

Approved: 17 Aug 2020



Post-COVID-19 Remobilization of the Membership Plan

Phase I: Resuming Regularly Scheduled Meetings

ALWG

Completed 12 JUN 2020

Template Updated 12 May 2020

COVID-19 Remobilization of the Membership Plan – Phase I

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

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: ALWG CV, Lt Col John Hall

Primary Phone:

Primary Email:

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

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

COVID-19 Remobilization of the Membership Plan – Phase I

The Alabama Wing formed a Remobilization Team to plan the activities needed for our units to successfully execute the phased remobilization process. This plan describes actions that are in place to begin the transition to Phase 1 upon receiving authorization from NHQ.

ALWG has been monitoring COVID metrics for the past several weeks in anticipation of remobilization. On 10 JUN 2020, the Covid ActNow website reported the four metrics of interest for Alabama as follows:

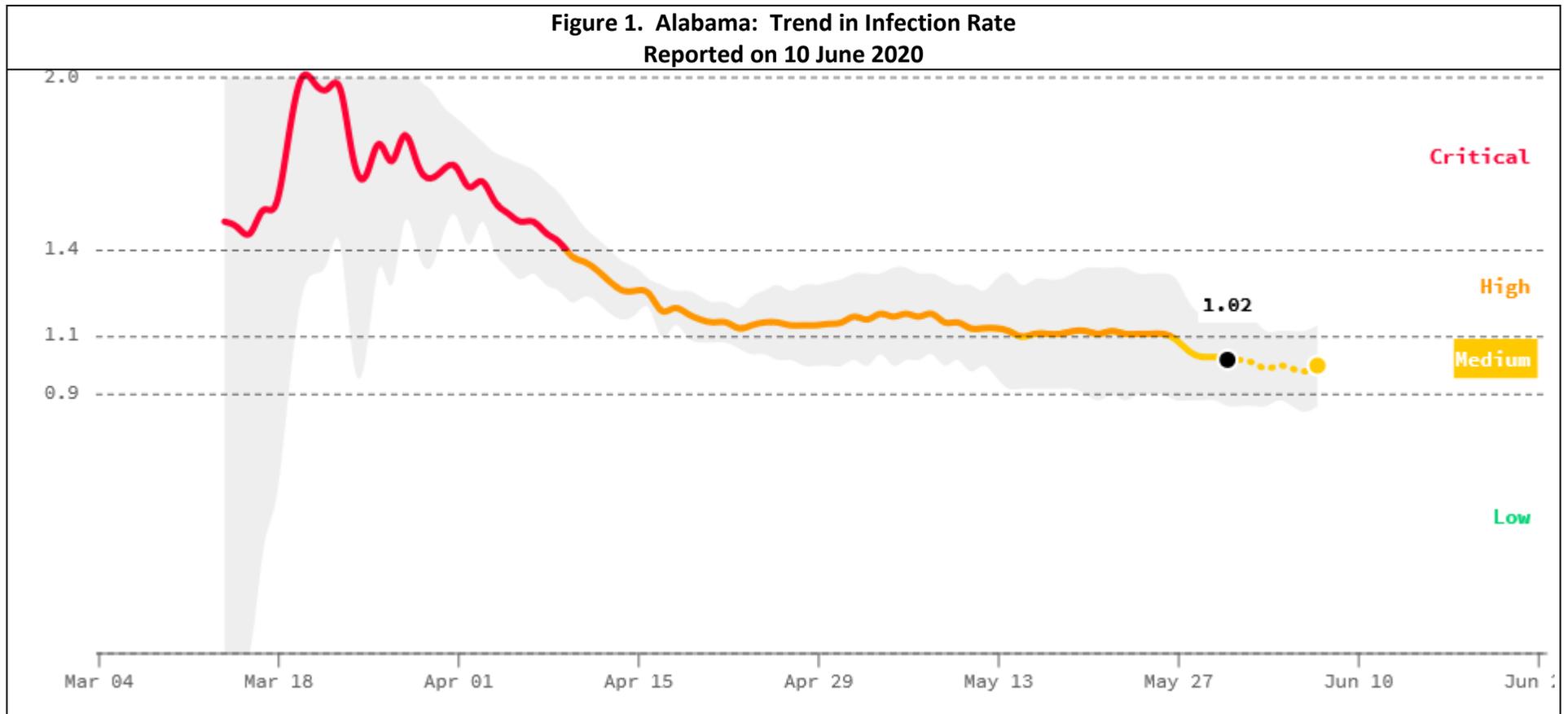
- a. Infection Rate = 1.02 (Medium). Figure 1 presents the trend in Infection Rate. The Infection Rate decreased to the Medium level on 27 MAY and has remained in the Medium level.
- b. Positive Test Rate = 7.1% (Medium). Figure 2 presents the trend in Positive Test Rate. The Positive Test Rate had been steadily within the Medium level since 18 APR 2020; however, it increased to the High level on 30 MAY and then quickly returned to the Medium level on 2 JUN.
- c. ICU Headroom Use = 5% (Low). Figure 3 presents the trend in ICU Headroom Use. The ICU Headroom Use has held steadily at the Low level.
- d. State Hotspot Map. Figure 4 presents the State Hotspot Map for Alabama. This map shows that three counties are COVID hotspots in the state. There are no CAP units in these counties.

