

Approved 27 January 2021



Post-COVID-19 Remobilization of the Membership Plan

Phase II: Resuming One-Day Special Activities (AE Events, SAREXs, etc)

SDWG
Completed 26 Jan 2021

Template Updated 8 June 2020

COVID-19 Remobilization of the Membership Plan – Phase II

This plan has been developed for ____ SD ____ Wing, using the template provided by the Civil Air Patrol National Headquarters to enter Phase II, Resuming One-Day Special Activities.

Additional staffing and resources have been coordinated with ____ (other wing or region, if applicable) ____, to cover gaps in this wing's available resources.

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: ____ (e.g., Staff Officer or Incident Commander Appointed) ____

Primary Phone:

Primary Email: nick.gengler@sdwg.cap.gov

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

Several emails and phone calls between Wing Staff Members, Squadron Commanders, and the COVID-19 team. Single Day activities are being planned that will keep members to their local areas while allowing training across the State.

According to the covidactnow.org website, SD has been at an infection rate of 0.84, positive test rate of 7.3%, and 25.9 per 100K. Infection rate has been below the 1.1 for several months. Reviewing SD Department of Health data, active cases have been on downward trend since mid-November. Currently there are 161 hospitalized and 3,678 active cases. Staffed hospital bed capacity with COVID-19 patients is at 6% with 43% of beds available. Staffed ICU bed capacity has 16% of ICU beds with COVID-19 patients and 45% available ICU beds. 77% of ventilators are available with only 6% being used for COVID-19 patients. This data is up to date as of 26 January 2021.

SDWG'S PLAN IN BRIEF: Given that the number of cases have been decreasing in South Dakota and the lack of any legal restrictions on groups meeting or what individuals can or cannot do, the SDWG proposes allowing CAP activities and units to meet, following the Phase 2 guidelines of no more than 50 people in a room until further notice. If a meeting has more than 50 people, the additional people can participate via online or meetings maybe staggered to limit the amount of people meeting to 50 members or less. The same would apply to training activities, aerospace activities, recruiting activities, and most other CAP activities. All members will take their temperature at home or by a no-touch thermometer before entering the meeting place. Masks should be worn in instances where social distancing (>6 foot separation) cannot be maintained. In all

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cases, members will practice social distancing. Anyone over the allowed temperature will be sent away. When it comes to Flight Operations, we need to remember that the Pilot in Command is the one that must decide what is or isn't a Safety of Flight issue. What is a Safety of Flight issue or interferes with communication is a very personal decision. As the FAA Risk Management Handbook (FAA-H-8083-2) states:

Setting Personal Minimums

One of the most important concepts that safe pilots understand is the difference between what is "legal" in terms of the regulations, and what is "smart" or "safe" in terms of pilot experience and proficiency. By establishing personal minimums, pilots can take a big step in managing risk. In the

Depending on a pilot's experience and proficiency, something as little as a distraction can raise the risk of the flight. The point is, it is completely dependent on the pilot and how they rate that risk. A pilot's most important job for a flight is to constantly determine and manage risk. Pilots will discuss any foreseen risks prior to leaving for the event. There is risk associated with everything we do and if you feel the risks outweigh the benefits then the event should be discontinued. We would never ask you to do something that you are uncomfortable with. Members that are of high risk as defined by the CDC (<https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html>) will be asked to continue to participate remotely and not travel in any CAP vehicles or aircraft.

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

COVID-19 Remobilization of the Membership Plan – Phase II

Phase II: Resuming One-Day Special Activities (AE Events, SAREXs, etc)

NOTE: Resuming one-day special activities will not be done before it has been deemed appropriate to resume regularly scheduled meetings (i.e., this will start in Phase II).

