

**Approved: 24 Feb 2021**



## Post-COVID-19 Remobilization of the Membership Plan

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

ALWG

Completed 19 Feb 2021

Template Updated 8 June 2020

## COVID-19 Remobilization of the Membership Plan – Phase II

This plan has been developed for ALABAMA 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](mailto:COVID-19Plans@capnhq.gov).

Plan Coordinator and Point of Contact: ALWG CV, Lt Col John Hall

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

The Alabama Wing entered Phase I of remobilization on 17 Aug 2020. ALWG units have successfully conducted training activities and executed operational missions while in Phase I. This has provided ALWG experience in executing the CAP missions while operating in compliance with COVID protective measures. This plan describes actions that are in place for ALWG to transition to Phase II upon receiving authorization from NHQ.

ALWG routinely monitors COVID metrics and recent metrics indicate that conditions are favorable for the transition to Phase II. On 19 Feb 2020, the Covid ActNow website reported COVID metrics of interest for Alabama as follows:

- a. Daily New Cases = 20.7 per 100k population (High). Figure 1 presents the trend in Daily New Cases. The rate of Daily New Cases in Alabama has substantially decreased since January 2021 when it was at the Extreme level. This metric entered the High level on 13 Feb 2021 and continues to trend downward.
- b. Infection Rate = 0.71 (Low). Figure 2 presents the trend in Infection Rate. The Infection Rate in Alabama entered the Low level on 15 Jan 2021 and continues to trend downward.

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- c. Positive Test Rate = 9.2% (Medium). Figure 3 presents the trend in Positive Test Rate. The Positive Test Rate in Alabama entered the Medium level on 10 Feb 2021 and continues to trend downward.
- d. ICU Capacity Used = 85% (Critical). Figure 4 presents the trend in ICU Capacity Used. The trend in ICU Headroom Use has decreased from the upper 90% range in January 2021. The cause for the high level of ICU Capacity Used is that patients from smaller counties in the state that have few or no ICU facilities are filling ICU beds in larger counties with ICU facilities. Of the metrics considered, ICU Capacity Used has the least impact on CAP activities in the Alabama Wing.
- e. State Hotspot Map. Figure 5 presents the State Hotspot Map for Alabama. This map shows that 16 of the 67 counties in Alabama are COVID hotspots (rated as High or Extreme levels). There are no ALWG units in these counties.

With the required plans in place and continued positive trends in COVID metrics, the Alabama Wing anticipates that it can transition to Phase II on or about 5 Mar 2021.

*James A. Harris* // elect. signature

JAMES A. HARRIS  
Colonel, CAP  
Alabama Wing Commander

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**Figure 1. Alabama: Trend in Daily New Cases per 100k Population  
Reported on 19 Feb 2021**

