

Approved: 21 Oct 2021



Post-COVID-19 Remobilization of the Membership Plan

Phase III: Resuming Overnight Activities (Bivouacs, Conferences, Encampments, etc)

ARWG
Completed 06 OCT 2021

Template Updated 20 April 2021

COVID-19 Remobilization of the Membership Plan – Phase III

This plan has been developed for Arkansas Wing, using the template provided by the Civil Air Patrol National Headquarters to enter Phase III, Resuming Overnight Activities.

Additional staffing and resources have been coordinated with CAP Southwest Region and in particular our SWR Health Services Officer, 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: Dr. James W. Bryan IV, Maj (CAP), ARWG and 42CS Medical Officer Primary Phone:

Primary Email: jwbryan@cap.gov Alternate email:

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

Covid-19 cases peaked in the State of Arkansas 07 August 2021 with the daily new case rate declining from 78 per 100,000 persons to 24 per 100,000 this week. The Infection rate is 0.69 and the Positive Test Rate is 6.6%. The Vaccination Rate stands at 46% eligible persons being fully vaccinated. Brig Gen Regen Aye contacted our Wing Commander on 28 SEP 21 suggesting progression to Phase II and again on 03 OCT 21 advising us to prepare to progress to Phase III. A review of our Wing's Remobilization Plans revealed no changes in key team members or in our plan of action, including written guidance prepared by DCC and SO.

With plans for a winter encampment, we have also prepared an OPLAN that would be ready to submit in the event we are forced back to Phase II. We appreciate the recommendations of Capt Gerry Creager, SWR HSO, in this regard. The final plan, if needed, will be submitted to the Plan Team for Exceptions Review.

Personally, I continue to advocate to our membership for vaccination as the primary defense against Covid-19 infection, along with timely administration of the influenza vaccine, and urging caution in considering unproven treatments for Covid-19 or waiting for herd immunity to emerge.

Plan Completed By: Maj (Dr.) James Bryan, CAP
Last Updated: 06 OCT 2021
Template Updated 20 April 2021

AR Wing
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COVID-19 Remobilization of the Membership Plan – Phase III

Phase III: Resuming Overnight Activities (Bivouacs, Conferences, Encampments, etc)

NOTE: Resuming overnight activities will not be done until Phase III, when most public health restrictions have been lifted, schools & businesses have reopened, and the forecasted risk is minimal.

Item#	Task	OPR/Assigned Personnel	Date Tasked	Suspense	Date Completed	Notes
3.1.	Verify current state-level guidance allows overnight events to resume	Capt McKinney	30 Mar 21	14 Apr 21	05 APR 21	Arkansas Dept of Health official guidance
3.2.	Consult with staff officers to prepare for overnight activities	Lt Col Jones, Lt Col Webster	30 Mar 21	14 Apr 21	02 May 21	Briefed in DCC letter to units and during discussion at most recent Commander's Call
3.2.1.	Coordinate with Health Services	Maj Bryan	22 Mar 21	n/a	22 Mar 21	Continuous preparation upon Phase II approval, Phase I reversion JUL 21 and Phase II re-approval
3.2.1.1.	Check state and local health guidance regarding gatherings	Maj Bryan and Capt McKinney	30 Mar 21	14 APR 21	05 APR 21	See notes above 3.1, 3.2.1
3.2.1.2.	Prepare to communicate with subordinate units on Health Services-related matters to continue selected public health measures	Maj Bryan	25 Mar 21	n/a	25 Mar 21	Updates provided at Commander's Calls and WG Staff Meetings
3.2.2.	Consult with Legal Officer about resuming overnight activities	Capt McKinney	30 Mar 21	07 Apr 21	21 May 2021	21 May 2021. Review of State and local statutes will be updated for each planned activity
3.2.3.	Coordinate with Director of Safety	Maj Marsh	29 Mar 21	n/a	02 Apr 21	CAPF 160 updated at each phase transition. Director of Safety coordinated with units
3.2.3.1.	Verify proper planning and mitigation tools are available to staff and units	Maj Marsh	30 Mar 21	07 Apr 21	03 May 21	Communicated to unit commanders at Commander's Call and E-mails from ARWG CC
3.2.3.2.	Prepare to communicate with subordinate units on Safety-related matters	Maj Marsh	30 Mar 21	07 Apr 21	03 May 21	ARWG/SE sent CAPF160 Mitigation guidance provided to staff and unit safety officers