With the required plans in place, the Alabama Wing anticipates that COVID metrics should permit the transition to Phase 1 on or about 1 JUL 2020.

James Harris

JAMES HARRIS
Colonel, CAP
Alabama Wing Commander

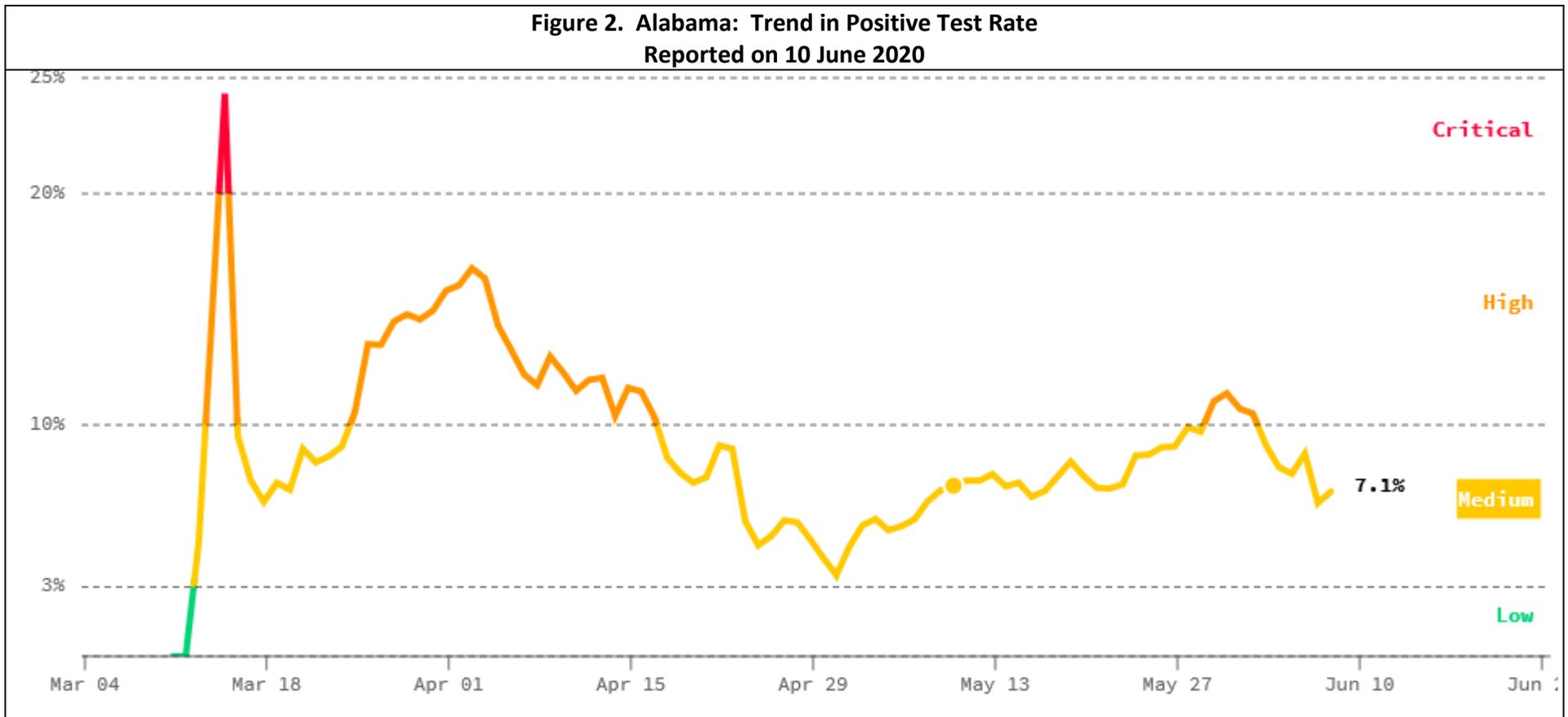
COVID-19 Remobilization of the Membership Plan – Phase I