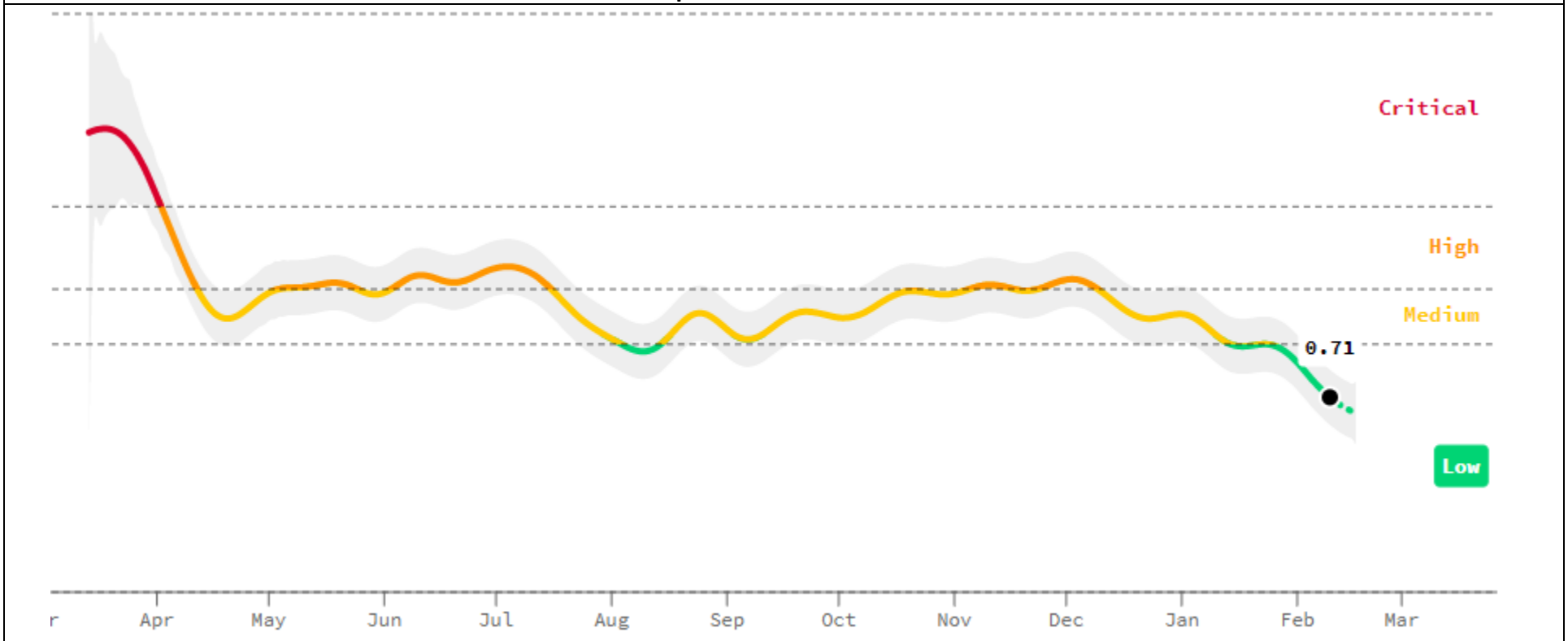


Source: CovidActNow, <https://www.covidactnow.org>

Note: Over the last week, Alabama has averaged 1,014 new confirmed cases per day (20.7 for every 100,000 residents). If this trend continued for the next three months, this would translate to approximately 90,000 cases and an estimated 450,000 infections (9% of the population).

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**Figure 2. Alabama: Trend in Infection Rate  
Reported on 19 Feb 2021**



Source: CovidActNow, <https://www.covidactnow.org>

Note: On average, each person in Alabama with COVID is infecting 0.71 other people. Because each person is infecting less than one other person, the total number of current cases in Alabama is shrinking.

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**Figure 3. Alabama: Positive Test Rate  
Reported on 19 Feb 2021**