Item#	Task	OPR/Assigned Personnel	Date Tasked	Suspense	Date Completed	Notes
2.1.	Wing Commanders should review their wing calendar for previously-postponed and upcoming day-only events	Col Nicholas Gengler	1/20/21		1/20/21	
2.1.1.	Wing priorities for training events should be coordinated with unit commanders' needs	Col Nicholas Gengler	1/20/21		1/20/21	
2.1.2.	Task staff officers to provide input on list of events and priorities:	Col Nicholas Gengler	1/20/21			
2.1.2.1.	Director of Aerospace Education	1Lt Tim Modde	1/20/21		1/25/21	
2.1.2.2.	Director of Cadet Programs	Lt Col Linda Buechler	1/20/21		1/25/21	
2.1.2.3.	Director of Operations/Emergency Services	Lt Col Jeremy Langrock	1/20/21		1/26/21	
2.1.2.4.	Director of Professional Development	Col Mary Donley	1/20/21		1/25/21	
2.1.2.5.	Plans and Programs Officer	Col Nicholas Gengler	1/20/21		1/25/21	
2.2.	Coordinate with subordinate unit leaders to deconflict calendar events to the greatest extent possible	Col Nicholas Gengler	1/20/21		1/25/21	
2.3.	Publish updated event listings to the Wing calendar and promote these dates to the units for their planning and participation	Col Nicholas Gengler	1/20/21		1/25/21	
2.4.	Task the Director of Safety to coordinate with Activity Directors	Lt Col Mark Huntington	1/20/21			
NOTE:	<i>The term "Activity Directors" may include Incident Commanders that are directing exercises. Incident Commanders should use existing operational guidance for real-world missions and taskings. Use good judgement.</i>					
2.4.1.	Activity Directors will use Post-COVID-19 produced Risk Management (RM) forms to mitigate local risks	Lt Col Mark Huntington	1/20/21		1/26/21	

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2.4.2.	Activity Directors identify sources for face coverings, gloves, & sanitizer to use in case of a return to increased risk	Lt Col Mark Huntington	1/20/21		1/26/21	
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Phase II: Resuming One-Day Special Activities (AE Events, SAREXs, etc; continued)

Item#	Task	OPR/Assigned Personnel	Date Tasked	Suspense	Date Completed	Notes
2.5.	Task the Health Service Officer to coordinate with Activity Directors	Lt Col Linda Buechler	1/20/21		1/25/21	
2.5.1.	Health Service Officers consider screening with no-touch thermometers at events (if such equipment is available and practical)	Lt Col Linda Buechler	1/20/21		1/25/21	See message below to be sent to the units.
2.5.2.	Health Service Officers remind members that identify as High-risk to remain home, but participate virtually	Lt Col Linda Buechler	1/20/21		1/25/21	See message below to be sent to the units.
2.5.3.	Health Service Officers ensure that there is a cleaning/sanitizing plan for commonly touched surfaces, a hand washing plan, a face covering plan, a temperature check plan (either performed prior to entering the activity with a no-touch thermometer or performed at home prior to coming to the activity), and a social distancing plan.	Lt Col Linda Buechler	1/20/21		1/25/21	See message below to be sent to the units.
2.5.4.	Units will ensure no more than 50 members are together at gatherings. Squadrons with more than 50 members must submit a plan on how they will comply with restrictions	Lt Col Linda Buechler	1/20/21		1/25/21	See message below to be sent to the units.
2.6.	Ensure Activity Directors have plans in place to communicate last-minute cancellations of events to participants	Col Nicholas Gengler	1/20/21		1/25/21	Ongoing efforts
2.7.	Ensure Activity Directors have plans in place to conduct verification of local public health guidance, local weather, and any	Col Nicholas Gengler	1/20/21		1/25/21	Ongoing efforts

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	other information that may lead to event cancellation (Continuation Check)					
2.7.1.	45 Days Prior Continuation Check					
2.7.2.	14 Days Prior Continuation Check					
2.7.3.	7 Days Prior Continuation Check					
2.7.4.	1 Day Prior Continuation Check					
2.7.5.	Day-Of Continuation Check					

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Phase II: Resuming One-Day Special Activities (AE Events, SAREXs, etc; continued)

Item#	Task	OPR/Assigned Personnel	Date Tasked	Suspense	Date Completed	Notes
2.8.	Ensure Unit Commanders are aware of and following the same procedures for unit-only single-day activities (i.e., they are the Activity Director for the purposes of this checklist, for unit events)	Col Nicholas Gengler	1/20/21		1/25/21	See email message below.
2.9.	Email this plan to signal intentions to resume single-day events to the CAP COVID-19 Planning Team at COVID-19Plans@capnhq.gov , and copy the Region Commander	Col Nicholas Gengler				
2.9.1.	Briefly describe/summarize previous coordination accomplished (i.e., 2.1 through 2.8 above)	Col Nicholas Gengler				Emailed to all staff involved.
2.9.2.	Verify no jurisdictional restrictions are in place from State or Local Governments	Lt Col Todd Epp	1/20/21		1/25/21	Some cities have local mask ordinances, but no statewide restrictions exist.
2.9.3.	Set date to resume one-day special activities	Col Nicholas Gengler	1/20/21			1 Feb 2021
2.9.4.	Receive approval from the CAP COVID-19 Planning Team to resume one-day special activities. Plan for one-week lead time.					
2.10.	Publish the date that one-day special activities will resume to subordinate units					
2.11.	Task Wing Director of Operations to communicate the following to subordinate units	Lt Col Jeremy Langrock	1/20/21		1/25/21	Members should refer to CAP's COVID-19 Information Center for guidance: https://www.gocivilairpatrol.com/covid-19-information-cena Email will be sent from Wing CC and this document will be available in the referenced website.
2.11.1.	Identify flight operations permitted during Remobilization Phase II	Lt Col Jeremy Langrock	1/20/21		1/25/21	Members should refer to CAP's COVID-19 Information Center for guidance: https://www.gocivilairpatrol.com/covid-19-information-cena

