

Approved: 31 Aug 2020



Post-COVID-19 Remobilization of the Membership Plan

Phase I: Resuming Regularly Scheduled Meetings

AZWG
Completed 31 JUL 2020

Template Updated 8 June 2020

COVID-19 Remobilization of the Membership Plan – Phase I

This plan has been developed for ARIZONA 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 N/A, 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: Paul E. Rehman Jr., Lt Col, CAP, AZWG/HS

Primary Phone: (928) 240 - 1612

Primary Email: paul.rehman@azwg.org.

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

Arizona Wing has been continuously monitoring the COVID-19 statistics for some time in anticipation of reopening as originally proposed by the National Leadership. Based on both the State Health Department findings and those of the COVID Act Now website, we were initially looking at a possible opening day of near 31 July 2020. The Governor issued Executive Order 2020-36 on May 16, 2020, allowing for the opening of some businesses and other entities provided that policy and procedures were adopted to promote healthy hygiene and intensifying cleaning and disinfection. Ensuring physical distancing, protective equipment and limiting congregations of groups of no more than 10 persons.

Subsequentially based on an increase in the number of individuals being tested and the exposure of large numbers of persons to each other during the Memorial Day weekend, we have not seen an increase in infection rate (returning to High) and the Positive Test rate (returning to High), we do not anticipate being able to open for at least 60 days.

All counties and cities in the state do not have more stringent requirements than the state. We will continually monitor the statistics and restrictions and adjust our plan accordingly.

Our proposed transition to Phase I is effective upon NHQ approval of Arizona Wing Remobilization Plan.

Plan Completed By: Lt Col Paul Rehman, Jr, AZWG/HS

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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 Rehman	25 March 2020	3 June 2020	3 June 2020	State guidelines currently allow for essential workers/volunteers only.
1.2.	Hold meeting with between Plan Coordinator and Health Services Officer	Lt Col Rehman	25 March 2020	6 June 2020	6 June 2020	Plan coordinator and WG/HS are same person.
1.2.1.	Wing priorities for training events should be coordinated	Maj Schadt	16 May 2020	1 July 2020	1 July 2020	
1.2.1.1.	Check state and local health guidance regarding gatherings (Review of each jurisdiction impacted by this plan)	Lt Col Rehman	2 June 2020			State only. Emergency Order does not allow local jurisdictions to override state orders.
1.2.1.2.	Prepare information for subordinate units on temperature screening, health education, and sanitation	Lt Col Rehman	25 March 2020	6 June 2020	6 June 2020	Information for subordinate units attached.
1.2.2	Consult with Wing Legal Officer about resuming meetings	Lt Col Shortridge	31 July 2020	31 July 2020	31 July 2020	Liability will be an unknown for years to come. Adherence to governor decrees are best COA.
1.2.3	Coordinate with Wing Director of Safety	Lt Col Stohlquist	31 July 2020	14 August 2020	14 August 2020	AZWG/SE is POC for this task set.
1.2.3.1	Verify proper risk planning tools are available to units	Lt Col Stohlquist	31 July 2020	14 August 2020	14 August 2020	Ref AZWG Safety Plan (attached)
1.2.3.2	Prepare to communicate with subordinate units on Safety-related matters (see 1.7. below)	Lt Col Stohlquist	31 July 2020	14 August 2020	14 August 2020	
1.2.4	Coordinate with Wing Director of Cadet Programs	Maj Moseley	31 July 2020	14 August 2020	14 August 2020	AZWG/CP is POC for this task set.
1.2.4.1	Prepare recommendations for units regarding meeting activities and alternatives to maintain optimal distance while at meetings	Maj Moseley	31 July 2020	14 August 2020	14 August 2020	Larger units should consider holding in-person meetings on alternating weeks by flight. If possible, units can LIVE stream for cadets not in attendance. Outdoor meetings are encouraged for areas of AZ that climate permits. Virtual meetings can still be held to accommodate cadets that may be unable to attend due to health/medical conditions or are uncomfortable attending due to

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						possible covid-19 exposure. All CDC guidelines, including 6 ft distancing and face covering should be followed at in person meetings.
1.2.4.2	Prepare bullets for units to incorporate when sending messages to parents about the resumption of meetings	Maj Moseley	31 July 2020	14 August 2020	14 August 2020	<ul style="list-style-type: none"> • No gatherings greater than 10? people • Each member must wear a mask • Temperature checks at arrival to meetings • Members may be asked about any flu or virus-related symptoms upon arrival at a meeting. • If members show any symptoms, they will be asked not to attend the meeting for the safety of themselves and others.