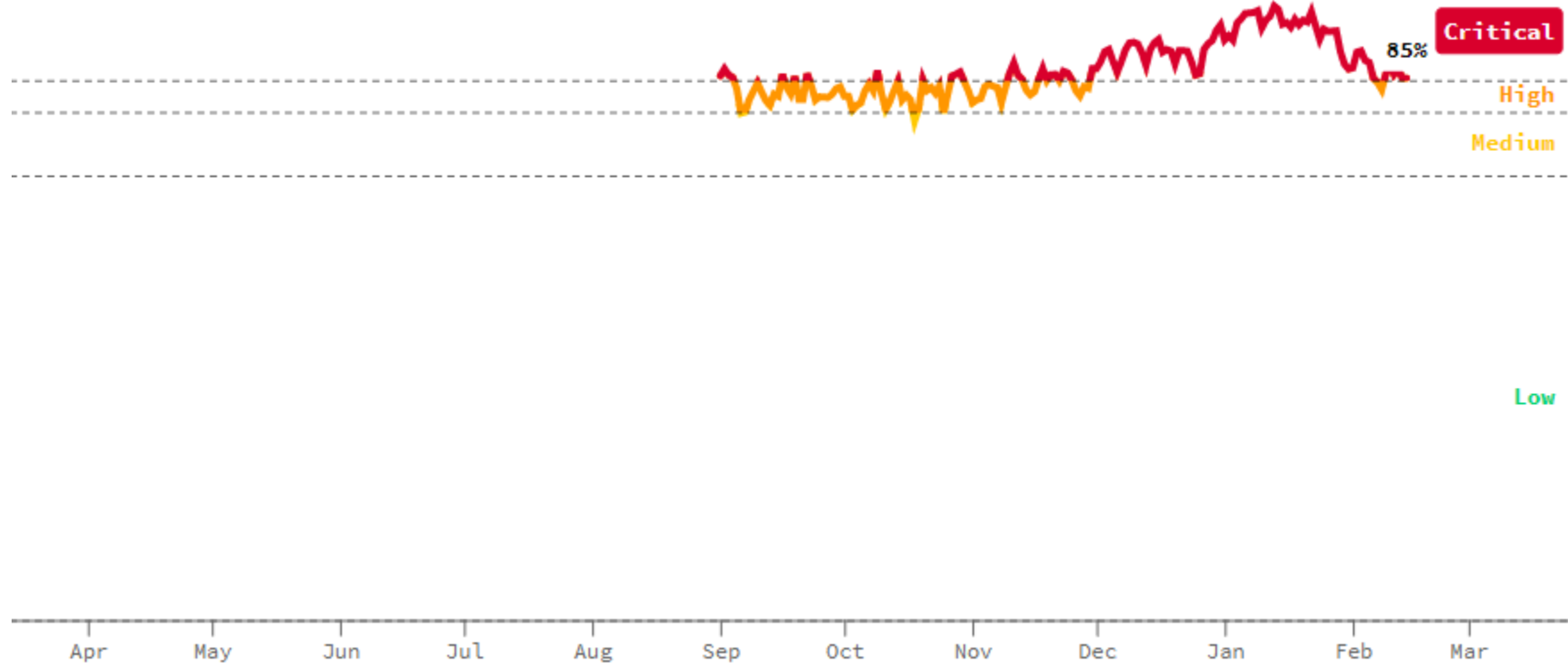


Source: CovidActNow, <https://www.covidactnow.org>

Note: A significant percentage (9.2%) of COVID tests were positive, meaning that Alabama's testing meets WHO minimums but needs to be further expanded to detect most new cases. Identifying and isolating new cases can help contain COVID without resorting to lockdowns.

## COVID-19 Remobilization of the Membership Plan – Phase II

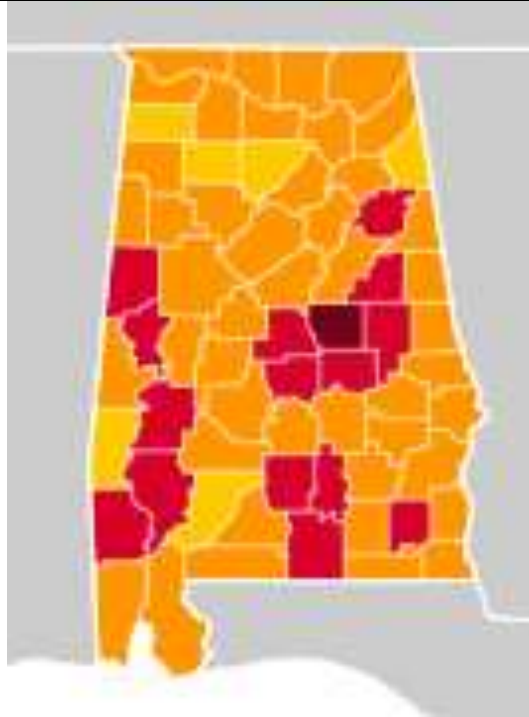
**Figure 4. Alabama: Trend in ICU Capacity Used  
Reported on 19 Feb 2021**



Source: CovidActNow, <https://www.covidactnow.org>

Note: Alabama has reported having 1,635 staffed adult ICU beds. 1,022 are filled by non-COVID patients and 375 are filled by COVID patients. Overall, 1,397 out of 1,635 (85%) are filled. This suggests hospitals cannot absorb a wave of new COVID infections without substantial surge capacity.

