



THE CITADEL

MEMORANDUM FOR RECORD

FROM: Commandant of Cadets

SUBJECT: COVID-19 GUIDANCE TO THE SCCC

1. The following is an addendum to the Blue Book and White Book, and outlines the change in policies and procedures for SCCC operations in the COVID-19 environment. These policies and procedures are **TEMPORARY** measures and will remain in effect until conditions change allowing normal operations. These additional measures and guidance are to facilitate the health, safety and well-being of the SCCC, employees, and Citadel family members.
2. The following measures are a **Direct Order from the Commandant of Cadets effectively immediately:**
 - a. **Academics**
 - i. Cadets are required to wear the uniform of the day while attending all classes to include online classes.
 - ii. Cadets are required to keep the video function of their devices turned "on" when attending classes online so the professor may confirm they are in attendance for the entire class. Rules for class absences and late arrivals apply to both online and in-person class gatherings.
 - iii. Cadets who have a requirement to participate in a class online instead of their scheduled face-to-face timeslot will be required to inform their TAC and get written approval from their professor.
 - iv. The only authorized spaces for taking online classes and ESP are your own room, Daniel Library, classrooms, conference rooms and labs. Locker Rooms, Team Rooms, outside bleachers, outside fields/facilities are **not authorized** ESP and online class spaces.
 - b. **Uniform**
 - i. Adherence to the Training Oriented Protection Posture (TOPP) for each event on the training schedule is required. General rule: if in doubt, wear your facemask.
 - ii. Four facemasks will be issued to each cadet. Personal facemasks are permitted if they meet these requirements:
 1. Solid black with no distinctive patterns, embroidery, designs, or other markings, and must fit around the head and ears.
 2. "Gators" and bandanas are not authorized. Only facemasks covering the mouth and nose are authorized.

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3. Facemasks will be worn at all times when outside your barracks room, unless otherwise directed on the Training Schedule, or during physical training activities. Facemasks will be worn covering both the nose and mouth.
 - iii. Facemasks will be worn with every Citadel uniform, on and off campus. Cadets will follow all federal, state, and local guidance and ordinances at all times when off campus.
- c. Barracks**
- i. Cadets will not, without specific authorization, from a TAC Officer/NCO or Commandant's department staff member enter another barracks that they do not live in. Guards will challenge all cadets entering, ensuring they are assigned to that barracks, and will turn away anyone without specific authorization to enter.
 - ii. Cadets will not enter another cadet's room, unless given specific authorization by the Company Commander or TAC. Cadets requiring access to a room for official business will direct cadets occupying the room exit the room and remain on the galleries until official business is complete (MRI's, etc.).
 - iii. Cadets will be issued a thermometer and will check and record their temperatures twice daily (mornings after waking up and evenings before going to bed). Company Commanders will designate members of their chain of command to enforce compliance, and check individual cadet records. If a cadet has a temperature of greater than 100.4, they will report that to their chain of command and TAC, and will report to the Infirmary for further evaluation.
 - iv. During periods of restricted leave, cadets will remain on campus and must have Special Leave or Special Orders to depart campus (i.e. Internships, nursing clinics, funerals, weddings, etc.).
 - v. Tours and restrictions will be conducted in each battalion. Cons will be served in the restricted cadet's room and be checked by the BDO.
 - vi. Some privileges such as company boards and seniors breaking down their rooms are suspended until normal operations recommence and permanent company/room assignments are made.
- d. Mess Hall**
- i. Cadets will have assigned times, as part of their class schedule, for the Mess Hall. Separate instructions will be promulgated via training and chain of command as to Mess Hall operations.
 - ii. Social distance will be maintained at all times in the Mess Hall and there will be no more than 6 cadets per table.
 - iii. It is incumbent everyone follows rules on timeslots, entry/exit, food service, and seating. Following these directions will allow staff to serve you quickly, allow adequate time to eat, and subsequent disinfection before the next group enters.

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e. Leave Policy

- i. An assessment of the conditions on and off campus will determine the General Leave, Special Leave and Special Orders approvals.
- ii. Beginning 23 July 2020, in order to allow for the safe return and training of the SCCC, there is no General Leave during the periods of Athletic Cadre CLDT, Athletic Challenge Week, Regular Cadre CLDT, Regular Challenge Week, Reconstitution, as well as the first two weeks of classes (19-28 Aug 2020).
- iii. Special Leave and Special Orders will be granted for point-to-point, departure and return events with no deviations in travel authorized.

f. Physical Training/Activities

- i. Cadets are required to adhere to the guidelines and protocols set by the Deas Hall staff.
- ii. Cadets will not conduct unorganized or unofficial group physical activity, activities that are not socially distanced, or engage in physical activities that could risk spreading the COVID-19 virus anywhere on campus.
- iii. Cadets are not authorized to conduct physical training or activities off campus during times of restricted leave.

3. The policies and procedures outlined in the Memorandum will remain in effect until conditions allow for deviations. Strict enforcement of these policies and procedures are the responsibility of every member of the Citadel community.
4. It is everyone's responsibility to protect one another and do the right thing. We all need to remain disciplined in our approach to the changes that this pandemic have forced us into. Remaining positive, having a great attitude, being a great classmate, company mate and displaying the best positive leadership we all can will be the keys to our success.

Eugene F. Paluso
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Commandant of Cadets

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Training-Oriented Protection Posture

TOPP 1

Events	Room, restroom, hygiene, shower
Masks	Mask off unless 6' separation cannot be maintained
Static Tac Sep	Minimum 6'
Dynamic Tac Sep	Minimum 6'
Intent	This is a grey area if you are around people you've not been quarantined with. Abundance of caution and common sense.

TOPP 3

Events	Colors, drill and other outdoor instruction, formations, move-in, in-processing, misc logistics ops, ROTC training, Cade/Tailor Shop, Armory, Infirmary, vehicles
Masks	Worn at all times except when actively eating or hydrating, or when giving commands. Cadre making corrections will wear masks.
Static Tac Sep	Minimum 6' or double arm interval. Single arm interval, close arm interval, or less than 6' briefly as necessary (e.g. spot correction, training demonstration, support, assistance)
Dynamic Tac Sep	Minimum 6', double arm interval, single arm interval, column of twos, squad column, or as situation dictates
Intent	Generally for non-PT outdoor activities or dynamic indoor activities in confined proximities

CO's, XO's, 1SG's must constantly assess the situation and make corrections based on what best allows for health/safety, control, flexibility, and training effectiveness.

TOPP 2

Events	Indoor classes, briefings, training, meetings, chow, standing in lines, breaks
Masks	Worn at all times except when actively eating or hydrating.
Static Tac Sep	Minimum 6' or as dictated by spaced seating, cones, floor markings, signage, etc.
Dynamic Tac Sep	Minimum 6' or double arm interval, as situation dictates
Intent	Generally for stationary activities

TOPP 4

Events	PT, O-Course, Parades, intramurals, other outdoor physical exertion activities
Masks	Worn until or unless such time that the mask restricts the flow of air, raises discomfort (e.g. excess heat, glasses fogged, elevated nasal secretion), or wear is impractical or impossible for the given physical activity. Mask may be removed if ample outdoor separation can be sustained. **Note: wet cloth masks "lose antimicrobial efficiency" and should be avoided.
Dynamic Tac Sep	Minimum 6' or double arm interval
Movement Tac Sep	Minimum 6': double arm interval, single arm interval, column of twos, squad column, or as situation dictates
Intent	Exercise and outdoor activity is a grey area. Not wearing a mask elevates importance of maintaining tactical separation. Keep mask available at all times in a Zip Lock bag.