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
1.3.	Have subordinate unit commanders verify that local governments do not have more restrictive social-distancing guidelines than those at the state level	Lt Col Rehman	2 June 2020	2 June 2020	2 June 2020	State Order does not allow for individual jurisdictions to set own standards other than the state orders.
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 Rehman	31 July 2020	14 August 2020		
1.4.1.	Briefly describe/ summarize previous coordination accomplished	Lt Col Rehman	30 May 2020	6 June 2020	6 June 2020	Initial submittal; N/A
1.4.2.	Verify no jurisdictional restrictions are in place from State or Local Governments	Lt Col Rehman	30 May 2020	1 June 2020	1 June 2020	No conflicting county/city restrictions other than state guidance.
1.4.3.	Set date to resume meetings; this is also the start of Phase II.	Col Pinckard	31 July 2020	Pending	Pending	Phase II start and reinstate meetings 1 October 2020 dependent on State findings.
1.5.	Receive approval from the CAP COVID-19 Planning Team to reinstate meetings. Plan for one-week lead time.	Lt Col Rehman	14 August 2020	28 August 2020	Pending	
1.6.	Publish the date that meetings may resume to subordinate units	Lt Col Szokol	31 July 2020	Pending	Pending	Pending Phase I plan approval
1.7.	Task Wing Director of Safety to communicate the following to subordinate units	Lt Col Stohlquist	Ref subordinate tasks 1.7.1 – 1.7.2			
1.7.1.	Units will review CAPFs 160, 160S, and 160HL to be sure COVID-19 risks are considered and mitigated		31 July 2020	14 August 2020	14 August 2020	Ref AZWG Safety Plan (attached)
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		31 July 2020	14 August 2020	14 August 2020	Ref AZWG Safety Plan (attached)
1.8.	Task Wing Health Service Officer to communicate the following to subordinate units:	Lt Col Rehman	Ref subordinate tasks 1.8.1 – 1.8.4			

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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
1.8.1.	Units will ensure no members or guests with a temperature of 100.4 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.	Lt Col Rehman	31 July 2020	14 August 2020		
1.8.2.	Educate members on their stratified level of risk (i.e., Low-risk vs. High-risk)		31 July 2020	14 August 2020		
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)		31 July 2020	14 August 2020		
1.8.4.	Units will ensure no more than 10 members are together at gatherings. Squadrons with more than 10 members must submit a plan on how they will comply with restrictions		31 July 2020	14 August 2020		
1.9.	Task Wing Director of Cadet Programs to communicate the following to subordinate units:	Maj Moseley	Ref subordinate tasks 1.9.1 – 1.9.2			
1.9.1.	Units identify ways to meaningfully engage and fully participate in meetings without formations, drill, or other close-distance activities		31 July 2020	14 August 2020	14 August 2020	Units should continue to utilize online activities, such as virtual tours and guest speakers to keep cadets engaged. Options include TED Talks, Kahoot!, Quizlet, etc.
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		31 July 2020	14 August 2020	14 August 2020	See attached sample letter for parents.

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1.10.	Task Wing Director of Operations to communication the following to subordinate units.	Maj Schadt	Ref subordinate tasks 1.10.1 – 1.10.5			
1.10.1	Identify flight operations permitted during Phase I		21 July 2020	25 July 2020	22 July 2020	
1.10.2.	Identify requirements (Currency, etc) for senior members		11 March 2020	20 March 2020	18 March 2020	
1.10.3.	Identify requirements for cadets that have earned their Private Pilot's License to return to flying		31 July 2020	14 August 2020	14 August 2020	N/A; no cadets fit into this category.
1.10.4.	Identify requirements for cadets training to earn their Private Pilot's License		26 July 2020	26 July 2020	26 July 2020	
1.10.5.	Identify cleaning standards for aircraft and vehicles before and after use		11 March 2020	20 March 2020	18 March 2020	

COVID-19 Remobilization of the Membership Plan – Phase I

Sample Letter to Parents.



HEADQUARTERS ARIZONA WING
CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY
6801 North Glen Harbor Boulevard, Suite 202B
Glendale AZ 85307



17 August 2020

Maj Joanna Moseley, CAP
Cadet Programs & Aerospace Education Group
Civil Air Patrol

Parents of Arizona Wing Cadets

Dear Parents

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

- **Temperature Screenings:** Senior members will be using a no touch system to check temperatures as members arrive at the meetings.
- **General Health:** Members who are not feeling well are asked to remain at home, and not attend meetings.
- **Hygiene:** Members will be reminded to frequently wash their hands with soap and water to help prevent the spread of germs. Hand sanitizer will also be provided.
- **Sanitation:** Buildings where CAP meetings take place will be thoroughly cleaned and disinfected. Surfaces of frequently touched items, such as doorknobs and keyboards will also be wiped down after use.
- **Social Distancing:** Members will maintain a 6 ft. distance and keep a face covering on. Activities such as formations and drill will be discontinued at this time.
- **Monitoring:** Senior members will be closely monitoring meetings, watching for any signs that may need to be addressed.

We are committed to ensuring that the safety of your child remains a top priority during this time. All guidelines are subject to change based on updates from local health officials. If you are uncomfortable allowing your child to attend meetings, we understand and none are mandatory. We thank you for your patience and understanding. If you have any questions or concerns regarding your child's safety, please contact your Unit Commander.

Sincerely

JOANNA MOSELEY, Maj, CAP
Director of Cadet Programs



ARIZONA WING REMOBILIZATION SAFETY PLAN

Overview

The purpose of this high-level safety plan is to provide all squadron commanders and Safety Officers a blueprint to ensure the safe resumption of CAP activities. This plan is used in conjunction with the AZ Wing Remobilization Plan once approved by NHQ. Any questions or help in completing any portion of the safety plan please contact the AZ wing Director of Safety (LtCol Corey Stohlquist)

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V1.0

Phase 1

The following Safety items need to be complete for any activity under Phase 1.