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

Note: On average, each person in Alabama with COVID is infecting 1.02 other people. Because this number is around 1.0, it means that COVID continues to spread, but in a slow and controlled fashion. Last updated 6/9/2020. Each data point is a 14-day weighted average. We present the most recent seven days of data as a dashed line, as data is often revised by states several days after reporting.

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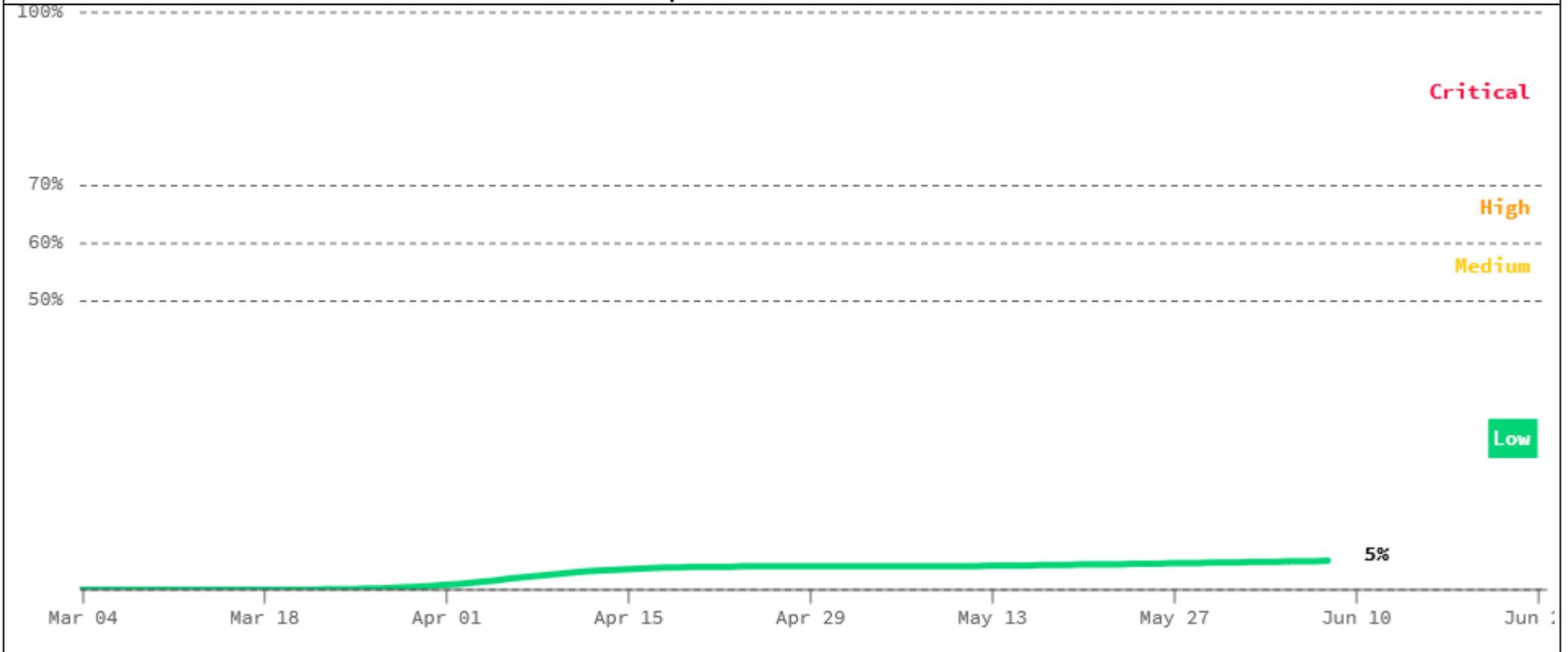


