

Approved: 11 June 2020



Post-COVID-19 Remobilization of the Membership Plan

Phase I: Resuming Regularly Scheduled Meetings

TXWG

Completed 1 Jun 2020

COVID-19 Remobilization of the Membership Plan – Phase I

This plan has been developed for Texas Wing, using the template provided by the Civil Air Patrol National Headquarters to enter Phase I, Resuming Regularly Scheduled Meetings.

NOTE: *Deviations from the template are authorized, but should be coordinated by contacting the COVID-19 Planning Team at COVID-19Plans@capnhq.gov.*

Plan Coordinator and Point of Contact: Eli Aaron, LtCol, CAP

Primary Phone:

Primary Email: eaaron@cap.gov

Narrative Summary of Coordination and Events To-Date in Texas Wing:

Meeting held and information obtained from HS, SE has distributed info to Groups for distribution to subordinate units. Status meeting held with remobilization team.

_____ (Complete below, and on additional pages as-needed.)

COVID-19 Remobilization of the Membership Plan – Phase I

Phase I: Resuming Regularly Scheduled Meetings

Item#	Task	OPR/Assigned Personnel	Date Tasked	Suspense	Date Completed	Notes
1.1.	Verify state government guidance currently allows or will allow gatherings on the date proposed for resuming meetings	Commander	20 May 2020	Completed	20 May 2020	
1.2.	Hold meeting with between Plan Coordinator and Health Services Officer	TX/HSO Project Officer	22 May 2020	Completed	24 May 20	
1.2.1.	Wing priorities for training events should be coordinated	TX/DO	24 May 2020	1 Jun 20		
1.2.1.1.	Check state and local health guidance regarding gatherings	TX/CC	24 May 2020	27 May 2020	27 May 2020	Distributed to Group Commanders – confirmed no additional guidance beyond State.
1.2.1.2.	Prepare information for subordinate units on temperature screening, health education, and sanitation	TX/HSO	22 May 2020	Completed	24 May 20	
1.3.	Have subordinate unit commanders verify that local governments do not have more restrictive social-distancing guidelines than those at the state level	Commander	20 May 2020	Completed	20 May 2020	Texas has not allowed local jurisdiction to supersede the State restriction
1.4.	Send copy of planning documents to the CAP COVID-19 Planning Team at COVID-19Plans@capnhq.gov , and copy the Region CC to reinstate meetings.	Project Officer	20 May 2020	Completed	1 Jun 2020	
1.4.1.	Briefly describe/ summarize previous coordination accomplished	N/A	20 May 20	Completed	29 May 20	Meeting held and information obtained from HS, SE has distributed info to Groups for distribution to subordinate units. Status meeting held with remobilization team.
1.4.2.	Verify no jurisdictional restrictions are in place from State or Local Governments	TX/CC	20 May 20	Completed	20 May 20	See above
1.4.3.	Set date to resume meetings; this is also the start of Phase II.	TX/DCC	27 May 20	Completed	27 May 20	8 Jun 2020, alternate date: 15 Jun 20

Plan Completed By: Lt Col Eli Aaron
 Last Updated: 1 Jun 2020

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1.5.	Receive approval from the CAP COVID-19 Planning Team to reinstate meetings. Plan for one-week lead time.	NHQ	20 May 20	1 Jun 20		
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Phase I: Resuming Regularly Scheduled Meetings (Continued)

Item#	Task	OPR/Assigned Personnel	Date Tasked	Suspense	Date Completed	Notes
1.6.	Publish the date that meetings may resume to subordinate units	Commander	20 May 20	1 Jun 20		
1.7.	Task Wing Director of Safety to communicate the following to subordinate units	Director of Safety TX/SE	26 May 20	Completed	26 May 20	
1.7.1.	Units will use Post-COVID-19 ORM forms to mitigate local risks (available at https://www.gocivilairpatrol.com/covid-19-information-cena)	TX/SE	26 May 20	1 Jun 20		
1.7.2.	Units will identify sources for face coverings, gloves, hand sanitizer, and surface disinfectant to use in case of a return to increased risk	TX/SE TX/HSO TX/GCC	20 May 2020	1 Jun 20		Group commander will provide positive response that the units have this information
1.8.	Task Wing Health Service Officer to communicate the following to subordinate units:	TX/HSO	20 May 2020	1 Jun 20		
1.8.1.	Units consider screening with no-touch thermometers prior to entry to the meeting or Units will require members to take their temperature at home prior to attending the activity	TX/HSO	20 May 2020	1 Jun 20		
1.8.2.	Educate members on their stratified level of risk (i.e., Low-risk vs. High-risk)	TX/HSO	20 May 2020	1 Jun 20		
1.8.3.	Units perform all appropriate public health measures (e.g., social distancing, surface cleaning/disinfection, face	TX/HSO	20 May 2020	1 Jun 20		