COVID-19 Remobilization of the Membership Plan – Phase III

Phase III: Resuming Overnight Activities (Bivouacs, Conferences, Encampments, etc; continued)

Item#	Task	OPR/Assigned Personnel	Date Tasked	Suspense	Date Completed	Notes
3.2.4.	Coordinate with Director of Cadet Programs	Capt Probus	25 Mar 21	n/a	25 Mar 21	
3.2.4.1.	Prepare recommendations for units regarding overnight activities	Capt Probus	30 Mar 21	07 Apr 21	05 Apr 21	With assistance of CV, COS. DCC briefed units regarding overnight activities
3.2.4.2.	Prepare bullets for units to incorporate when sending messages to parents about the resumption of overnight activities	Capt Probus	30 Mar 21	07 Apr 21	05 Apr 21	Arkansas Wing will follow Arkansas Dept of Health Guidance
3.3.	Query commanders of subordinate units to verify that local governments do not have more restrictive social-distancing guidelines than those at the state level	LtCol Webster, Capt McKinney	29 Mar 21	n/a	22 May 21	Personal communication between legal officer and medical officer. Individual units and activity leaders tasked to monitor local ordinances and advise planning team accordingly.
3.4.	Email the CAP COVID-19 Planning Team at COVID-19Plans@capnhq.gov , and copy the Region Commander for permission to reinstate overnight activities	Col Allison	05 Oct 21	n/a	05 Oct 21	Agreed with Brig Gen Aye to submit plan
3.4.1.	Describe previous coordination accomplished	Col Allison	n/a	n/a	05 Oct 21	Email correspondence with NHQ and SWR officials
3.4.2.	Verify no jurisdictional restrictions are in place from State or Local Governments	Capt McKinney			05 Oct 21	Legal officer monitoring local jurisdiction
3.4.3.	Set date to resume overnight activities, this is the start of Phase III	Lt Col Jones	05 Oct 21	n/a	04 Oct 21	Proposed Phase III of 13 OCT 21 after Federal Holiday plus one working day for NHQ review
3.4.4.	Receive approval from the CAP COVID-19 Planning Team to resume overnight activities. Plan for one-week lead time.	Col Allison Lt Col Jones	Upon approval		Pending	Pending Planning Team Approval. ARWG Medical Officer recommends proceeding.
3.5.	Publish the date that Phase III will begin to subordinate units	Col Allison, Lt Col Webster	Upon approval		Pending	Target date 13 Oct 21
3.6.	Task Wing Director of Safety to communicate the following to subordinate units:	Maj Marsh	30 Mar 21	07 Apr 21	03 Apr 21	ARWG/SE communicates with all units SE Officers and Commanders on Safety mitigations
3.6.1.	Units may use steady-state RM forms to mitigate local risks	Unit CC and Safety Officers	30 Mar 21		N/A	Consensus remains with CAPF 160 instructions, updated as needed

COVID-19 Remobilization of the Membership Plan – Phase III

Phase III: Resuming Overnight Activities (Bivouacs, Conferences, Encampments, etc; continued)

Item#	Task	OPR/Assigned Personnel	Date Tasked	Suspense	Date Completed	Notes
3.6.2	Units continue to consider face coverings, hand sanitizer, and an emphasis on hygiene during meetings and activities	Lt Col Webster	29 Mar 21		29 Mar 21	Previously briefed to units
3.7	Task Wing Health Service Officer to communicate the following to subordinate units:	Maj (Dr.) Bryan	22 Mar 21	n/a	05 OCT 21	HSO directed by CC to proceed with Phase III planning upon approval for Phase II
3.7.1.	Health Services will continue to consider screening with no-touch thermometers prior to entry to the meeting or will require members to take their temperature at home prior to attending the activity	Maj (Dr.) Bryan	22 Mar 21	n/a	25 Mar 21	Previously briefed to units
3.7.2.	Health Services will educate members on the importance of monitoring their health and avoiding participation in activities if sick	Maj (Dr.) Bryan	22 Mar 21	n/a	25 Mar 21	Ongoing communication
3.7.3.	Health Services will continue to educate members on public health practices such as emphasizing hygiene, having face coverings, social distancing for those at high-risk, and common surface cleaning	Maj (Dr.) Bryan	22 Mar 21	n/a	29 Mar 21	Ongoing communication
3.8.	Task Wing Director of Cadet Programs to communicate the following to subordinate units:	Capt Probus	30 Mar 21	07 Apr 21	02 May 21	
3.8.1.	Units plan to resume formations, drill, and other close-distance activities as appropriate	Capt Probus	30 Mar 21	22Apr 21	02 May 21	Letter drafted to DCCs and Cadet Program staff based on FAQs 20 APR 21, no changes
3.8.2.	Units draft a local message to parents to inform them about what CAP is doing to keep Cadets safe while they participate in the resumption of all manner of activities in Phase III (a return to normal post-COVID-19 operations)	Capt Probus	30 Mar 21	14Apr 21	02 May 21	Letter drafted to DCCs and Cadet Program staff based on FAQs 20 APR 21. No changes are necessary