**Figure 5. Alabama: State Hotspot Map  
Reported on 19 Feb 2021**



Source: CovidActNow, <https://www.covidactnow.org>



## 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	<b>Col James Harris</b>	<b>2/19/2021</b>	<b>2/26/2021</b>		
2.1.1.	Wing priorities for training events should be coordinated with unit commanders' needs	<b>Col James Harris</b>	<b>2/19/2021</b>	<b>2/26/2021</b>		
2.1.2.	Task staff officers to provide input on list of events and priorities:	<b>Lt Col Talmadge Butler, COS</b>	<b>2/19/2021</b>	<b>2/26/2021</b>		
2.1.2.1.	Director of Aerospace Education	<b>1<sup>st</sup> Lt Dan Anderson</b>	<b>2/19/2021</b>	<b>2/26/2021</b>		
2.1.2.2.	Director of Cadet Programs	<b>Maj Arnold Staton</b>	<b>2/19/2021</b>	<b>2/26/2021</b>		
2.1.2.3.	Director of Operations/Emergency Services	<b>Lt Col Joseph Robbins/ Maj Bryce Kuykendall</b>	<b>2/19/2021</b>	<b>2/26/2021</b>		
2.1.2.4.	Director of Education and Training	<b>Lt Col Dennis Lovin</b>	<b>2/19/2021</b>	<b>2/26/2021</b>		
2.1.2.5.	Plans and Programs Officer	<b>Col James Lewis</b>	<b>2/19/2021</b>	<b>2/26/2021</b>		
2.2.	Coordinate with subordinate unit leaders to deconflict calendar events to the greatest extent possible	<b>Wing CC, Group CCs, Wing COS</b>	<b>2/19/2021</b>	<b>2/26/2021</b>		<b>This is a recurring task conducted in ALWG. The Wing CC conducts monthly meetings with wing leaders and key staff officers where upcoming training events on the wing calendar are reviewed.</b>
2.3.	Publish updated event listings to the Wing calendar and promote these dates to the units for their planning and participation	<b>Lt Col Talmadge Butler, COS</b>	<b>2/19/2021</b>	<b>2/26/2021</b>		<b>This is a recurring task conducted in ALWG. The Wing CC conducts monthly meetings with wing leaders and key staff officers where upcoming training events on the wing calendar are reviewed.</b>
2.4.	Task the Director of Safety to coordinate with Activity Directors	<b>Capt Bruce Clayton; Capt Matt Holt</b>	<b>TBD</b>			<b>Activity Directors have not been designated yet. When a Phase II activity Director is designated, he/she will be tasked to coordinate with the Director of Safety.</b>

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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	TBD			This requirement is addressed in Alabama Wing Health and Safety Guidance during Phase II Remobilization. See Attachment #2.
2.4.2.	Activity Directors identify sources for face coverings, gloves, & sanitizer to use in case of a return to increased risk	TBD			When Designated. As described in Alabama Wing Health and Safety Guidance during Phase II Remobilization, the use of face coverings and sanitizer will be required at meetings and special activities. See Attachment #2.

### 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	Capt Kathleen Clayton				Activity Directors have not been designated yet. When a Phase II activity Director is designated, he/she will be tasked to coordinate with the Health Service Officer.
2.5.1.	Health Service Officers consider screening with no-touch thermometers at events (if such equipment is available and practical)	Squadron CCs; Activity Director when assigned			2/19/2021 Guidance Prepared	The requirements in Items 2.5.1 – 2.5.3 are addressed in Alabama Wing Health and Safety Guidance during Phase II Remobilization. See Attachment #2. Upon approval of this plan, the ALWG Remobilization Team will send this guidance to subordinates unit commanders, health services officers, and safety officers.
2.5.2.	Health Service Officers remind members that identify as High-risk to remain home, but participate virtually	Squadron CCs; Activity Director when assigned				
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	Squadron CCs; Activity Director when assigned				