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coverings, hand sanitizer, at-home temperature check or no-touch temperature check prior to entry and routine symptom checks)					
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Phase I: Resuming Regularly Scheduled Meetings (Continued)

Item#	Task	OPR/Assigned Personnel	Date Tasked	Suspense	Date Completed	Notes
1.9.	Task Wing Director of Cadet Programs to communicate the following to subordinate units:	TX/DCP	26 May 20	Completed	26 May 20	
1.9.1.	Units identify ways to meaningfully engage and fully participate in meetings without formations, drill, or other close-distance activities	TX/DCP	26 May 20	1 Jun 20	29 May 20	
1.9.2.	Units draft a local message to parents to inform them about what CAP is doing to keep Cadets safe while they participate	TX/HSO TX/DCP	24 May 20	1 Jun 20	26 May 20	

Phase 1 Remobilization

Texas Wing Members,

As we transition into Phase 1, and begin to host in-person meetings again, please take the time to look over the following guidelines to continue minimizing the spread of COVID 19.

General Health: The best way to minimize the spread of the COVID19 virus, is to minimize exposure to others. If you or a member of your household is feeling ill, please stay home. This is also recommended if you have a fever of 100.4 or higher. Units are being asked to check temperatures prior to entry to meeting areas, but the best practice would be to take yours prior to leaving home.

Practice Good Hygiene: Proper handwashing is the number one hygiene method that can help protect you from potential exposure and infection. Using soap and water, thoroughly wash your hands for at least 20 seconds. Cough or sneeze into a tissue, and immediately dispose of it. Maintain the recommended 6 feet of social distancing as much as possible, and avoid touching your eyes, nose and mouth with your hands.

Face Coverings: Cloth face coverings prevent the person wearing the mask from spreading respiratory droplets when talking, sneezing, or coughing. Since people can spread the virus before symptoms start, or even if people never have symptoms, wearing a cloth face covering can protect others around you. Members will wear appropriate face coverings during unit meetings.

Clean as you go: Along with a thorough cleaning before and after each meeting, members should also clean surfaces after use with an appropriate cleaning and disinfecting agent.

High Risk Category: If you are in the high-risk category, it is recommended that you remain home and avoid the meetings at this time. Persons considered high-risk include members who:

- Are over the age of 65.
- Have a history of a chronic lung disease, or Asthma.
- Have a serious heart condition.
- Have a compromised immune system, including cancer treatment, bone marrow or organ transplantation, immune deficiencies, and prolonged use of corticosteroids and other immune weakening medications.
- Are morbidly obese (BMI >40%).
- Have Diabetes.
- Have a kidney disease and are on dialysis.
- Have a liver disease.

Please use the above information to determine if you are healthy enough to attend meetings. If you have any questions, please contact your unit Health Services Officer, or your unit leadership.

Jeff Ellison, Maj. CAP
Texas Wing Health Services Officer



TEXAS WING CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY
553 Terry Crawford Drive
Nacogdoches, TX 75964



7 June 2020

MEMORANDUM FOR Texas Wing Commander Col Schroder

FROM: Texas Wing Director of Cadet Programs

SUBJECT: COVID-19 Reopening Plan Squadron Meetings

Cadet Programs is reaching out to you as we implement Phase 1 towards resuming regularly scheduled cadet meetings.

There will be no more than 10 people at a meeting. This limitation follows the Texas State Department of Health Services protocol recommended limitations for Youth Clubs. In-person cadet meetings, during Phase 1, should be limited to the Squadron Commander, Deputy Commander for Cadets, Cadet Commander, and any other senior cadet or senior member staff necessary to ready facilities, plan virtual meetings and prepare/plan for future cadet operations. These in-person meetings must be kept to 10 people or less and follow CAP and CDC guidance to include social distancing, sanitizing, and handwashing. Disinfecting of meeting areas must be accomplished before and after the meeting. High touch areas/items should be disinfected during the meeting. Masks must be worn during the meeting unless there is an exemption for an underlying health condition. Any person feeling sick must not attend the meeting and stay home.