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2.11.2	Identify requirements (Currency, etc) for Senior members	Lt Col Jeremy Langrock	1/20/21		1/25/21	Members should refer to CAP's COVID-19 Information Center for guidance: https://www.gocivilairpatrol.com/covid-19-information-cena
2.11.3	Identify cadet training requirements that may be different than Phase I requirements	Lt Col Jeremy Langrock	1/20/21		1/25/21	Members should refer to CAP's COVID-19 Information Center for guidance: https://www.gocivilairpatrol.com/covid-19-information-cena
2.11.4	Identify cleaning standards for aircraft and vehicles before and after use	Lt Col Jeremy Langrock	1/20/21		1/25/21	Members should refer to CAP's COVID-19 Information Center for guidance: https://www.gocivilairpatrol.com/covid-19-information-cena

Draft Message to all SD Wing CAP Members (will be sent after approval of Phase II)

We are currently approved to move to Phase II of the COVID-19 Remobilization Plan. Phase II allows for one day events, such as meetings and one day SAREX's. The size of any group is limited to fifty or less. Phase II allows, small-group local crew training, flight evaluations/check rides, crew proficiency, dual instruction, ROTC/JROTC flights, TOP Orientation Flights, and CAP cadet orientation flights (assuming all members are low-risk and all flights are in low-risk areas). Any SAREX's and other activities will be local or operated as a distributed SAREX in order to meet these criteria.

Please be sure to re-familiarize yourselves with the information on the links provided. Please note that distancing is still needed. **Masks are recommended at all times but will be worn indoors when >6ft distance cannot be maintained.** Masks are recommended to be worn outdoors as well. Members travelling together in a vehicle will wear a mask. Masks will be worn by aircrew unless they present a safety of flight issue. Aircrew and vehicle personnel will have a discussion with each other before entering any CAP aircraft or vehicle about mask wear and any safety concerns. A reminder that wearing of masks is for the safety of others, not just ourselves. This matters because about half of those infected will have no symptoms and don't realize that they are potentially risking the life of others. **Sanitizing and cleaning of surfaces is required.** If masks or cleaning supplies are needed, please look for local supplies. If more are required, request through the Wing Commander. Alcohol wipes have been purchased by the Wing and placed in every aircraft and vehicle to use for sanitizing before and after use. Activity Directors will use Post-COVID-19 produced Risk Management (RM) forms to mitigate local risks. <https://www.gocivilairpatrol.com/members/cap-national-hq/safety/covidrm>