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	performed at home prior to coming to the activity), and a social distancing plan.					
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	<b>Squadron CCs</b>		<b>Prior to first Phase II meeting</b>		<b>Squadron CCs with more than 50 members will submit plans to their Group CC prior to first Phase II meeting.</b>
2.6.	Ensure Activity Directors have plans in place to communicate last-minute cancellations of events to participants	<b>TBD</b>				<b>When Designated.</b>
2.7.	Ensure Activity Directors have plans in place to conduct verification of local public health guidance, local weather, and any other information that may lead to event cancellation (Continuation Check)	<b>TBD</b>				<b>When Designated.</b>
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)	<b>Group CCs</b>	<b>2/19/2021</b>	<b>Prior to start of Phase II</b>		
2.9.	Email this plan to signal intentions to resume single-day events to the CAP COVID-19 Planning Team at <a href="mailto:COVID-19Plans@capnhq.gov">COVID-19Plans@capnhq.gov</a> , and copy the Region Commander	<b>Col James Harris</b>				
2.9.1.	Briefly describe/summarize previous coordination accomplished (i.e., 2.1 through 2.8 above)					<b>See matrix entries above. During recurring meetings with wing leadership and staff officers, the Wing CC has routinely addressed future operations that should occur during Phase II. This includes cadet orientation flights, cadet encampment, ES training, wing conference, etc.</b>
2.9.2.	Verify no jurisdictional restrictions are in place from State or Local Governments	<b>Lt Col Rick Kilgore</b>				<p><b>Alabama Governor Kay Ivey issued her twenty-second supplemental emergency proclamation extending the Safer at Home Order that includes a statewide mask requirement. Individuals will be required to wear a mask or other facial covering when in public and in close contact with other people, as described in the order. This order extends until Friday, March 5, 2021 at 5:00 p.m:</b>  <a href="https://covid19.alabama.gov/">https://covid19.alabama.gov/</a>.</p> <p><b>An ALWG Group CC, Lt Col Kilgore, works directly with State of Alabama officials and medical personnel that plan and execute the state's COVID activities. He provides continuous updates to the ALWG CC and staff officers to ensure the wing is compliant with state COVID requirements.</b></p>
2.9.3.	Set date to resume one-day special activities	<b>Col James Harris</b>			<b>TBD</b>	<b>This action depends on Phase II plan approval and status of COVID metrics of interest.</b>

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2.9.4.	Receive approval from the CAP COVID-19 Planning Team to resume one-day special activities. Plan for one-week lead time.	<b>Col James Harris</b>			<b>TBD</b>	
2.10.	Publish the date that one-day special activities will resume to subordinate units	<b>Col James Harris and Group CCs</b>			<b>TBD</b>	<b>This action depends on Phase II plan approval and status of COVID metrics of interest.</b>  <b>ALWG Remobilization Team will report to the Wing CC that all tasks identified in this plan that are to be executed upon its approval are completed prior to the wing authorizing any unit to start Phase II activities.</b>
2.11.	Task Wing Director of Operations to communicate the following to subordinate units	<b>Lt Col Joseph Robbins, DO</b>	<b>2/19/2021</b>	<b>2/26/2021</b>		
2.11.1.	Identify flight operations permitted during Remobilization Phase II	<b>Lt Col Joseph Robbins, DO</b>	<b>2/19/2021</b>	<b>2/26/2021</b>		
2.11.2	Identify requirements (Currency, etc) for Senior members	<b>Lt Col Joseph Robbins, DO</b>	<b>2/19/2021</b>	<b>2/26/2021</b>		
2.11.3	Identify cadet training requirements that may be different than Phase I requirements	<b>Maj Arnold Staton, DCP</b>	<b>2/19/2021</b>	<b>2/26/2021</b>		
2.11.4	Identify cleaning standards for aircraft and vehicles before and after use	<b>Capt Bruce Clayton, SE</b>	<b>2/19/2021</b>	<b>2/26/2021</b>		<b>This information is included in Coronavirus Health and Safety Information for Subordinate Units that ALWG provided during Phase I. See Attachment #3. This information will be resent to units during Phase II.</b>

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## COVID-19 Remobilization of the Membership Plan – Phase II

### Attachment #1: Alabama Wing Commander Message on Phase II Remobilization

Upon submission of this plan to NHQ, the ALWG Commander will transmit the message below to the wing membership.

Members of the Alabama Wing,

I want to thank all members of the Alabama Wing for your continued support of CAP activities during the challenges presented by COVID. The wing began Phase I remobilization on 17 Aug 2020 and this permitted our units to conduct meetings and training activities of no more than 10 low-risk personnel. During these meetings, units practiced strict health and safety precautions as directed by CAP leadership and that complied with State of Alabama requirements. We do this because the safety of our members and volunteers is our top priority. Because of the limitations on the number of members that could attend a CAP meeting, virtual meetings were the primary method used by ALWG units to conduct training activities.

COVID health metrics in Alabama are improving and this suggests that ALWG can soon transition to Phase II of remobilization. The wing has submitted our Phase II remobilization plan to CAP National Headquarters (NHQ). After NHQ approves our plan, you will be informed by your chain of command when Phase II activities may begin. During Phase II, units will be permitted to conduct meetings of no more than 50 low-risk personnel and conduct one-day special activities. Safety measures used during Phase I will continue during Phase II to include social distancing, wearing cloth face coverings (masks), temperature checks before entering a meeting place, and queries about flu or virus-related symptoms. If a member shows any symptoms, they will be asked to not attend the meeting for the safety of themselves and others. If any member is uncomfortable about attending a CAP activity during Phase II, we understand and participation is not required. Units will continue to provide virtual training opportunities for members that cannot attend meetings during Phase II.