Source: CovidActNow, <https://www.covidactnow.org>

Notes: A significant percentage (7.1%) 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. Last updated 6/9/2020. The World Health Organization recommends a positive test rate of less than 10%. The countries most successful in containing COVID have rates of 3% or less. We calculate the rate as a 7-day trailing average.

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**Figure 3. Alabama: Trend in ICU Headroom Use
Reported on 10 June 2020**



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

Notes: Alabama has about 1,553 ICU beds. We estimate that 40% (621) are currently occupied by non-COVID patients. Of the remaining 932 ICU beds, we estimate 47 are occupied by COVID cases, or 5% of available beds. This suggests there is likely enough capacity to absorb a wave of new COVID infections. Last updated 6/9/2020. Resolve to Save Lives, a pandemic think tank, recommends that hospitals maintain enough ICU capacity to double the number of COVID patients hospitalized.

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 (Review of overall directives in impacted state)	Lt Col John Hall Lt Col Rick Kilgore	6 JUN 2020		6 JUN 2020	Alabama Governor Kay Ivey issued an amended Safer at Home Order to be applied statewide with effective date of 22 MAY 2020 and expiration date of 3 JUL 2020: https://covid19.alabama.gov/ . All non-work related gatherings of any size that cannot maintain a consistent six-foot distance between persons from different households are prohibited. This order permits businesses and government offices to be open to the public provided they can maintain six feet of separation between persons not from the same household and are able to regularly disinfect frequently used items and surfaces. Business employees are required to wear facial coverings and the general public is encouraged to wear facial coverings.
1.2.	Hold meeting with/between Plan Coordinator and Health Services Officer	Lt Col John Hall	6 JUN 2020		10 JUN 2020	Telephone calls and email.
1.2.1.	Wing priorities for training events should be coordinated	Lt Col John Hall	6 JUN 2020		12 JUN 2020	See Attachment #1 for training priorities. Coordinated with the ALWG Remobilization Team, CC, CS, DO, CP, and AE.
1.2.1.1.	Check state and local health guidance regarding gatherings (Review of each jurisdiction impacted by this plan)	Lt Col Rick Kilgore	6 JUN 2020		6 JUN 2020	See notes for Item 1.1. As of 4 JUN 2020, all Alabama counties follow health guidance in the state-issued Safer at Home Order.
1.2.1.2.	Prepare information for subordinate units on temperature screening, health education, and sanitation	Capt Kathleen Clayton, HSO Capt Matt Holt	6 JUN 2020		10 JUN 2020	Upon approval of this plan, the ALWG Remobilization Team will send Coronavirus health and safety information to subordinate unit CC, HSO, and SE (see Attachment #2). This information will be inputs to Alabama Wing Health and Safety Guidance during Phase 1 Remobilization (see Attachment #5).
1.2.2	Consult with Wing Legal Officer about resuming meetings	Capt John Davis, Legal Officer			10 JUN 2020	Plan reviewed no legal issues identified.