1. All members should review the Wing Remobilization Safety Plan
2. Each Squadron Safety Officer shall generate a safety plan for their squadron and a CAPF 160 for the meeting location with a copy sent to the Wing Director of Safety.
 - a. Copy of the squadron Plan should be sent to the AZ wing Safety Officer
 - b. the Plan should include if the meeting space is available and other options to hold the meeting (I.E. Google Meets, WebEx, Teams, Zoom)
- 3 All members should check their temperature before the leave home.
 - a. Once at the activity or meeting the member will report their temperature to (person TBD)
 - b. The member will also answer the typical health questions about any potential symptoms within the last 24 to 48 Hrs.
4. All members should wear mask during the activity (provided by member)
5. All Members should abide by Social distance of 6ft unless the activity is flying or driving a corporate vehicle.
6. All corporate owned vehicles should be disinfected after each use by following the current guidelines that have been established by NHQ. (see NHQ videos about disinfecting vehicles)
7. All high touch surfaces should be disinfected as often as possible with disinfecting wipes (provided by the individual squadron)
8. All Activities within the Wing should have an activity Safety Officer
9. All activities & sub-activities should have a CAPF 160 completed and available (posted) to all participants and explained to all participants
 - a. A copy of the completed CAPF 160 should be made available for review by the Az Wing Director of Safety.

Phase 2

The following Safety items need to be complete for any activity under Phase 2.

1. All members should review the Wing Remobilization Safety Plan
2. Each Squadron Safety Officer shall generate a safety plan for their squadron and a CAPF 160 for the meeting location with a copy sent to the Wing Director of Safety.
 - a. Copy of the squadron Plan should be sent to the AZ wing Safety Officer
 - b. the Plan should include if the meeting space is available and other options to hold the meeting (I.E. Google Meets, WebEx, Teams, Zoom)
3. All members should check their temperature before the leave home.
 - a. Once at the activity or meeting the member will report their temperature to (person TBD)
 - b. The member will also answer the typical health questions about any potential symptoms within the last 24 to 48 Hrs.
4. All members should wear mask during the activity (provided by member)
5. All Members should abide by Social distance of 6ft unless the activity is flying or driving a corporate vehicle.
6. All corporate owned vehicles should be disinfected after each use by following the current guidelines that have been established by NHQ. (see NHQ videos about disinfecting vehicles)
7. All high touch surfaces should be disinfected as often as possible with disinfecting wipes (provided by the individual squadron)
8. All Activities within the Wing should have an activity Safety Officer
9. All activities & sub-activities should have a CAPF 160 completed and available (posted) for all participants and explained to all participants.
 - a. A copy of the completed CAPF 160 should be made available for review by the Az Wing Director of Safety.

Phase 3

The following Safety items need to be complete for any activity under Phase 2.

1. All members should review the Wing Remobilization Safety Plan
2. Each Squadron Safety Officer shall generate a safety plan for their squadron and a CAPF 160 for the meeting location with a copy sent to the Wing Director of Safety.
 - a. Copy of the squadron Plan should be sent to the AZ wing Safety Director
 - b. the Plan should include if the meeting space is available and other options to hold the meeting (I.E. Google Meets, WebEx, Teams, Zoom)
3. All members should check their temperature before the leave home.
 - a. Once at the activity or meeting the member will report their temperature to (person TBD)
 - b. The member will also answer the typical health questions about any potential symptoms within the last 24 to 48 Hrs.
4. All members should wear mask during the activity (provided by member)
5. All Members should abide by Social distance of 6ft unless the activity is flying or driving a corporate vehicle.
6. All corporate owned vehicles should be disinfected after each use by following the current guidelines that have been established by NHQ. (see NHQ videos about disinfecting vehicles)
7. All high touch surfaces should be disinfected as often as possible with disinfecting wipes (provided by the individual squadron)
8. All Activities within the Wing should have an activity Safety Officer for all activities
9. All activities & sub activities should have a CAPF 160 completed and available (posted) for all participants and explained to all participants.
 - a. A copy of the completed CAPF 160 should be made available for review by the Az Wing Director of Safety.

NOTIFICATION OF SQUADRON MEMBERS

Squadron Commanders are responsible for notifying members of their respective squadrons of the requirements for attending meetings and activities and receive an affirmation that the guidelines are received and understood. in the case of Cadet members, the Squadron Commander will notify parents of Cadet members in their Command and receive an affirmation that they are received and understood the procedures.

Commanders will report compliance to the Wing Director of Safety through their Command Area Safety Officer who will report to the Wing Director of Safety.

EXPOSURE NOTIFICATIONS

In the event of an exposure of members at a meeting, the Director of Wing Safety will be notified immediately with the names of person(s) exposed, and steps taken .

COMMAND AREA SAFETY OFFICERS

NORTH: Major Ron Marks

SOUTH: Captain Dolly Mickle

WEST: LtCol David Mickle

EAST: LtCol John Kruger

SAFETY LINKS

☒ COVID-19 Aircraft and Vehicle Care:

<https://www.gocivilairpatrol.com/members/cap-national-hq/logistics-mission->

☒ COVID-19 - CLEANING/DISINFECTING GARMIN AVIATION PRODUCTS:

<https://www.gocivilairpatrol.com/members/cap-national-hq/logistics-mission-resources/aircraft-management/hot-news/covid-19---cleaningdisinfecting-garmin-aviation-products>

☒ Risk Management and COVID-19:

<https://www.gocivilairpatrol.com/members/cap-national-hq/safety/covidrm>

☒ Risk Management Worksheets and Templates:

<https://www.gocivilairpatrol.com/members/cap-national-hq/safety/risk-assessment-resources>

☒ COVID-19 Remobilization of the Membership tools:

<https://www.gocivilairpatrol.com/covid-19-remobilization>

☒ COVID Act Now Website:

<https://www.covidactnow.org/?s=38532>

☒ MD COVID Information Site:

<https://coronavirus.maryland.gov/>

☒ CDC COVID-19 Website:

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

COVID-19 AZWG PHASE 1: TRAINING PRIORITIES

1. Continue with AFAM/Corporate missions for COVID-19 support – maintain CDC safety guidelines.
2. Regular Unit Meetings – outside as much as possible, maximum groups of 10 in a local vicinity, maintain CDC guidelines on social distancing by either limiting to only planning meetings or plitting the units up so there are no more than 10 people, and all members wear cloth face coverings. Temperature should be taken with no-touch thermometer, and health screening with questions to ensure member has exhibited no symptoms. If temperature is 100.4 degrees or higher or other symptoms present, they will not be allowed to participate.
 - a. Safety
 - b. Character Development
 - c. Aerospace Education
 - d. Leadership
 - e. Physical Training
3. Emergency Services training (specific breakout below) Local areas – No more than 10 members and maintain CDC guidelines on social distancing and cloth face coverings. Temperature should be taken with no-touch thermometer, and health screening with questions to ensure member has exhibited no symptoms. If temperature is 100.4 degrees or higher or other symptoms present, they will not be allowed to participate.
 - a. Ground Teams – maintain social distancing, radios wiped with sanitizing wipes after use, cloth face coverings worn when in close proximity (less than 6 feet)
 - b. Aircrew – cloth face coverings worn in aircraft at all times, internal aircraft surfaces (including CAP-owned headsets) wiped with sanitizing cloths after each flight, social distancing maintained during preflight and movements outside the aircraft
 - c. Mission Base Staff – cloth face coverings worn at all times (unless radio operations are inhibited by it), radios and all high-contact surface areas (chairs, counters, door handles, etc.) wiped with sanitizing cloths every hours, social distancing as practical
4. Professional Development – No more than 10 people, and all members wear cloth face coverings. Temperature should be taken with no-touch thermometer, and health screening with questions to ensure member has exhibited no symptoms. If temperature is 100.4 degrees or higher or other symptoms present, they will not be allowed to participate.
 - a. Onsite E&T – all high-contact surfaces wiped with sanitizing cloths every hour
 - b. Specialty Tracks – all high-contact surfaces wiped with sanitizing cloths as often as deemed practical based on length/intensity of training

POSITION-SPECIFIC ES TRAINING

1. Onboarding Pilot Training
2. Instructor Pilot Training
3. Check Pilot Training
4. MP Training
5. MS/MO Training
6. DAARTO/U Training and Upgrade
7. Mountain Flying Training
8. ICP Training
 - a. Complete OSC training and begin IC training
 - b. Complete AOBD training and begin OSC training
 - c. Begin FASC training
 - d. MSO training
 - e. MSA training
9. GT Training
 - a. GBD
 - b. GTL
 - c. GTM
10. sUAS Training and Certifications
11. Communications Training
 - a. CUL
 - b. MRO
12. Flight Line Training
 - a. FLS
 - b. FLM



ARIZONA WING COVID SCREENING FORM



PATIENT PRE-SCREENING QUESTIONNAIRE

Due to the ongoing COVID-2019 Pandemic, all members and guests are required to complete this form prior to being allowed to participate in any CAP activity. Your visit is subject to approval upon completion of this form. Effective immediately, all members and guest must complete this form and have their temperature taken. These rules are being enforced to keep our members and guests as well as the rest of your loved ones safe and healthy.

	YES	NO
Have you or anyone in your household have travelled outside the US in the past 2 weeks (14 days) IF YES, WHERE _____		
Have you or anyone in your household have travelled outside of Arizona in the past 2 weeks (14 days) IF YES, WHERE _____		
In the past 2 weeks (14 days) have you or anyone in your household had contact with any person suspected to have contracted coronavirus (COVID-19)? Including being tested for COVID-19, & being in self isolation for COVID-19		
In the past 2 weeks (14 days) you or anyone in your household had contact with any person confirmed to have contracted coronavirus (COVID-19)?		
Have you currently been exposed to someone with flu-like symptoms (cough, shortness of breath or fever)		
PLEASE CIRCLE IF SYMPTOMS ARE CURRENTLY BEING EXPERIENCED BY CAREGIVER, PATIENT OR BOTH		
IN THE LAST 72 HOURS HAS THE MEMBER EXPERIENCED		
FEVER		
COUGHING		
SORETHROAT		
DIFFICULTY BREATHING, SHORTNESS OF BREATH OR WHEEZING		
MUSCLE ACHES		
STOMACH PAINS		
VOMITING OR DIARRHEA		

PINK EYE/ RED EYES		
RASH		
FATIGUE OR FEELING UNWELL		

****Please return this form to the front desk when completed****

By signing below, you certify that the answers above are true. Failure to answer truthfully or withholding information intentionally will lead to immediate dismissal from our practice and may be subject to applicable laws during this pandemic.

Member: _____

Date: _____

Member Temp: _____

Members and guests with temperatures of 100 degrees (F) or 37.8 degrees (C) or higher will be excluded from attending functions until cleared by their physician.

Symptoms of Coronavirus (COVID-19)

Your symptoms can include the following:

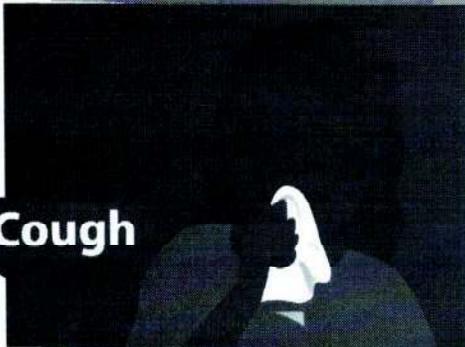
Fever



If you have COVID-19, you may have mild (or no symptoms) to severe illness.