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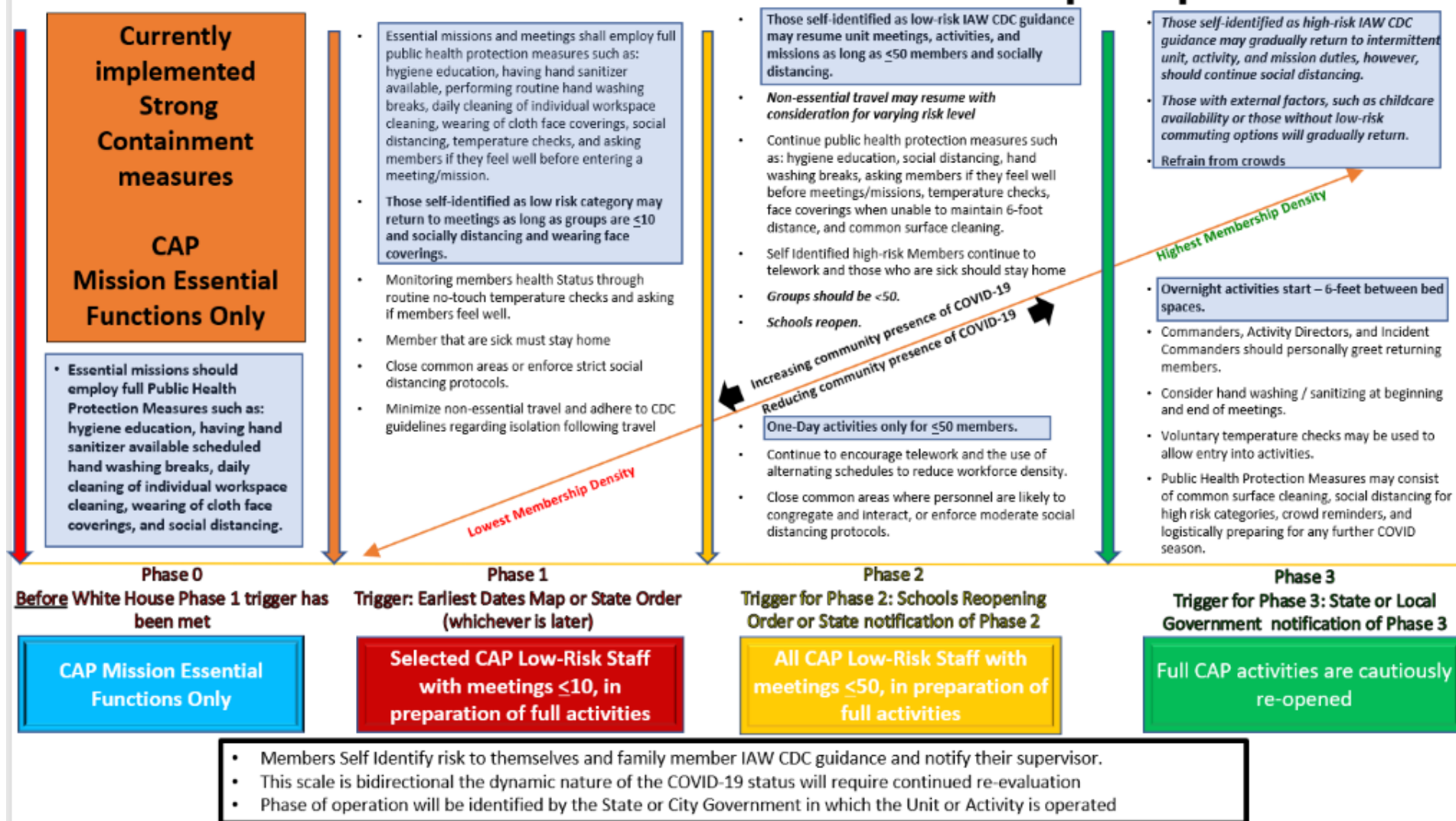
Health Service Officers, Activity Directors, & Squadron Commanders consider screening with no-touch thermometers at events (if such equipment is available and practical) or ask each member to take their temperature before arriving at the event. All personnel shall continue daily temperature checks and monitor for symptoms. If a no-touch thermometer is available, a designated senior member shall be assigned to take temperatures of members prior to entrance to unit events. A temperature of 100.4 or higher shall be considered a fever. Members presenting with fever or other symptoms shall not attend events. Follow all current CAP/CDC guidelines. Be aware that these guidelines may change rapidly.

<https://www.whitehouse.gov/openingamerica/> <https://www.cdc.gov/coronavirus/2019-ncov/index.html>

Health Service Officers, Activity Directors, & Squadron Commanders remind members that identify as High-risk to remain home but participate virtually. Health Service Officers shall be aware of high-risk conditions associated with increased mortality in patients with Covid-19. Members who identify as high risk should be encouraged to stay home and participate virtually. [h https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html](https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html) . All members should complete an individual risk assessment at <https://south-dakota.covid-age.com/>. If the member's hospitalization risk >8%, that member should not attend any in-person activities during Phase 2, including REDCAP missions.