Members considered to be high-risk by CDC guidelines shall participate in virtual meetings and activities until Phase III. Factors for high-risk classification include (1) members 65 years and older or those that live in a nursing home or long-term care facility and (2) members of all ages with underlying health conditions to include diabetes, chronic lung disease, moderate to severe asthma, serious heart conditions, liver disease, and those that are immunocompromised.

I will be presenting my vision for Phase II remobilization activities to the group and squadron commanders shortly. Wing staff will soon provide details about Phase II planning to the squadrons to include guidance on employment of safety measures and special training activities. My guidance on key training priorities during Phase II includes (1) Emergency Services skills to include aircrew, ground team, UAS, and mission base tasks, (2) Cadet Programs training activities to include orientation flights, and (3) Pilot and aircrew proficiency tasks for both manned aircraft and UAS, (4) Small Group Training (Group or Local Training), (5) CAP, AFROTC, & AFJROTC Orientation Flights, Small Flight Clinics (Day Only Activity), (6) TOP Flights.

Again, thank you for your support to the Alabama Wing during Phase I remobilization. During Phase II, we look forward to resuming challenging – and fun – activities and training in the three mission areas of Emergency Services, Cadet Programs, and Aerospace Education.

Semper Vigilans!

Col James Harris  
ALWG CC

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## COVID-19 Remobilization of the Membership Plan – Phase II

### **Attachment #2: Alabama Wing Health and Safety Guidance during Phase II Remobilization**

Upon approval of this plan, the ALWG Remobilization Team will send the following Alabama Wing Health and Safety Guidance during Phase II Remobilization to subordinates unit commanders, health services officers, and safety officers.

#### Alabama Wing Health and Safety Guidance during Phase II Remobilization

All Alabama Wing units will comply with the following health and safety guidance during Phase II Remobilization.

1. Units may conduct one-day special group activities and meetings of no more than 50 low-risk personnel. Units are reminded that some members (or a parent/guardian on behalf of their cadet) may be uncomfortable with attending a CAP activity during Phase II; therefore, these members will be excused from scheduled small group activities and meetings.
2. Members considered to be high-risk will only participate in virtual meetings and activities during Phase II. Factors for high-risk classification include (1) members 65 years and older and those that live in a nursing home or long-term care facility and (2) members of all ages with underlying health conditions to include diabetes, chronic lung disease, moderate to severe asthma, serious heart conditions, liver disease, or those that are immunocompromised.
3. All members will do a self-check before arrival at a CAP activity. A member will not attend a CAP activity if they currently have any flu-like symptoms (new fever, cough, or body aches), or have tested positive to COVID-19 and have not been cleared by medical providers, or have a COVID test pending, or know they have been exposed to COVID-19 within the past two weeks.
4. Prior to a small group activity or meeting, the unit commander or activity director will ensure the following safety measures have been performed:
  - a. The facility (building, hangar, etc.) will be thoroughly cleaned and disinfected to include high-touch areas such as tables, chairs, clipboards, bathrooms, handles, light switches, etc.
  - b. Seating and work areas will be configured to allow 6-foot social distancing between personnel.
  - c. Establish a health screening station with trained personnel to conduct screenings. Provide commercially available hand sanitizer (minimum 60% alcohol content) at this station that all members will use before entering the facility.
5. Upon arrival at a one-day special group activity or meeting, all members will process through the health screening station.
  - a. Members will wear cloth face coverings (masks) before reporting to the health screening station.
  - b. Screeners will query each member to determine if the member currently has any flu-like symptoms (new fever, cough, or body aches), or has tested positive to COVID-19 and has not been cleared by medical providers, or has a COVID test pending, or has been exposed to COVID-19 within the past two weeks.
  - c. Units are encouraged to conduct temperature screening of each member using no-touch thermometers. CDC defines a fever as greater than 100.4 °F.
  - d. Members that have a positive response to queries in (b) or have a temperature as determined in (c) will be asked to not attend the meeting for the safety of themselves and others.
  - e. All members will use hand sanitizer provided at the screening station before entering the facility.
  - f. Screening results will be documented and maintained by the unit or activity.

