who presents with symptoms which persist for more than an hour shall be picked up by their parents/guardians immediately.
- (7) Any volunteer who presents with the symptoms above shall transport themselves home immediately.
- (8) Emergency warning signs for COVID-19 include:
 - a. Significant difficulty breathing
 - b. Persistent pain or pressure in the chest
 - c. Confusion
 - d. Inability to wake, or to stay awake
 - e. Blue coloration of lips or face
- (9) Any member who presents with emergency warning signs should be transported to the nearest emergency room as soon as possible.
- (10) Any cadet or volunteer who seeks outside medical care, or is sent home from a drill or training, due to COVID or flu-like symptoms may not participate in NSCC or NLCC activities for a period of at least 14 days from the last day of their symptoms.

b) Vulnerable Populations

- (1) The population most vulnerable to severe COVID-19 symptoms are those over 65 years old, and those with pre-existing medication conditions. Volunteers who fit in either category are encouraged to support operations remotely.
 - a. Command staff can grant permissions in Magellan, arrange virtual meetings, and deliver paperwork to vulnerable volunteers to allow working from home or from an isolated location near a drill site.
- (2) Any cadet who has a medical condition that may increase their risk of COVID-related complications (including, but not limited to, asthma or other restrictive lung diseases, diabetes, kidney disease, liver disease, cardiac anomalies, sickle cell anemia, thalassemia, or autoimmune diseases), must obtain written clearance from their medical provider before reporting for any in-person drill or training. This clearance should be forwarded to unit COs, or uploaded to Magellan when submitting for a training billet.

c) Intake Criteria

- (1) Upon initial check-in at a training, cadets and volunteers must comply with the following requirements to be admitted:
 - a. Temperature of 100.0°F or lower
 - b. No signs or symptoms of COVID-19 or flu-like illnesses
 - c. No known interaction with a person with COVID-19 or symptoms thereof in the previous 14 days
- (2) Any cadet or volunteer who does not meet all of these criteria may not participate in NSCC or NLCC activities for a period of at least 14 days from the last day of symptoms, or interaction.

- (3) Cadets or volunteers who have traveled internationally may not participate in NSCC or NLCC activities for a period of at least 30 days from the day they returned to the United States.

d) Reporting Illnesses

- (1) Parents of cadets who exhibit any COVID or flu-like symptoms shall be notified as soon as practicable.
- (2) COs/COTCs shall alert the cognizant NHQ Representative by phone as soon as practicable when a cadet or volunteer has been sent home from a drill or training due to COVID or flu-like symptoms.
- (3) Parents should be alerted when a cadet or volunteer at a unit or training has exhibited COVID or flu-like symptoms; work with your NHQ Representative to make timely notifications. Do not publicly reveal the name of ill cadets or volunteers.
- (4) COs/COTCs shall submit an NSCC Accident/Illness Report (NSCADM 022) to NHQ any time a cadet seeks outside medical care due to COVID or flu-like symptoms.
- (5) Where two or more members of a unit or training contingent seek outside medical care, or are sent home from a drill or training, due to COVID or flu-like symptoms, the cognizant NHQ Representative shall notify the local public health agency. COs/COTCs shall have the contact information for the state and local public health agencies available for this purpose.

e) Medical Staffing at Trainings

- (1) Due to the anticipated need for regular medical assessment, it is recommended that at least one training contingent staff member be a licensed medical provider, clinician, or medic. This can include, but is not limited to EMT, Paramedic, LPN/LVN, RN, APRN, PA, or MD. This staff member may not diagnose cadets, but can assist COTCs in making decisions about sending cadets home, seeking outside medical treatment, and more generally keeping the training contingent safe and healthy.
- (2) Both lay and medical professional volunteers shall err on the side of caution when symptoms are ambiguous, by either immediately sending symptomatic members home, or immediately seeking outside medical treatment for cadets at a retail clinic, urgent care, or emergency room.