COVID-19 Remobilization of the Membership Plan – Phase III

Phase III: Resuming Overnight Activities (Bivouacs, Conferences, Encampments, etc; continued)

Item#	Task	OPR/Assigned Personnel	Date Tasked	Suspense	Date Completed	Notes
3.9.	Task Wing Director of Operations to communicate the following to subordinate units	Lt Col Rine	30 Mar 21	07 Apr 21	15 May 21	
3.9.1.	Identify flight operations permitted during Remobilization Phase III	Lt Col Rine	30 Mar 21		15 May 21	Briefed at flight clinics, Commander's Calls, and Wing Staff Meetings
3.9.2.	Identify requirements for Senior and Cadet members to return to flying as required	Lt Col Rine	30 Mar 21		05 Oct 21	Little impact in Phase I reversion and current Phase II period. Return to pre-pandemic ops tempo with respect to SAR missions, flight clinics, TOP flights, O-rides, SAREX activities

CAPF 160 - DELIBERATE RISK ASSESSMENT WORKSHEET

1. ACTIVITY Remobilization Plan	10/12/2021
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3. PREPARED BY			
a. Name (Last, First, Middle Initial) Marsh, Danny L	b. Rank Major	c. Duty Title/Position WG/SE	
d. Unit AR Wing	e. Email dmarsh@cap.gov	f. Telephone (501) 282-8184	
g. Signature of Preparer -SIGNED-			

Five steps of Risk Management: (1) Identify the hazards (2) Assess the Risks (3) Develop Controls & Make Decisions
(4) Implement controls (5) Supervise and evaluate (Step numbers do not equate to numbered items on form)

4. SUB- ACTIVITY or SPECIFIC TASK	5. HAZARD	6. INITIAL RISK LEVEL	7. RISK CONTROL	8. HOW TO IMPLEMENT/ WHO WILL IMPLEMENT	9. RESIDUAL RISK LEVEL
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: - Member - Medium - Machine - Mission/ Activity - Management	Use Risk Assessment Matrix on page 3.	Describe the actual control being used to address the specific risk.	Describe how the risk control will be implemented and monitored, and who is responsible.	Use Risk Assessment Matrix on page 3 of form
Entering Building or rooms	Contacting COVID19 virus by person to person	H <input type="button" value="v"/>	Entry Screening No touch Temp Check No member admitted if 100.4 or greater Wear Facial Mask Wash Hands prior and after entry 50 member limit in facilities	How: Complete Screening form, prevent admittance if do not meet screening, wear mask, clean hands prior and after building entry at least 20 seconds Who: CC, HSO, Leaders	M <input type="button" value="v"/>
Classroom chairs and tables	Member contact with COVID19 virus by skin contact	H <input type="button" value="v"/>	Environmental cleaning;Wipe down chairs and tables with EPA approved cleaners on commonly touched surfaces, Social Distancing 6 ft or greater	How: Environmental cleaning conducted by designated attendees; Wipe down chairs and tables with EPA approved cleaners on commonly touched surfaces, mark off chairs 6 ft apart Who: Leaders	M <input type="button" value="v"/>
Drills and Uniform Inspections	COVID 19 Spread by person to person contact	H <input type="button" value="v"/>	Social Distancing, Avoid contact closer than 6ft, Wear Facial Mask	How: Continuously observe and regularly brief attendees Who: Leaders	M <input type="button" value="v"/>

ADDITIONAL SPACES FOR ITEMS 4 THROUGH 9 PROVIDED ON PAGE 2

10. OVERALL RESIDUAL RISK LEVEL - (The highest residual risk level in Column 9, with all controls implemented):			
<input type="checkbox"/> EXTREMELY HIGH	<input type="checkbox"/> HIGH	<input type="checkbox"/> MEDIUM	<input type="checkbox"/> LOW

NOTE: ALL RESIDUAL RISKS ASSESSED AS "H" OR "EH" MUST BE APPROVED BY CAP/CC

11. OVERALL SUPERVISION PLAN AND RECOMMENDED COURSE OF ACTION:
Activities and Unit Meetings must maintain social distancing, use of facial masks and continuous cleaning of commonly touched surfaces and equipment in order to maintain the health of attending members, limit numbers of participates to fifty.