Health Service Officers, Activity Directors, & Squadron Commanders ensure that there is a cleaning/sanitizing plan for commonly touched surfaces, a hand washing plan, a face covering plan, a temperature check plan (either performed prior to entering the activity with a no-touch thermometer or performed at home prior to coming to the activity), and a social distancing plan. Sanitizing commonly used surfaces should happen after every interaction. Health Service Officers shall ensure there is a unit plan to minimize the spread of Covid19. Current CAP/CDC guidelines shall always be followed. If guidelines differ, the most stringent guideline shall be followed. The Health Service Officer shall refer to guidelines often as they are likely to change rapidly. <https://www.cdc.gov/coronavirus/2019-ncov/index.html>

CAP COVID-19 “Remobilization of the Membership” Graphic



The “5 M’s” for Coronavirus **Special Risk Considerations During COVID-19 Crisis**

This document is meant to supplement the [“5 M’s” Guide to Risk Assessments](#). The Coronavirus demands that we look at a new set of hazards so we can reduce the risk of being exposed to the virus or inadvertently spreading the virus. These are just a few of the areas to consider as you fill out

Using the 5 M’s in A Risk Assessment:

Here is what you will see when you look at Steps 4 & 5 of the CAPF 160:

4. SUB- ACTIVITY or SPECIFIC TASK	5. HAZARD
Note: Each sub-activity or task will probably have multiple hazards/risks associated with it. Each one should be assessed.	Consider Hazards from each of the “5-M” categories in CAPP 163: <ul style="list-style-type: none">- Member- Media- Machine- Mission/Activity- Management

Step 1: The Plan. Look at the whole plan for the entire activity. You may want to go through in order and write down *every* task that may have a chance of exposing you to the coronavirus ... everything you touch or people you encounter.

Step 2: The Hazards. Using the 5 M’s, as described below, ask yourself “what can go wrong?” How does this task expose you to the virus? Then you’ll be able to apply a risk control to each of those exposure risks.

Member: Take a look at all the information about the members themselves. A few examples:

- Is the member “mission essential?”
- Has the member been anywhere that may have exposed them to the virus?
- Is the member over the age of 65, or does the member have any health conditions like diabetes, heart disease, respiratory illness, lung problems, or anything else that may increase the risk of a bad income if they catch COVID-19?
- Does the member live with anyone who may have the conditions listed above?

Medium: This refers to the environment you’ll be facing.

- Will multiple members be in close proximity (in a vehicle? In an airplane?)
- Does the mission area allow for adequate social distancing?
- Has the area been sanitized? Is the area equipped with adequate hand-washing or sanitizing resources?

Machine: This applies to the airplane, the vehicle, the gear that will be used.

- Has the aircraft or vehicle been cleaned IAW with [CAP/LG guidelines](#)?
- Does the plan include cleaning all equipment following its use and prior to storing?

Mission: This looks at the plan itself and the complexity of the mission.

- Is the mission essential?
- Is the mission or activity included in CAP/CCs list of approved activities and missions?
- Is there a way of completing the activity online, on the phone, or through virtual meeting?

Management: This refers to the organizational factors that influence our activities and missions.

- Are you complying with the current guidance from CAP NHQ and the National Commander?
- Are you complying with all guidance from local, state, and national authorities?

IMPORTANT NOTE: These are just a starting point to help you look at all exposure risks. The goal through the entire activity is to actively ask, **and answer:**

“what can expose me to the virus, and what am I doing to prevent it?”

Stop the Spread of Germs

Help prevent the spread of respiratory diseases like COVID-19.



cdc.gov/coronavirus

316917-A May 13, 2020 11:00 AM

How to Safely Wear and Take Off a Cloth Face Covering

Accessible: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>

WEAR YOUR FACE COVERING CORRECTLY

- Wash your hands before putting on your face covering
- Put it over your nose and mouth and secure it under your chin
- Try to fit it snugly against the sides of your face
- Make sure you can breathe easily
- Do not place a mask on a child younger than 2



USE THE FACE COVERING TO PROTECT OTHERS

- Wear a face covering to protect others in case you're infected but don't have symptoms
- Keep the covering on your face the entire time you're in public
- Don't put the covering around your neck or up on your forehead
- Don't touch the face covering, and, if you do, clean your hands

FOLLOW EVERYDAY HEALTH HABITS

- Stay at least 6 feet away from others
- Avoid contact with people who are sick
- Wash your hands often, with soap and water, for at least 20 seconds each time
- Use hand sanitizer if soap and water are not available



TAKE OFF YOUR CLOTH FACE COVERING CAREFULLY, WHEN YOU'RE HOME

- Untie the strings behind your head or stretch the ear loops
- Handle only by the ear loops or ties
- Fold outside corners together
- Place covering in the washing machine
- Wash your hands with soap and water



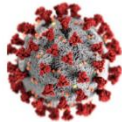
CS 316439A 05/18/2020

Cloth face coverings are not surgical masks or N-95 respirators, both of which should be saved for health care workers and other medical first responders.