3) Necessary Supplies

- a) The following infection-control supplies are required at all units and training sites.
 - (1) *Tissues* shall be available in all common areas to allow for proper respiratory etiquette.
 - (2) *Soap* shall be available in all head and galleys. Ensure an appropriate distribution of soap containers to avoid members needing to cross paths to obtain soap.
 - (3) *Paper towels* shall be available in heads and galleys. The use of reusable towels is to be discouraged.

- (4) *Hand sanitizer* (at least 60% alcohol) shall be available in offices, classrooms, and outdoor galleys. Hand sanitizer should be available at entrances and exits, and anywhere a sink is unavailable.

Note: Hand sanitizer DOES NOT replace soap and water. Handwashing for twenty seconds with soap and water is always preferable and more effective. Hand sanitizer is to be used when it is not possible to wash with soap and water. It is recommended that each cadet bring a small bottle of hand sanitizer that can be carried in his/her cargo pocket.

- (5) *Disinfectant wipes*¹ shall be available to clean common areas. Disinfectant wipes are to be used to routinely wipe down frequently touched surfaces such as doorknobs, counter tops, keyboards, pens, clipboards, radios, etc.
- (6) *Spray disinfectant*² shall be available to spray larger surfaces in heads, classrooms, offices, berthing areas, and sick bay. Where spray disinfectants are unavailable, a spray cleaner or a soap-and-water mixture may be substituted.
- (7) *Sanitizing wipes*³ should be available in any dedicated sick bay or medical office. Sanitizing wipes shall be used to sanitize surfaces after an acutely ill cadet or staff member has been treated.
- (8) *Signage* regarding [respiratory etiquette](#) and [handwashing](#) shall be posted in high-traffic areas, heads, classrooms, and offices whenever possible.

b) Masks

- (1) Masks are to be worn at all times, except while eating, showering/hygiene, running, sleeping, or when a member complains of difficulty breathing.
- (2) Masks may be cloth or surgical; these masks are worn to inhibit the spread of respiratory droplets. **Masks must cover the nose, mouth, and chin, and secure behind the ears. Neck gaiters, neckerchiefs, and bandanas may not be worn in place of masks. See Attachment (4) for more detail.**
- (3) Cloth masks are to be washed after each day's use. Surgical masks shall be discarded at the end of each day.
- (4) NHQ has sourced cloth masks for the field, but individual members, units, and training contingents may purchase and wear their own masks.
- (5) Cloth masks must be of a plain color, without logos or graphics. Preference is for plain black or navy-blue masks.
- (6) If available, N95 or other medical-grade masks should only be worn by staff who are interacting with a suspected case of COVID-19.

¹ *Disinfectant wipes* with active ingredient alkyl dimethyl benzyl ammonium chloride, or an equivalent. Found in name brands such as Lysol Disinfecting Wipes or Clorox Disinfecting Wipes.

² *Disinfectant sprays* with active ingredients dimethyl benzyl ammonium saccharinate, alkyl dimethyl benzyl ammonium chloride, or an equivalent, in an alcohol base. Found in name brands such as Lysol Disinfectant Spray or Clorox Disinfecting Spray.

³ *Sanitizing wipes* with active ingredients isopropanol, alkyl C12-18 dimethyl benzyl ammonium chloride, and alkyl C12-18 dimethyl ethylbenzyl ammonium chloride. Found in name brands such as Super Sani-Cloth.

c) Thermometers

- (1) Each unit or training contingent will have at least one no-contact thermometer on-hand to conduct temperature checks at check-in and again each day on every cadet and volunteer (see Section 5(c), below).
- (2) NHQ has sourced no-contact thermometers for the field, but units and training contingents may purchase their own.

4) Administrative Procedures

a) Prior to returning to drill or reporting for training, each cadet and volunteer will complete the NSCC COVID-19 Attestation document (Attachment 1).

- (1) For unit drills, the original copy (with wet signature - no digital signatures) will be placed in service record. This document only needs to be filled out once for the unit's first drill after June 15th.
- (2) For trainings, the document will be uploaded to Magellan ahead of training and the original (with wet signature - no digital signatures) placed in the service record. A new document is required for each training attended.