Most of our squadrons are doing a great job engaging the Wing's cadets with virtual meetings and should continue to do so in Phase 1. It is imperative that our units continue to work together and share innovative and creative ways to engage cadets. Various units have reported engaging cadets by:

- Online Leadership knowledge challenges
- Virtual Aerospace activities or games
- Virtual Drill Instruction
- Online Speakers or Distinguished Visitors
- Virtual Museum Visits
- Virtual Scavenger Hunts

The above are just a few of the ideas that units may use to engage cadets. Check the National Cadet Covid-19 Information page at gocivilairpatrol.com for more ideas and information.

AS TXWG progresses to Phase 2 our units can start to have more cadets at in-person meetings. Large units may want to consider holding in-person meetings on alternating weeks to accommodate as many cadets as possible. Virtual meetings should still be held to accommodate cadets that may be restricted from attending due to health/medical conditions and those that are uncomfortable attending due to possible covid-19 exposure.

Your dedication and commitment to the cadets and the cadet program is commendable. Thanks for all that you do.

Respectfully,

//signed//7 Jun 20//

Lt Col Stan Trull, CAP

Texas Wing Director of Cadet Programs



RE: TXWG Remobilization Phase 1 Plan - Ops Feedback

1 message

Mark Hammack <mhammack@txwg.cap.gov>
To: Eli Aaron <eaaron@cap.gov>
Cc: "jellison@txwgcap.org" <jellison@txwgcap.org>

Sun, Jun 7, 2020 at 9:11 PM

Our priorities as I see them:

1. Provide for the safety of our members who are engaging in training or missions by:
 - a. Aircraft will be disinfected before and after flight using appropriate materials. A bleach solution (Jeff can you provide the proper concentration?) or disinfecting wipes will be used.
 - b. All personnel who cannot maintain the 6' "social distancing" guidelines established by the CDC will wear masks and gloves (when able). Personnel will keep masks in place except when the mask interferes with communications either to ATC, mission base, or with other members.
 - c. Aircrew members should ensure that no more than one member's mask is removed at any one time during the time in the aircraft.
2. Increase the number of available pilots to support the COVID relief mission
 - a. A minimum of 10 additional pilots are needed for both the GA-8 in Dallas and the GA-8 in Houston. Alternatively, one GA-8 aircraft could be relocated to Austin in which case, the extra pilots should be trained in the Austin/San Antonio corridor
 - b. A minimum of 10 additional pilots are needed for the C206 in Houston. This is a lower priority due to the fact that the Predator chase mission is set to start back up soon which will obviate the loss of both 206s for the COVID mission
3. Re-start the Cadet Wings program
 - a. Our Wings Cadets have not had a chance to fly for a number of months now. They will most likely need a refresher (equivalent of a flight review) with an instructor prior to more solo flights
4. Increase the number of Pilots available for any mission
 - a. Train more Mission Pilots across the Wing, especially ones who can fly Aerial Photography missions and Cadet Orientation flights. As hurricane season kicks into gear, I anticipate an extra need for both Mission Pilots and Airborne Photographers.
 - b. Cross-training Mission pilots on other aircraft. TXWG has many different aircraft from steam gauge 172s to Turbo 206s with NXi. Having pilots who are trained in multiple types of aircraft means that the aircraft are more utilizable during missions
 - c. Get our pilots current and proficient in the aircraft they are already trained for
 - d. Add more Check Pilots to the current cadre
5. Increase the number of Mission Aircrew
 - a. Unless using virtual training (Mission Aircrew School), all members will wear appropriate PPE and disinfect any areas/equipment utilized
 - b. Airborne Photographers
 - c. Mission Observers
 - d. Mission Scanners
6. Increase the number of Ground Team qualified members to support SAR missions from AFRCC
 - a. Limited to fewer than 10 people per team
 - b. All team members will wear appropriate PPE, especially when mounted
7. Increase the number of Mission Staff members

Mark



Maj Mark Hammack, CAP

Texas Wing Director of Operations

U.S. Air Force Auxiliary

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txwgcap.org



From: Eli Aaron <eaaron@cap.gov>
Sent: 6 June, 2020 2241
To: Mark Hammack <mhammack@txwg.cap.gov>
Cc: jellison@txwgcap.org
Subject: TXWG Remobilization Phase 1 Plan - Ops Feedback

Good evening Maj Hammack,

I've received feedback from NHQ. Can you update your Ops priorities with the following? I've copied the Wing HSO in case you need advice on disinfection and masks.