Symptoms can appear 2-14 days after you are exposed to the virus that causes COVID-19.

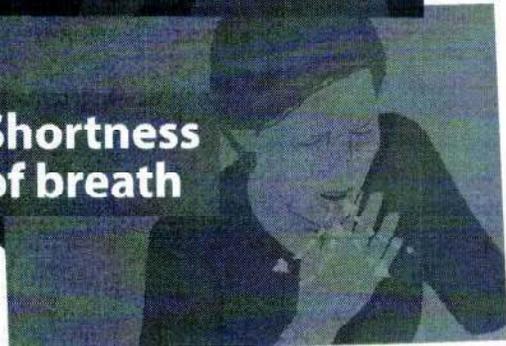
Cough



Seek medical attention immediately if you or someone you love has **emergency warning signs**, including:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion or not able to be woken
- Bluish lips or face

Shortness of breath



This list is not all inclusive. Please consult your medical provider for any other symptoms that are severe or concerning.



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

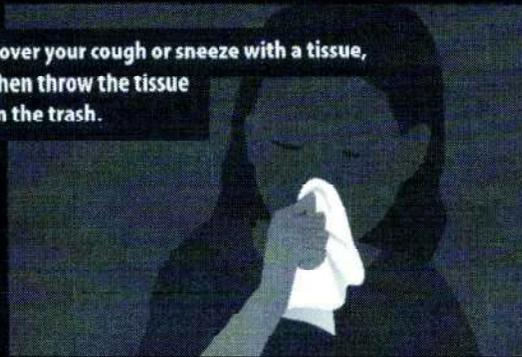
Stop the Spread of Germs

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

Avoid close contact with people who are sick.



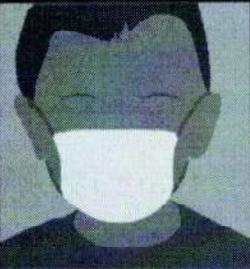
Cover your cough or sneeze with a tissue, then throw the tissue in the trash.



Avoid touching your eyes, nose, and mouth.



When in public, wear a cloth face covering over your nose and mouth.



Clean and disinfect frequently touched objects and surfaces.



Stay home when you are sick, except to get medical care.



Wash your hands often with soap and water for at least 20 seconds.



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

11/01/20 April 7, 2020 9:08 AM

Important Information About Your Cloth Face Coverings

As COVID-19 continues to spread within the United States, CDC has recommended additional measures to prevent the spread of SARS-CoV-2, the virus that causes COVID-19. In the context of community transmission, CDC recommends that you:



Stay at home as much as possible



Practice social distancing (remaining at least 6 feet away from others)



Clean your hands often



In addition, CDC also recommends that everyone wear cloth face coverings when leaving their homes, regardless of whether they have fever or symptoms of COVID-19. This is because of evidence that people with COVID-19 can spread the disease, even when they don't have any symptoms. Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated, or otherwise unable to remove the mask without assistance.

How cloth face coverings work

Cloth face coverings prevent the person wearing the mask from spreading respiratory droplets when talking, sneezing, or coughing. If everyone wears a cloth face covering when out in public, such as going to the grocery store, the risk of exposure to SARS-CoV-2 can be reduced for the community. Since people can spread the virus before symptoms start, or even if people never have symptoms, wearing a cloth face covering can protect others around you. Face coverings worn by others protect you from getting the virus from people carrying the virus.



How cloth face coverings are different from other types of masks

Cloth face coverings are NOT the same as the medical facemasks, surgical masks, or respirators (such as N95 respirators) worn by healthcare personnel, first responders, and workers in other industries. These masks and respirators are personal protective equipment (PPE). Medical PPE should be used by healthcare personnel and first responders for their protection. Healthcare personnel and first responders should not wear cloth face coverings instead of PPE when respirators or facemasks are indicated.



N95 respirator



Cloth covering

General considerations for the use of cloth face coverings

When using a cloth face covering, make sure:

- The mouth and nose are fully covered
- The covering fits snugly against the sides of the face so there are no gaps
- You do not have any difficulty breathing while wearing the cloth face covering
- The cloth face covering can be tied or otherwise secured to prevent slipping



Avoid touching your face as much as possible. Keep the covering clean. Clean hands with soap and water or alcohol-based hand sanitizer immediately, before putting on, after touching or adjusting, and after removing the cloth face covering. Don't share it with anyone else unless it's washed and dried first. You should be the only person handling your covering. Laundry instructions will depend on the cloth used to make the face covering. In general, cloth face coverings should be washed regularly (e.g., daily and whenever soiled) using water and a mild detergent, dried completely in a hot dryer, and stored in a clean container or bag.

For more information, go to: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover-faq.html>



CS338651-4 05/04/2020

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



CIVIL AIR PATROL
COVID-19 Temperature Screening Guideline

30APR2020

Purpose: Provide a template for CAP Health Services Officers (or their designee) to conduct temperature screening operations for the protection of the force to identify individuals who are potentially ill and should not be allowed into a CAP activity. **Note:** this is a voluntary screening, but failure to conduct a screening may result in non-entry to the work site. Screeners may only be senior members.

- I. **Authorities:** The U.S. Centers for Disease Control and Prevention (CDC) has recommended that temperature checks may be instituted in some areas where there have been acute COVID-19 outbreaks, per <https://www.cdc.gov/coronavirus/2019-ncov/php/risk-assessment.html>.