COVID-19 Remobilization of the Membership Plan – Phase I

Phase I: Resuming Regularly Scheduled Meetings (Continued)

Item#	Task	OPR/Assigned Personnel	Date Tasked	Suspense	Date Completed	Notes
1.2.3	Coordinate with Wing Director of Safety	Lt Col John Hall	6 JUN 2020		10 JUN 2020	Items 1.2.3.1 and 1.2.3.2 have been completed. Safety information and guidance has been included in Alabama Wing Health and Safety Guidance during Phase 1 Remobilization. See Attachment #5 that supports Items 1.7 and 1.8.
1.2.3.1	Verify proper risk planning tools are available to units	Capt Bruce Clayton, SE Capt Matt Holt, A/SE			10 JUN 2020	
1.2.3.2	Prepare to communicate with subordinate units on Safety-related matters (see 1.7. below)	Capt Bruce Clayton, SE Capt Matt Holt, A/SE			10 JUN 2020	
1.2.4	Coordinate with Wing Director of Cadet Programs	Lt Col John Hall	6 JUN 2020		10 JUN 2020	See Items 1.2.4.1 and 1.2.4.2 below.
1.2.4.1	Prepare recommendations for units regarding meeting activities and alternatives to maintain optimal distance while at meetings	Maj Arnold Staton, DCP	7 JUN 2020		12 JUN 2020	Completed. See Attachment #3. This input also satisfies Item 1.9.1.
1.2.4.2	Prepare bullets for units to incorporate when sending messages to parents about the resumption of meetings	Maj Arnold Staton, DCP	7 JUN 2020		10 JUN 2020	Completed. See Item 1.9.2 and Attachment #6.
1.3.	Have subordinate unit commanders verify that local governments do not have more restrictive social-distancing guidelines than those at the state level	Lt Col Rick Kilgore				As of 4 JUN 2020, all Alabama counties follow health guidance in the state-issued Safer at Home Order. During the week prior to the wing's Phase 1 start date, the ALWG Remobilization Team will verify that no local governments have implemented more restrictive measures than the state guidance.

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Item#	Task	OPR/Assigned Personnel	Date Tasked	Suspense	Date Completed	Notes
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.	Lt Col John Hall			TBD	
1.4.1.	Briefly describe/ summarize previous coordination accomplished					Attachment #4 is a message from the ALWG Commander to all wing members describing upcoming actions needed for remobilization. The Commander will also have virtual meetings with group and squadron commanders to provide his vision and guidance for Phase 1 activities.
1.4.2.	Verify no jurisdictional restrictions are in place from State or Local Governments	Lt Col Rick Kilgore				As of 4 JUN 2020, all Alabama counties follow health guidance in the state-issued Safer at Home Order. During the week prior to the wing's Phase 1 start date, the ALWG Remobilization Team will verify that no local governments have implemented more restrictive measures than the state guidance.
1.4.3.	Set date to resume meetings; this is also the start of Phase II.	Lt Col John Hall			TBD	This action depends on Phase 1 plan approval and status of COVID metrics of interest.
1.5.	Receive approval from the CAP COVID-19 Planning Team to reinstate meetings. Plan for one-week lead time.	Lt Col John Hall			TBD	
1.6.	Publish the date that meetings may resume to subordinate units	Lt Col John Hall			TBD	This action depends on Phase 1 plan approval and status of COVID metrics of interest. ALWG Remobilization Team will ensure 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 meetings.