12. APPROVAL OR DISAPPROVAL OF MISSION OR ACTIVITY APPROVE <input type="checkbox"/> DISAPPROVE <input type="checkbox"/>			
a. Name (Last, First, Middle Initial) Marsh, Danny L	b. Rank Maj	c. Duty Title/Position ARWG/SE	d. Signature of Approval Authority -SIGNED-

CAPF 160 - DELIBERATE RISK ASSESSMENT WORKSHEET

(Use CAPF 160HL if additional space is needed)

4. SUB- ACTIVITY or SPECIFIC TASK	5. HAZARD	6. INITIAL RISK LEVEL	7. RISK CONTROL	8. HOW TO IMPLEMENT/ WHO WILL IMPLEMENT	9. RESIDUAL RISK LEVEL
Member 65 or older or underlying health participation	Member 65 or older or underlying health conditions	EH <input type="button" value="v"/>	Wear Mask, maintain Social Distancing; 6ft or greater, wear gloves or wash hands often for 20 seconds	How: Wear Mask, Maintain 6ft from others, wash hands upon touching surfaces for 20 seconds Who: Leaders	M <input type="button" value="v"/>
Radio Operation	COVID19 Spread by equipment contact	H <input type="button" value="v"/>	Clean equipment prior and post use, do not spray Cleaners onto equipment - wipe down	How: Wipe down equipment prior and after use with cleaner applied to cloth Who: Leaders	M <input type="button" value="v"/>
Computer Operations	COVID19 spread person-person or equipment contact	H <input type="button" value="v"/>	Clean equipment prior and post use. Avoid spraying cleaner directly onto equipment	How: Wipe down equipment prior and after use with cleaner applied to cloth Who: Leaders	M <input type="button" value="v"/>
Exiting Building	COVID19 Spread person-person or equipment contact	H <input type="button" value="v"/>	Environmental cleaning; Wipe down chairs and tables with EPA approved cleaners on commonly touched surfaces,	How: Environmental cleaning; Wipe down chairs and tables with EPA approved cleaners on commonly touched surfaces Who: Leaders	M <input type="button" value="v"/>
Member with weakened immune system	COVID19 spread person-person or equipment contact	EH <input type="button" value="v"/>	Member should not participate until phase three or higher	How: Avoid participation in-person activities Who: Leaders	M <input type="button" value="v"/>
Member participation quantity	COVID19 Spread person-person or equipment contact	H <input type="button" value="v"/>	Members will be limited to 50 members gathered, alternate meetings time/ location	How: monitor quantity of members participating limit of ten Who: Leaders	L <input type="button" value="v"/>
Member gatherings	COVID19 spread person-person or equipment contact	H <input type="button" value="v"/>	Members will maintain mask wear, social distancing, hand washing	How: Monitor and enforce mask, social distancing and hand sanitizing Who: Leaders	L <input type="button" value="v"/>
Member personal screenings	COVID19 Spread person-person or equipment contact	H <input type="button" value="v"/>	Members screened prior to participation, temp checks, screening questionnaire, member will not participate if cannot pass questionnaire	How: Member prescreened prior to entrance of activity/meetings Who: Health Services Officer/Leaders	L <input type="button" value="v"/>
Temperature screening	COVID19 spread person-person or equipment contact	H <input type="button" value="v"/>	Temperture screening guidelines will be followed upon contact with member	How: Member will be screened prior to participation of activity or meeting Who: HSO, Leaders	L <input type="button" value="v"/>
Vehicle Operations	COVID 19 Virus Spread by contact surfaces	M <input type="button" value="v"/>	Drivers must sanitize vehicle prior and after use, occupants wear mask if social distancing can not be maintained	How: Drivers will clean/sanitize prior and after use, enforce, monitor occupants to wear mask Who: Drivers, Leaders	L <input type="button" value="v"/>
Aircraft Ops	COVID19 Spread by contact surfaces	M <input type="button" value="v"/>	Pilots sanitize interior of aircraft after use	How: Pilots clean/sanitize after use, enforce and monitor Who: Pilots, DO, CC	L <input type="button" value="v"/>