5) Operational & Administrative Modifications

a) Unit Reporting Procedures

- (1) A "drive-through" reporting process should be implemented where feasible; cadets should stay in their parent's vehicle until a temperature check, the Intake Checklist (Attachment 2), and the Daily Symptoms Checklist (Attachment 3) are completed.
- (2) Volunteers must also be screened with a temperature check and the Intake Checklist (Attachment 2) and Daily Symptoms Checklist (Attachment 3).

b) Training Check-In Procedures

- (1) Check-in times should be assigned and staggered to minimize the assembly of groups.
- (2) A "drive-through" check-in process should be implemented where feasible; cadets should stay in their parent's vehicle until a temperature check, the Intake Checklist (Attachment 2), and the Daily Symptoms Checklist (Attachment 3) are completed.
- (3) Parents/guardians should stay on-site until check-in is complete, but remain in their vehicles.
- (4) Volunteers must also be screened using the same forms.

c) Unit & Training Daily Symptom Screening

- (1) The Daily Symptoms Checklist (Attachment 3) will be used for each day of drill or training for each cadet and volunteer. If a temperature is measured at over 100.0°F, or other symptoms are identified, the CO/COTC should act in accordance with Section 2 of this document.

- (2) Checklists are private medical information and should not be shared except with essential decision-making personnel. Checklists will be retained by the CO/COTC for 90 days after the conclusion of any drill or training.
- d) Physical Distancing
 - (1) Every effort is to be made to keep personnel 6 feet apart, when feasible.
 - a. Stagger classes and mealtimes so that groups of cadets don't have to pass close aboard unnecessarily.
 - b. Identify doors as "exit" or "entrance" only to avoid unnecessary interactions.
 - c. Seat cadets six feet apart in mess decks and classrooms.
 - d. No close order drill; drill may be conducted at double-arm interval (two arms' length in every direction between cadets).
 - e) Physical Training, Sports, and Physical Exertion
 - (1) Mirroring the Navy's policy during COVID, there will be no group PT, group PRTs, or group sports during NLCC or NSCC activities.
 - f) Smaller Cohorts/Squads
 - (1) Assign cadets to small squads of 10 or fewer, and minimize interactions or comingling between squads to reduce opportunities for virus spread.
 - g) Length of Training
 - (1) Trainings should be reduced to the minimum number of days necessary to accomplish training objectives.
 - h) Frequent Handwashing
 - (1) Schedule additional time between events to allow cadets and volunteers to wash their hands more often.
 - (2) Provide hand sanitizer (>60% alcohol) in places where soap and water handwashing is unavailable.
 - i) Ventilation
 - (1) Allow for as much cross ventilation as possible by opening doors and windows in classrooms, messing spaces, and berthing spaces.
 - (2) Outdoor classrooms and messing are recommended when feasible.
 - (3) Cross ventilation is more effective to clear droplets and viral particles than air conditioning, which can recycle the particles.
 - (4) Consider allowing cadets to take mask breaks outside, with maximized physical distancing of 10 or more feet between cadets.
 - (5) Cadets should not be kept at parade rest or attention for long periods while wearing masks.
 - j) Food and Food Service
 - (1) No person may touch another person's food without gloves and a mask. Follow all State, County and Local guidelines with regard to masks and gloves.