COVID-19 Remobilization of the Membership Plan – Phase I

Item#	Task	OPR/Assigned Personnel	Date Tasked	Suspense	Date Completed	Notes
1.7.	Task Wing Director of Safety to communicate the following to subordinate units	Lt Col John Hall			10 JUN 2020	The requirements in Items 1.7.1 and 1.7.2 are addressed in Alabama Wing Health and Safety Guidance during Phase 1 Remobilization. See Attachment #5. Upon approval of this plan, the ALWG Remobilization Team will send this guidance to subordinates unit commanders, health services officers, and safety officers.
1.7.1.	<u>Units</u> will review CAPFs 160, 160S, and 160HL to be sure COVID-19 risks are considered and mitigated	Capt Bruce Clayton, SE Capt Matt Holt, A/SE			10 JUN 2020 Guidance Prepared	
1.7.2.	Unit Safety Officers s will emphasize continued use of face coverings, gloves, and hand sanitizer, as well as social distancing, hand washing and surface cleaning/disinfection	Capt Bruce Clayton, SE Capt Matt Holt, A/SE			10 JUN 2020 Guidance Prepared	
1.8.	Task Wing Health Service Officer to communicate the following to subordinate units:	Lt Col John Hall			10 JUN 2020	The requirements in Items 1.8.1, 1.8.2, and 1.8.3 are addressed in Alabama Wing Health and Safety Guidance during Phase 1 Remobilization. See Attachment #5. Upon approval of this plan, the ALWG Remobilization Team will send this guidance to subordinates unit commanders, health services officers, and safety officers.
1.8.1.	Units will ensure no members or guests with a temperature of 100.4°F or greater are admitted (a temperature at or above 100.4°F is the CDC recognized point where there is a fever). Units will require members to take their temperature at home or may screen with no-touch thermometers prior to entry.	Capt Kathleen Clayton, HSO Capt Matt Holt			10 JUN 2020 Guidance Prepared	
1.8.2.	Educate members on their stratified level of risk (i.e., Low-risk vs. High-risk)	Capt Kathleen Clayton, HSO Capt Matt Holt			10 JUN 2020 Guidance Prepared	
1.8.3.	Units perform all appropriate public health measures (e.g., social distancing, surface cleaning/disinfection, face coverings, hand sanitizer, at-home temperature check or no-touch temperature check prior to entry and routine symptom checks)	Capt Kathleen Clayton, HSO Capt Matt Holt			12 JUN 2020 Guidance Prepared	

COVID-19 Remobilization of the Membership Plan – Phase I

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:	Lt Col John Hall			10 JUN 2020	See Items 1.9.1 and 1.9.2 below.
1.9.1.	Units identify ways to meaningfully engage and fully participate in meetings without formations, drill, or other close-distance activities	Maj Arnold Staton, DCP	7 JUN 2020		12 JUN 2020 Instructions Prepared	The DCP will provide guidance on cadet training to subordinate units (See Attachment #3).
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	Maj Arnold Staton, DCP	6 JUN 2020		10 JUN 2020 Instructions Prepared	See Attachment #6 for a recommended message from Squadron Commanders to the Parents and Guardians of Cadets. Upon approval of this plan, the ALWG Remobilization Team will send this message to all squadron commanders with instruction to distribute it to the parents and guardians of cadets in their unit.

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Attachment #1: Item 1.2.1 – Training Priorities during Phase 1 [Updated 12 JUN 2020]

1. During Phase 1, squadrons will continue to use virtual meeting tools as their primary method for squadron meetings and training. The priority for training topics will continue to be in accordance with the ALWG FY2020 training guidance.
2. Phase 1 will permit small group training activities and planning meetings of no more than 10 participants. Small group training activities during Phase 1 will concentrate on the following topics:
 - a. Flying: Pilot Form 5/91 certification flying and one-to-one flight instruction.
 - b. Emergency Services: Refresher training on individual and collective tasks for qualified members of Aircrews and Ground Teams. Task training and testing for unqualified members.
 - c. Cadet Programs: Small group CP activities.
 - d. Aerospace Education: Primary AE training will continue to be delivered via virtual meeting tools. Small group instruction may be used for special projects to include AEX activities and STEM kits.
 - e. Inspector General: The IG Team will resume virtual Subordinate Unit Inspection (SUI) activities. The IG Team will coordinate with units to collect all needed information to make qualified assessments. If needed, the IG Team may visit a unit with the minimum number of personnel required to collect information. When conducting on-site unit visits, the IG Team and unit personnel will follow all ALWG health and safety guidance for conducting a meeting as described in Attachment #5 to include health screening, social distancing, and the wear of face coverings.