CAPF 160 - DELIBERATE RISK ASSESSMENT WORKSHEET

Risk Assessment Matrix		Probability <i>(expected frequency)</i>				
		Frequent: Continuous, regular, or inevitable occurrences	Likely: Several or numerous occurrences	Occasional: Sporadic or intermittent occurrences	Seldom: Infrequent occurrences	Unlikely: Possible occurrences but improbable
Severity <i>(expected consequence)</i>		A	B	C	D	E
Catastrophic: <i>Death, unacceptable loss or damage, mission failure, or unit readiness eliminated</i>	I	EH	EH	H	H	M
Critical: <i>Severe injury, illness, loss, or damage; significantly degraded unit readiness or mission capability</i>	II	EH	H	H	M	L
Moderate: <i>Minor injury, illness, loss, or damage; somewhat degraded unit readiness or mission capability</i>	III	H	M	M	L	L
Negligible: <i>Minimal injury, loss, or damage; little or no impact to unit readiness or mission capability</i>	IV	M	L	L	L	L

Legend: **EH** – extremely high risk **H** – high risk **M** – medium risk **L** – low risk

NOTE: All residual risks identified as "H" or "EH" must be approved by CAP/CC

13. RISK ASSESSMENT REVIEW

a. Date	b. Name (Last, First)	c. Rank	d. Duty Title/Position	e. Signature of Reviewer

14. AFTER-ACTION FEEDBACK AND LESSONS LEARNED

Instructions for Completing CAPF 160 - Deliberate Risk Assessment Worksheet

<p>1. Activity: Briefly describe the overall Activity for which the deliberate risk assessment is being conducted (e.g., SAREX, Wing Encampment, NCSA, etc.).</p>	<p>10. Overall Risk After Controls Are Implemented: Assign an overall residual risk level. This is the highest residual risk level (from block 9). NOTE: Any activity with residual risk identified as "EH" or "H" must be approved by CAP/CC.</p>
<p>2. Date: Self Explanatory.</p>	
<p>3. Prepared By: Information provided by the individual conducting the deliberate risk assessment for the activity.</p>	<p>11. Supervision Plan and Recommended Course of Action: Completed by preparer. Summarize the overall risk management plan for the Activity, including identification of individual responsible for on-going evaluation of plan and supervision of real time risk management.</p>
<p>4. Sub-Activity or Specific Task: Use a separate block to describe each sub-activity or task. Examples might include Obstacle Course, PT Test, Aircraft Parking, or other tasks that are a part of the overall Activity.</p>	
<p>5. Hazard: Specify hazards related to the subtask in block 4. There may be multiple hazards associated with each sub-activity. Use a separate row for each hazard.</p>	<p>12. Approval/Disapproval of Activity: The leader in charge of the event (Activity Director, Commander, Incident Commander, etc.) approves or disapproves the Activity based on the overall risk assessment in Block 10.</p>
<p>6. Initial Risk Level: Determine probability and severity. Using the risk assessment matrix (page 3), determine level of risk for each hazard specified, using probability and potential severity. Enter resulting Risk Level in this column.</p>	
<p>7. Control: Describe or explain the risk controls or methods to be used to reduce the risk level associated with the hazard identified in block 5.</p>	<p>13. Risk Assessment Review: For on-going activities, the approval authority (Block 12) should appoint individuals with sufficient oversight of the activity to periodically review risk controls to determine if they are effective or if overall risk has changed. If the overall risk rises above the level already approved, operations should cease until the appropriate approval authority is contacted and approves continued operations. Signature signifies review complete and event continues as planned.</p>
<p>8. How to Implement / Who Will Implement: Briefly describe how each control will be implemented and the name of the individual who has primary responsibility for implementing and monitoring the risk control.</p>	
<p>9. Residual Risk Level: Assuming the controls will be effective, determine the residual risk level based on the predicted probability and possible severity with the controls in place. NOTE: Any residual risk identified as "EH" or "H" must be approved by CAP/CC.</p>	<p>14. After-Action Feedback and Lessons Learned: Provide specific input on the effectiveness of risk controls and their contribution to mission success or failure. Include recommendations for new or revised controls, practical solutions, or alternate actions. Submit and brief valid lessons learned as outlined in CAPR 160-1.</p>
	<p>Additional Guidance: Use CAPF 160HL if additional rows are needed for hazard assessments.</p>