Please let me know if I can provide any support.

- TXWG-P1_Remobilization Phase 1 – Ops
 - Expand on the priorities that were identified, i.e. probably want to begin with Check Pilots and Mission pilots
 - Address “Cadet Wings” and how cadets will be brought back up in proficiency prior to solo flight
 - This would include checking on any cadets flying with FBOs to ensure safety measures are being taken
 - Address disinfecting the aircraft and vehicles.
 - Address what flying is allowed in Phase 1
 - Address the wear of masks.

Best regards,



Lt Col Eli Aaron, CAP

Texas Wing Director of Administration

U.S. Air Force Auxiliary

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Phase 1 Remobilization

Parents of Texas Wing Cadets,

As we transition into Phase 1 of remobilization, allowing us to host in-person meetings again, please be assured that we will be doing everything possible to keep your cadet safe. Using guidelines from the CDC ([cdc.gov](https://www.cdc.gov)), and Civil Air Patrol's National Headquarters, several key implementations that will help protect our members, include:

- **Temperature Screenings:** Senior members will be using a no touch system to check temperatures as members arrive at the meetings. Parents and cadets can also check their temperatures at home. Anyone with a fever of 100.4F or higher is asked to stay home.
- **General Health:** Members who are not feeling well are asked to also remain at home, and not attend meetings until they feel normal. Due to a variety of signs associated with COVID19, any symptoms should be taken into consideration.
- **Hygiene:** Members will be reminded to frequently wash their hands with soap and water to help prevent the spread of germs. If not available, hand sanitizer will be used.
- **Sanitation:** Buildings where CAP meetings take place will be thoroughly cleaned and disinfected. Surfaces of frequently touched items, such as doorknobs and keyboards will also be wiped down after use.
- **Social Distancing:** Although we are getting ready to begin in person meetings again, social distancing will still be utilized. Members will maintain a 6 ft distance between them, and activities that usually require members to be near each other, such as formations and drill, are being discontinued at this time.
- **Monitoring:** Senior members will be closely monitoring meetings, watching for any signs that may need to be addressed.

The Texas Wing Health Services and Cadet Programs staff are committed to ensuring that the safety of our Cadets remain a top priority during this time of transition. If you have any questions or concerns regarding your child's safety, please contact your cadets Unit Commander, or you can contact us directly.

Thank You,

Maj. Jeff Ellison, CAP
Texas Wing Health Services Officer
Jellison@txwgcap.org

LtCol. Stan Trull, CAP
Texas Wing Director of Cadet Programs
Strull@txwgcap.org

Phase 1 Remobilization

Unit commanders,

As we transition into Phase 1, and begin to host in-person meetings again, please take the time to look over the following guidelines to continue minimizing the spread of COVID 19.

Temperature Screenings: Units should have the ability to perform no-touch temperature screenings prior to members entering meeting areas. Per CDC guidelines, anyone with a temperature of 100.4 F or higher should be sent home. Best practice would be for unit members to check their temperatures at home, before leaving for the meeting.

Health Education: Attached are several fliers that can be printed out and posted in your meeting locations to help provide reminders to members as to general health and hygiene practices. Please remember to brief that if a member, or someone in their household is feeling well, it is best for them not to attend. Maintain social distancing, wear face coverings, handwashing (or hand sanitizing), and wiping down surfaces after use are all important parts of remobilization.

Sanitation: If your units' location has been empty for a significant amount of time, it is recommended that Senior members check the location prior to the first meeting for signs of damage and infestation. Look for signs of mold in areas where moisture may have accumulated, check for nesting of critters, or insect activity. Surfaces should be cleaned and disinfected thoroughly. At the end of a meeting, additional time should be allocated for thorough and proper cleaning.

Jeff Ellison, Maj. CAP

Texas Wing Health Services Officer