COVID-19 Remobilization of the Membership Plan – Phase I

Attachment #2: Items 1.2.1.2 and 1.2.3.1 – Coronavirus Health and Safety Information for Subordinate Units

Upon approval of this plan, the ALWG Remobilization Team will send Coronavirus healthcare and safety information to subordinates unit commanders, health services officers, and safety officers. This information will supplement health and safety guidance provided in Items 1.7 and 1.8 (See Attachment #5). This information will include 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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Attachment #3: Item 1.2.4.1 – Recommended Cadet Meeting Activities during Phase 1 [Updated 12 JUN 2020]

Upon approval of this plan, the ALWG Director of Cadet Programs will send the following recommendations for cadet training activities during Phase 1 to subordinates unit commanders and deputy commanders for cadets.

1. During Phase 1 of Remobilization, virtual meetings will continue to be the primary venue to engage all cadets in a squadron.
2. Phase 1 will permit small group training activities and planning meetings of no more than 10 low-risk personnel. During these training meetings, it is recommended that key squadron staff include the Deputy Commander for Cadets, Cadet Commander, selected senior members, and cadets to plan virtual cadet meetings and small group training events.
3. The following cadet activities are recommended during Phase 1:
 - a. Testing and promotion boards (virtual).
 - b. Guest speakers (virtual): AE and CP topics.
 - c. Small group activities (no more than 10 personnel): STEM kits, Model Rocketry, etc.
 - d. Community service projects (no more than 10 personnel at the event).
4. Units are reminded that only low-risk members may participate in group training activities and planning meetings during Phase 1. Be advised that some cadets may have underlying health conditions to include diabetes, chronic lung disease, moderate to severe asthma, serious heart conditions, liver disease, or are immunocompromised. Units will ensure that cadets with these underlying health conditions do not participate in group activities during Phase 1 for their safety.

COVID-19 Remobilization of the Membership Plan – Phase I

Attachment #4: Items 1.4.1 – Alabama Wing Commander Message to Wing Membership on Remobilization

Message from Alabama Wing Commander to the wing membership on 9 JUN 2020:

Members of the Alabama Wing,

I want to thank all members of the Alabama Wing for your patience and understanding while most CAP activities in the wing have been suspended due to COVID-19 restrictions. As you all know, the safety of our members and volunteers is our top priority and CAP leadership determined that a stand down from normal activities was the best course of action for the welfare of all members.

The Alabama Wing is currently making plans to resume activities and will follow a three-phased COVID remobilization process established by CAP National Headquarters. Wing staff is preparing a plan to hopefully get us to start Phase 1 on or about 1 July 2020. We are vigilantly watching statewide COVID-19 health statistics and cannot begin the reopening process until strict criteria have been met. Be advised that a downturn in these health statistics could delay remobilization activities.

As of now, the wing is at Phase 0 with all meetings and other CAP activities suspended except for certain AFAM and real-world missions. Members are reminded to not execute any in person activities to include meetings and training events until specifically directed by me as part of the phased remobilization plan.

When health statistics permit and we receive approval from NHQ, the wing will start Phase 1 activities, which will permit meetings of no more than 10 low-risk personnel. Safety measures during Phase 1 will 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. Phase 1 will not include regular CAP meetings, but will consist of small group training activities and planning meetings. If any member is uncomfortable about attending a CAP activity during Phase 1, we understand and participation is not required.

If health statistics continue to improve, the wing will move to the next phases of remobilization. Phase 2 activities will permit meetings of no more than 50 low-risk participants and will continue to employ the safety measures used during Phase 1. Phase 3 activities will permit meetings of unlimited size by all members and will employ selected safety measures.

Members considered to be high-risk by CDC guidelines shall participate in virtual meetings and activities until Phase 3. 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 the remobilization effort to the group and squadron commanders shortly. Wing staff will soon provide details about Phase 1 planning to the squadrons to include guidance on employment of safety measures for Phase 1.

Again, thank you for your patience and understanding as we plan to reopen activities in the Alabama Wing soonest. We look forward to resuming challenging activities and training in the three mission areas of Emergency Services, Cadet Programs, and Aerospace Education.

Semper Vigilans!