- (2) There shall be no buffet-style food service. If the unit or training contingent serves food, arrange for pre-packaged (grab-and-go) meals.
- (3) For day trainings and unit drills, consider having cadets bring their own lunches.
- (4) Eat outside when possible to allow for maximum ventilation.
- (5) Stagger mealtimes to keep capacity of the mess deck at 50% or less, ensuring at least 6 feet between diners.

k) Cleaning Schedule and Documentation

- (1) Wipe down counters, desks, tables, doorknobs, light switches, and other frequently-touched surfaces morning and evening, and after groups of people move through
- (2) Wipe down counters, sinks, latches and knobs, toilet seats, and toilet flush levers after morning and evening hygiene.
- (3) Thoroughly sanitize sick bay and isolation rooms after a suspected case.
- (4) Assign a watch bill for cleaning and checking supplies of soap, hand sanitizer, paper towels, etc.
- (5) Maintain a schedule and sign-off sheet for wipedowns.
- (6) Assign one cadet per squad to monitor handwashing, disinfecting, mask use, face touching, etc.

l) Individualized Supplies

- (1) Where feasible, units and trainings should avoid sharing tools and training aids among cadets.

m) Training Graduations and Unit Ceremonies

- (1) Graduations and ceremonies will be conducted virtually to avoid large assemblies.

n) Masks as a Prescribed Uniform/Seabag Item

- (1) COs and COTCs may require members to bring masks to drills or trainings.
- (2) Masks must cover the nose, mouth, and chin, and secure behind the ears. Neck gaiters, neckerchiefs, and bandanas may not be worn in place of masks. See Attachment (4) for more detail.
- (3) Members should have two cloth masks for drills or day trainings, and at least three masks for overnight trainings.
- (4) Cadets who have surgical masks should have two for each day of drill or training.
- (5) NHQ has sourced cloth masks for the field.

o) Grooming Standards

- (1) Where barber shops and salons remain closed due to public health guidance, reasonable modifications to grooming standards are permitted. Where local conditions allow for these shops to open, cadets and volunteers are expected to comply with NSCC grooming standards.

p) Overnight Trainings

- (1) Where overnight trainings are possible under local health guidelines, the following restrictions will apply.
 - a. Cadets shall be billeted at no more than 50% capacity of any berthing space.
 - b. Racks will have at least six feet of distance between them. Racks should be oriented head-to-toe where feasible to maximize distancing.
 - c. Cadets must maintain six feet of distance while “on the line,” and should not be kept on the line for any more than the absolute minimum time necessary to pass along a command.
 - d. Schedule and stagger showers to avoid passing close aboard, and to avoid the comingling of squads. Allow more time for showers and hygiene.
 - e. Limit capacity in the head by using every other sink or shower stall.
 - f. Cloth masks should be collected and washed each evening.
 - g. Other than masks, cadets should bring enough clothing to avoid doing laundry, whenever feasible. Where cadets need to do laundry, only one cadet’s gear should be washed at a time, and that laundry must be handled only by that cadet.

q) Transportation

- (1) NSCC personnel may not transport unrelated cadets in a vehicle unless physical distancing and two-deep supervision is possible. E.g., on a bus, members would sit one per row in every other row.
- (2) Masks are required to be worn in any vehicle owned or operated by a volunteer which is used to transport cadets, unless all passengers are from the same household.
- (3) Where weather and road conditions permit, vehicle windows should be kept open.
- (4) Climate control systems in a vehicle transporting cadets must not be placed on “recirculating” mode.
- (5) As a practical matter, these rules will generally mean that parents must transport cadets to and from their destination, rather than meeting at a central location to carpool in volunteers’ vehicles.

6) Onboarding Training

- a) Units and training contingents should provide basic COVID training as part of their first drill or indoc session. This should be age-appropriate, and should be targeted at creating confidence in self-care and self-reporting. Topics should include:
 - (1) [What is COVID19?](#)
 - (2) Social distancing
 - (3) [Handwashing](#), including that soap and water is always better than hand sanitizer. Wash your hands as long as it takes to sing the first verse of Anchors Aweigh (without singing out loud).
 - (4) [Respiratory etiquette](#), including mask wear, coughing into a tissue or the elbow, avoiding touching the face, etc.

- (5) General hygiene, including wipedown frequency and best practices.
- (6) No sharing items whenever feasible.
- (7) Cadets must be encouraged to report symptoms!