- II. **Essential Equipment (see attachment A)**

- A. Minimum of: (1) table and (1) chair and (1) place for a sign
- B. Two paper Stop signs (Attachment B)
- C. One paper "Instructions" sign (Attachment C)
- D. One paper "Look here" sign (Attachment D)
- E. No touch thermometer (2)
- F. Pass marker system (colored dots, tags, markers, wristbands, etc.)
- G. Hand sanitizer
- H. EPA approved sanitizing solution and wipes for equipment, chair, and table cleaning
- I. Instruction card for a person who does not meet the standard for the recheck (Attachment E).
- J. Clock or timer that can measure 5-minutes
- K. Appropriately sized examination gloves (wash hands after duty is completed).
- L. Face covering for temperature taker

- III. **Competency**

- A. Thermometer screener will review the manufacturer's instructions and a supervisor will review the protocol below with the temperature screener and be shown proficiency with the protocol.

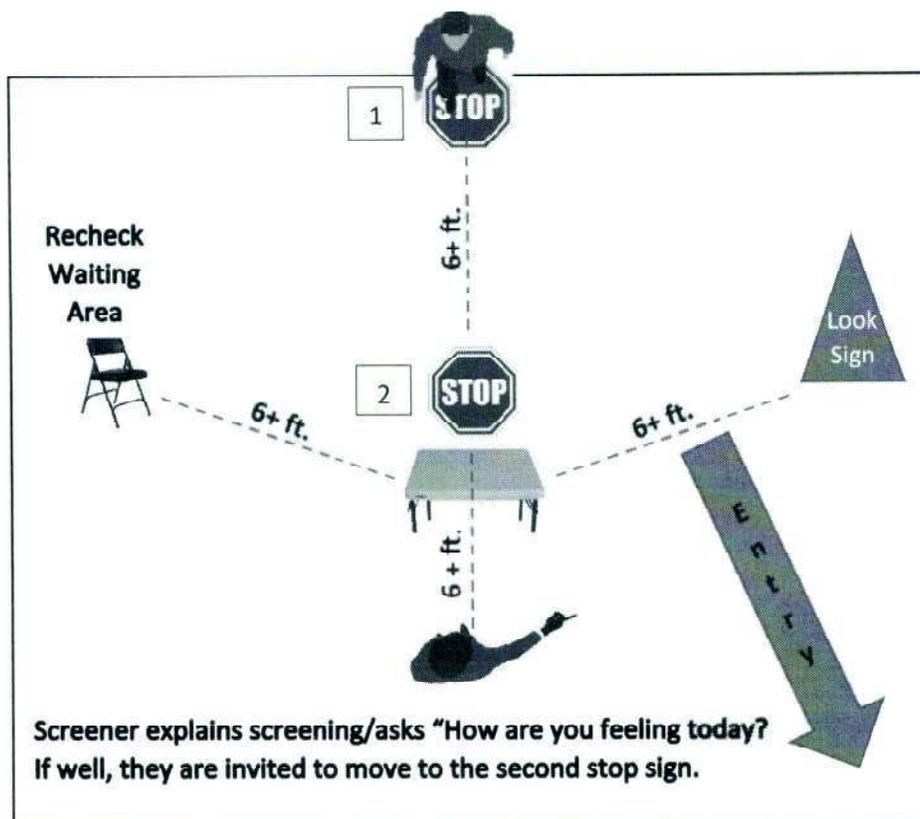
IV. Voluntary Screening Protocol

- A. Set-Up: Establish screening area using table and chairs at a set distance apart. Place a marker halfway between and perpendicular to the location where the person is being screened so they can look at the item when being screened and if they cough, the cough will not be in the screener's direction. When possible, remove cover/hat and have person being screened remain in room temperature environment for ten minutes before screening. Ensure people awaiting screening maintain 6- foot social distancing.
- B. Greeting: Upon approach of personnel, ask two initial statements to the individual:
- 1) "Hello, we are screening people for elevated temperatures and COVID symptoms."
 - 2) "How are you feeling today?"
 - a. If the person is feeling ill, inform them that they should not participate today and ask the person to leave the screening area.
 - b. If the person states that they are feeling well, proceed to temperature check and invite the person to voluntarily be screened for fever.
- C. Temperature Check: Take the person's temperature using the "no touch thermometer" with the table as a barrier between the temperature-taker and the person. A temperature at or above 100.4°F is the CDC recognized point where there is a fever.
1. If the temperature is less than 100.4°F, place a colored indicator on the persons ID Badge and welcome the person to enter.
 2. If the temperature is greater than or equal to 100.4°F, have the person wait in the secondary waiting area for five (5) minutes before rechecking the temperature.
- D. Temperature Recheck: After five (5) minutes, recheck the person's temperature reading.
1. If the temperature is now less than 100.4°F, place a colored indicator on the persons ID Badge and welcome the person to enter.
 2. If the temperature is still greater than or equal to 100.4°F, the temperature taker will explain that the person is being recommended for non-entry and provide them with the temperature at or above 100.4 °F Card (attachment E).