Col James Harris
ALWG CC

COVID-19 Remobilization of the Membership Plan – Phase I

Attachment #5: Items 1.7.1, 1.7.2, 1.8.1, 1.8.2, and 1.8.3 – Alabama Wing Health and Safety Guidance during Phase 1 Remobilization [Updated 12 JUN 2020]

Upon approval of this plan, the ALWG Remobilization Team will send the following Alabama Wing Health and Safety Guidance during Phase 1 Remobilization to subordinates unit commanders, health services officers, and safety officers.

Alabama Wing Health and Safety Guidance during Phase 1 Remobilization

All Alabama Wing units will comply with the following health and safety guidance during Phase 1 Remobilization.

1. Units will continue to use virtual meeting tools as their primary method to conduct meetings and training events.
2. Units may conduct small group activities and meetings of no more than 10 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 1; therefore, these members will be excused from scheduled small group activities and meetings.
3. Members considered to be high-risk will only participate in virtual meetings and activities during Phase 1. 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.
4. 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.
5. 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.
6. Upon arrival at a small 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.

Attachment #5 Continued: Items 1.7.1, 1.7.2, 1.8.1, 1.8.2, and 1.8.3 – Alabama Wing Health and Safety Guidance during Phase 1 Remobilization [Updated 12 JUN 2020]

Alabama Wing Health and Safety Guidance during Phase 1 Remobilization (Continued)

7. Safety measures during a small group activity or meeting will include:
 - a. Wearing cloth face coverings (masks) during the entire activity is mandatory.
 - b. Wearing gloves is encouraged, but not mandatory.
 - 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.
8. A small group activity 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 is provided at <https://www.gocivilairpatrol.com/members/cap-national-hq/logistics-mission-resources/aircraft-management/hot-news/covid-19-aircraft-care>.
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 1. 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 1. Updated health and safety guidance will be published for Phase 2.

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Attachment #6: Item 1.9.2 – Squadron Commander’s Message to Parents/Guardians of Cadets

This is a recommended message from Squadron Commanders to the Parents/Guardians of Cadets. Upon approval of this plan, the ALWG Remobilization Team will send this message to all squadron commanders with instruction to distribute it to the parents and guardians of cadets in their unit.

Subject: CAP COVID Reopening Plan – Message to Parents/Guardians of Cadets

Parents and Guardians of <Squadron Name> Cadets,

I want to thank you and your cadet for your patience and understanding while most CAP activities in the Alabama Wing have been suspended due to COVID-19 restrictions. As you all know, the safety of our members and volunteers is our top priority and CAP leadership determined that a stand down from normal activities was the best course of action for the welfare of all members. I also hope that during this health challenge, you and your family have been well and safe.

The Alabama Wing is currently making plans to resume activities and will follow a three-phased reopening process established by CAP National Headquarters. We are vigilantly watching statewide COVID-19 health statistics and cannot begin the reopening process until strict criteria have been met. When approved, squadrons will start Phase 1 activities which will permit meetings of no more than 10 low-risk personnel. Safety measures during Phase 1 will 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 senior member or cadet shows any symptoms, they will be asked to not attend the meeting for the safety of themselves and others. During Phase 1, our squadron will not have regular in-person CAP meetings, but we will start small group training activities that your cadet may attend. The squadron’s Cadet Programs staff and cadet chain of command will inform you and your cadet about all planned small group activities. If you or your cadet are uncomfortable about attending a CAP activity during Phase 1, we understand and participation is not required.

If health statistics continue to improve, the wing will move to the next phases of remobilization. Phase 2 activities will permit meetings of no more than 50 low-risk participants and will continue to employ the safety measures used during Phase 1. Regular cadet meetings should be able to start in Phase 2 and I will provide guidance to you and your cadet before Phase 2 begins. Phase 3 will permit meetings of unlimited size by all members and will employ selected safety measures.

Members considered to be high-risk by CDC guidelines shall participate in virtual meetings and activities until Phase 3. 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, or those that are immunocompromised.

Again, thank you for your patience and understanding as CAP starts to reopen activities in the Alabama Wing. We look forward to resuming challenging and fun Cadet Programs activities for your cadet. We also thank you for supporting your cadet’s participation in CAP.

Respectfully,

<Squadron Commander>