References:

- (A) Temporary Changes to USNSCC Policies and Procedures in Response to the COVID-19 Epidemic v4.0 (01 September 2020)
- (B) [CDC Guidance for Youth and Summer Camps](#)
- (C) [CDC Decision Tool for Youth Programs and Camps](#)

Attachments:

- (1) COVID-19 Attestation
- (2) Intake Checklist
- (3) Daily Symptoms Checklist
- (4) [How to Wear a Mask](#)



USNSCC COVID-19 Attestation

I, _____, affirm that:
(Cadet/Volunteer Name - Printed)

I do not currently have any signs/symptoms of COVID-19 or any other respiratory or flu-like illness, including:

Coughing	Muscle or body aches
Fatigue	Nausea or vomiting
Fevers/Chills	Diarrhea
Loss of smell or taste	Runny nose/congestion
Sore throat	Strawberry tongue
Unexplained rashes	

In the past 14 days, I have not had contact with anyone who has tested positive for, or exhibited the symptoms of, COVID-19 or any other respiratory or flu-like illness.

I will immediately notify my Unit Commanding Officer and/or COTC if I develop symptoms or have contact with an ill person.

I have not traveled internationally within the last 30 days.

I will immediately notify my Unit Commanding Officer and/or COTC if I make international travel plans.

While at drill/training, I will follow all required COVID-19 protocols, including regular handwashing, physical distancing, respiratory etiquette, and mask wear.

While at drill/training, I will immediately self-report any signs/symptoms of COVID-19 or respiratory or flu-like illness that I am experiencing to my unit or training chain of command.

I understand that if I exhibit symptoms of COVID-19 or any other respiratory or flu-like illness while at drill or training, I will be isolated, and my parents will be required to arrange immediate transport home.

I acknowledge the risks of participating in group activities during the ongoing COVID-19 pandemic, and I accept these risks. I release the USNSCC, its officers, representatives, agents, and volunteers from any and all claims related to illness, injury, or death as a result of COVID-19 infection obtained during my participation in USNSCC activities.

Cadet/Volunteer (signature)

Date

Parent (signature, for minor cadets)

Date



U.S. NAVAL SEA CADET CORPS

www.seacadets.org

USNSCC Intake Checklist

I, _____, have confirmed that: _____
(Print Name of Adult Intake Staff) (Volunteer/Cadet Name - Printed)

Does not show or report signs/symptoms of COVID-19, as indicated on the Daily Symptoms Checklist. Temperature at initial intake was _____.

Denies, in the past 14 days, having had known contact with anyone ill or suspected of having COVID-19 or any other respiratory or flu-like illness.

Reports he or she has not traveled internationally within the last 30 days.

Was advised to immediately self-report any signs/symptoms of COVID-19 that he/she experiencing to her chain of command.

Acknowledged understanding that if he/she develops symptoms of respiratory illness while at training he/she will be isolated, and his/her parents will be required to arrange immediate transport home.

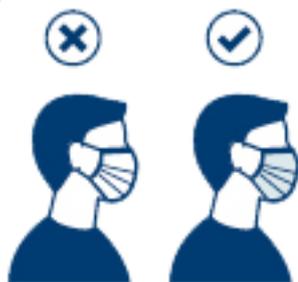
Cadet/Volunteer (signature) Date

Adult Intake Staff (signature) Date

Parent (signature, for minor cadets) Date

How to properly wear a face mask

1



ENSURE THE PROPER
SIDE OF THE MASK
FACES OUTWARDS

2



SECURE THE STRINGS
BEHIND YOUR HEAD
OR OVER YOUR EARS

3



COVER MOUTH
AND NOSE FULLY MAKING
SURE THERE ARE NO GAPS

5



WEAR MASK

6



DO NOT TOUCH THE
MASK WHILE USING IT,
IF YOU DO
WASH YOUR HANDS

7



REMOVE THE MASK
FROM BEHIND BY
HOLDING THE STRINGS
WITH CLEAN HANDS



**U.S. NAVAL
SEA CADET CORPS**

www.seacadets.org