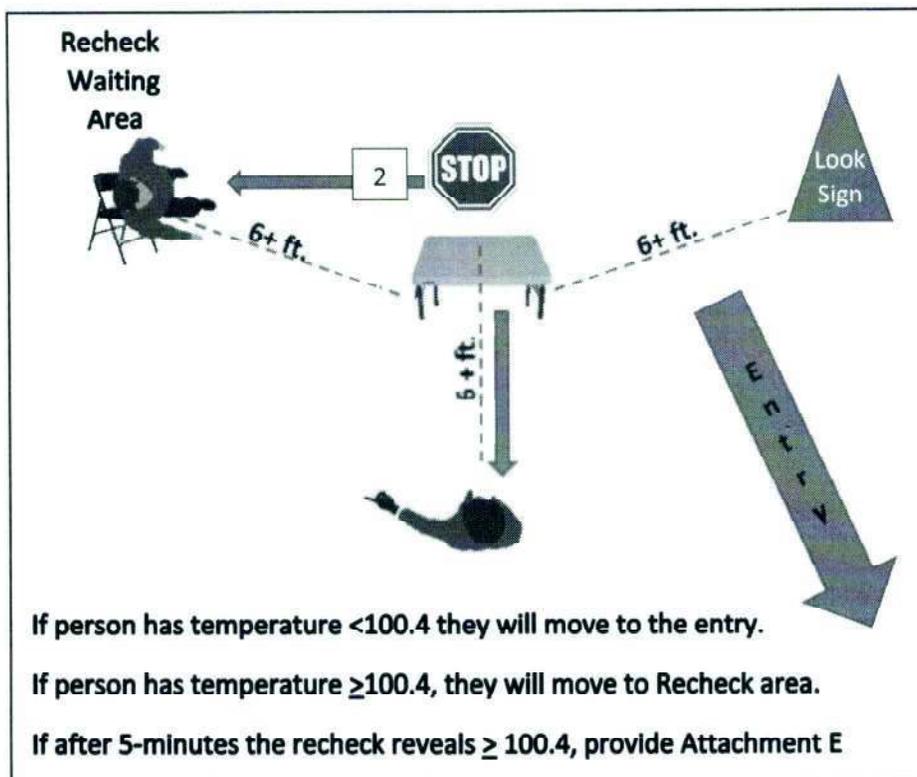
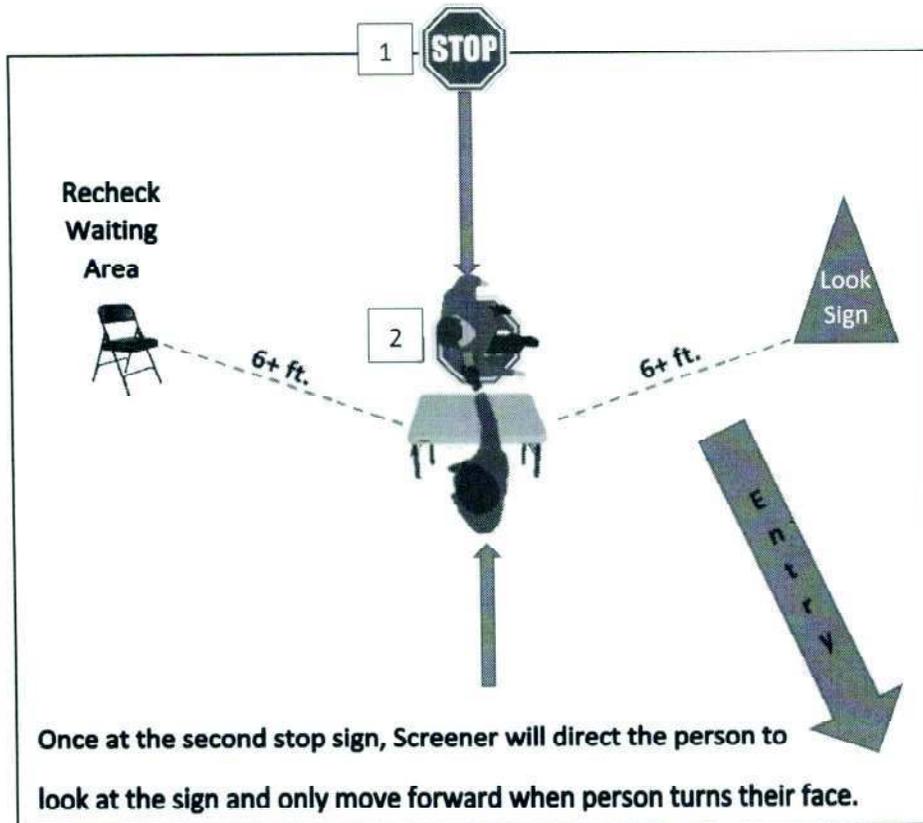
3. **Note:** Person may elect to speak with the local unit commander, activity director, incident command, or health service officer for an appeal or for more information.

Attachment A: Essential Equipment Recommended Set-up

1. Person stops at first stop sign and the screener states "Hello, we are screening people for elevated temperatures and respiratory symptoms" and then asks "How are you feeling today?" (Attachment B).
2. Person is invited to walk to the second stop sign (Attachment B).
3. Person is instructed that this is a voluntary temperature screening (Attachment C)
4. Person is asked to look at the "Look here" sign (Attachment D).
5. Only once the person looks to the side will the temperature taker advance to the table.
6. The person's temperature will be taken, while they continue to look at the "Look here" sign.
7. If the person's temperature is less than 100.4° F, they are invited to enter the building, while if the temperature is greater than or equal to 100.4° F, they are asked to have a seat at the waiting chair and have a recheck.
8. If the recheck is greater than 100.4° F, they will be given a card and informed that they are being recommended for non-entry into the building (Attachment E).