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**Attachment #2 Continued: Alabama Wing Health and Safety Guidance during Phase II Remobilization**

Alabama Wing Health and Safety Guidance during Phase II Remobilization (Continued)

6. Safety measures during a one-day special group activity or meeting will include:
  - a. Wearing cloth face coverings (masks) during the entire activity is mandatory.
  - b. Wearing gloves will not be worn except when sanitizing the work area(s)
  - c. Practice 6-foot social distancing.
  - d. Mandatory hand washing and use of hand sanitizer after visits to the latrine (bathroom).
  - e. If a member begins to feel sick during a small group activity or meeting, then the commander or activity director will direct them to leave the meeting and return home.
7. Activities during Phase II may include the use of a CAP aircraft or vehicle. The activity director will ensure that the aircraft or vehicle is cleaned and disinfected to include high-touch areas and instruments. The aircraft or vehicle will be cleaned and disinfected prior to each sortie. CAP guidelines for sanitation of aircraft are provided at <https://www.gocivilairpatrol.com/members/cap-national-hq/logistics-mission-resources/aircraft-management/hot-news/covid-19-aircraft-care>.
8. Cadet Orientation Flights (CAP, AFROTC < AFJROTC) & TOP Flights. The activity director (or Pilot in Command) will ensure that all participants are processed through a screening station as described in Item #5 of this guidance. Aircraft sanitation procedures will ensure that internal aircraft surfaces (including CAP owned headsets) are wiped with sanitizing cloths prior to each flight and that face coverings are worn during flights. On the ground, all personnel will wear face coverings and maintain social distancing during pre-flights and ground school where possible. When doing more than one sortie, cadets should not arrive any sooner than 30 minutes prior to scheduled take off and will remain either with their parent/guardian or in a designated staging area while waiting for their flight.
9. Risk Management. COVID-19 exposure presents a hazard to our members participating in any small group activity or meeting. Unit and activity safety officers will perform a safety risk assessment for all types of on-site activities (to include meetings) that the unit will perform during Phase II. Risk assessments will consider both expected hazards that are usually associated with an activity (for example, aircrew or ground team training) and the hazard of exposure to COVID-19. Safety officers will use the CAP Safety factsheet, The “5 M’s” for Coronavirus, dated March 2020, as guidance on performing a risk assessment for COVID-19 exposure. Risk assessments will be documented on CAP Forms 160 or 160S and maintained by the unit or activity.
10. If there are any questions, unit commanders and activity directors should contact the Wing Vice Commander, Health Services Officer, or Safety Officer for clarification.
11. This guidance will be in effect throughout Phase II. Updated health and safety guidance will be published for Phase III.



## COVID-19 Remobilization of the Membership Plan – Phase II

### Attachment #3: Coronavirus Health and Safety Information for Subordinate Units

The following information was provided to ALWG unit commanders, health services officers, and safety officers during Phase I. The ALWG Remobilization Team will resend this information to ALWG units at the beginning of Phase II. This information includes the following topics:

1. Temperature Screening. CAP COVID-19 Temperature Screening Guideline, dated 30 Apr 2020.
2. Health Education on COVID-19. The following information will be provided:
  - a. CDC factsheet, Symptoms of Coronavirus (COVID-19).
  - b. CDC factsheet, Coronaviruses: Prevention and Treatment.
  - c. CDC factsheet, What you should know about COVID-19 to protect yourself and others.
  - d. CDC factsheet, How to Safely Wear and Take Off a Cloth Face Covering.
3. Sanitation. The following information will be provided:
  - a. CDC factsheet, Cleaning and Disinfecting Your Facility.
  - b. EPA factsheet, 6 Steps for Safe & Effective Disinfectant Use.
  - c. CAP Guidelines, Cleaning and Disinfecting Aircraft and Vehicles - 20 March 2020.
  - d. CAP Guidelines, Cleaning and Disinfecting Garmin Aviation Products - 23 March 2020.
4. Safety Resources. The following information will be provided:
  - a. CAP Safety factsheet, The “5 M’s” for Coronavirus, dated March 2020.
  - b. Stoplight chart on social distancing.

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