For instructions on making a cloth face covering, see:

[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

What you should know about COVID-19 to protect yourself and others



Know about COVID-19

- Coronavirus (COVID-19) is an illness caused by a virus that can spread from person to person.
- The virus that causes COVID-19 is a new coronavirus that has spread throughout the world.
- COVID-19 symptoms can range from mild (or no symptoms) to severe illness.



Practice social distancing

- Buy groceries and medicine, go to the doctor, and complete banking activities online when possible.
- If you must go in person, stay at least 6 feet away from others and disinfect items you must touch.
- Get deliveries and takeout, and limit in-person contact as much as possible.



Know how COVID-19 is spread

- You can become infected by coming into close contact (about 6 feet or two arm lengths) with a person who has COVID-19. COVID-19 is primarily spread from person to person.
- You can become infected from respiratory droplets when an infected person coughs, sneezes, or talks.
- You may also be able to get it by touching a surface or object that has the virus on it, and then by touching your mouth, nose, or eyes.



Prevent the spread of COVID-19 if you are sick

- Stay home if you are sick, except to get medical care.
- Avoid public transportation, ride-sharing, or taxis.
- Separate yourself from other people and pets in your home.
- There is no specific treatment for COVID-19, but you can seek medical care to help relieve your symptoms.
- If you need medical attention, call ahead.



Protect yourself and others from COVID-19

- There is currently no vaccine to protect against COVID-19. The best way to protect yourself is to avoid being exposed to the virus that causes COVID-19.
- Stay home as much as possible and avoid close contact with others.
- Wear a cloth face covering that covers your nose and mouth in public settings.
- Clean and disinfect frequently touched surfaces.
- Wash your hands often with soap and water for at least 20 seconds, or use an alcohol-based hand sanitizer that contains at least 60% alcohol.



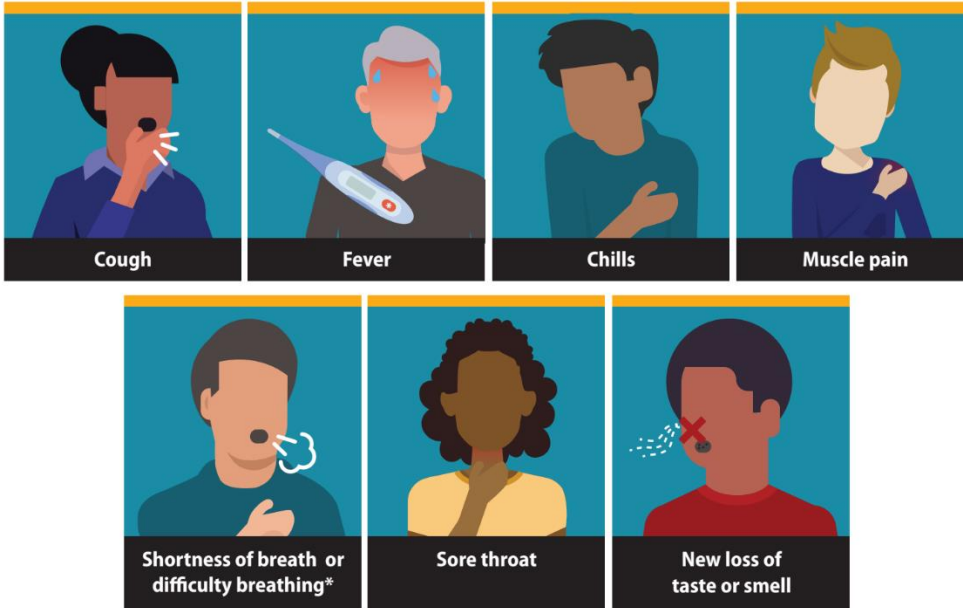
Know your risk for severe illness

- Everyone is at risk of getting COVID-19.
- Older adults and people of any age who have serious underlying medical conditions may be at higher risk for more severe illness.



Symptoms of Coronavirus (COVID-19)

Know the symptoms of COVID-19, which can include the following:



Symptoms can range from mild to severe illness, and appear 2-14 days after you are exposed to the virus that causes COVID-19.

***Seek medical care immediately if someone has emergency warning signs of COVID-19.**

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

This list is not all possible symptoms. Please call your medical provider for any other symptoms that are severe or concerning to you.



cdc.gov/coronavirus

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