Attachment A: Essential Equipment Recommended Set-up (continued)



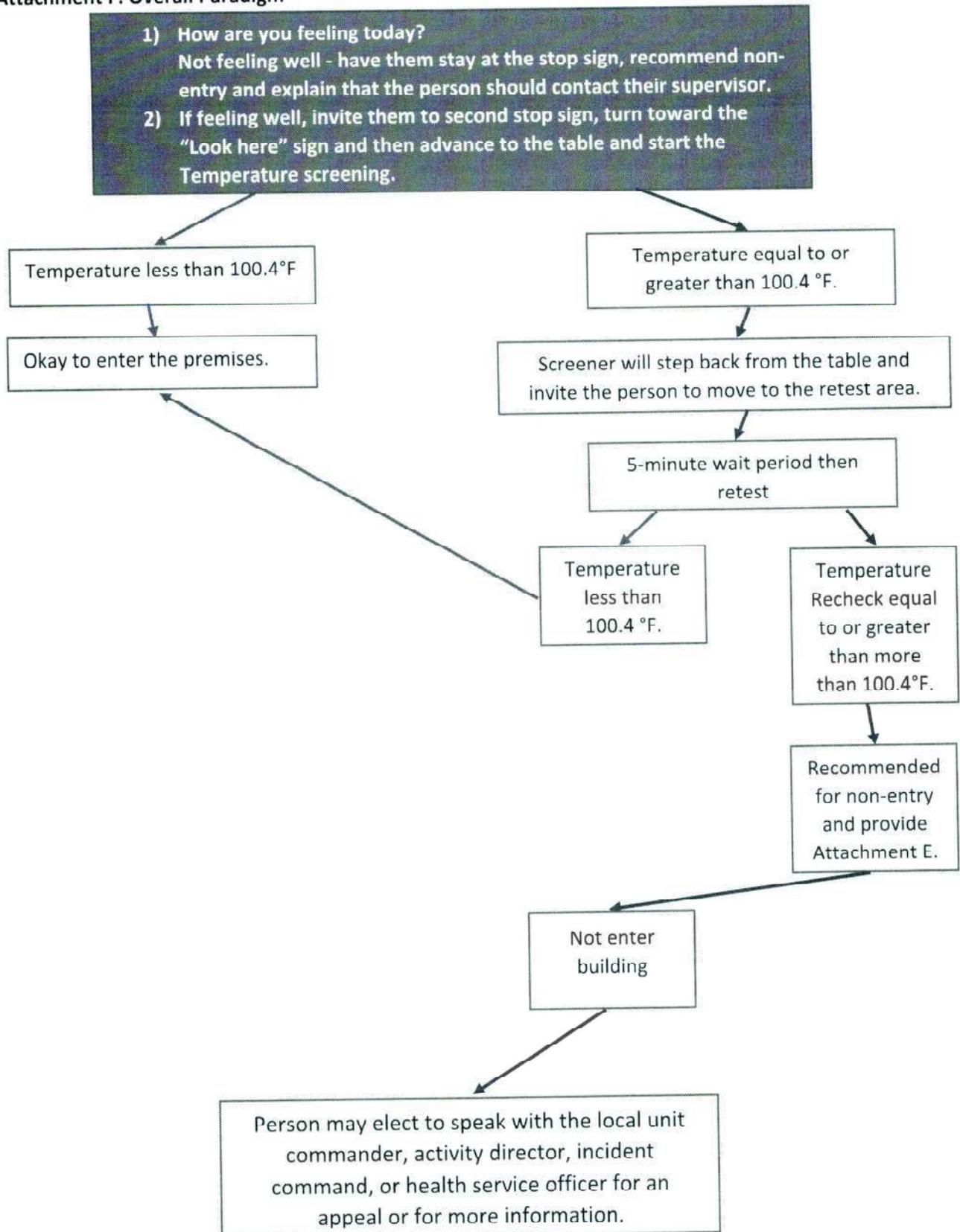
Attachment C: Voluntary Instructions Sign

This is a Voluntary
Temperature
Check to protect
our members.
Failure to do so
may result in
non-entry.

Attachment E: Recheck Temperature equal to or above (\geq) 100.4°F card

<p>You have been found to have a temperature of at least 100.4° F or above and are being recommended for non-entry into this event/activity. Please contact your healthcare provider and notify them that you had a temperature or are feeling ill. If you have any questions, please contact your supervisor, health service officer, or commander.</p>	<p>You have been found to have a temperature of at least 100.4° F or above and are being recommended for non-entry into this event/activity. Please contact your healthcare provider and notify them that you had a temperature or are feeling ill. If you have any questions, please contact your supervisor, health service officer, or commander.</p>
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Attachment F: Overall Paradigm



Attachment G: Sanitization of Chair, Table, and/or Thermometer Process

- **Routinely during the Screening Process:**
 - Spray table surface with sanitizing solution and wipe/rub for 10 seconds.
 - Wipe thermometer with sanitizing solution or a disinfecting wipe, place on the clean area of the table and wait for it to dry.
 - Spray chair and table legs with sanitizing solution and wipe from top to bottom, then wait to dry.
 - Remove gloves and wash hands with hand sanitizer routinely.
- **After Someone Screens with a Temperature ($\geq 100.4^{\circ}\text{F}$):**
 - Spray your gloves with sanitizing solution.
 - Sanitize areas:
 - Spray table surface with sanitizing solution
 - Wipe thermometer with sanitizing solution or a disinfecting wipe, place on the clean area of the table and wait for it to dry.
 - Spray chair and table legs with sanitizing solution and wipe from top to bottom
 - Remove gloves, wash hands with hand sanitizer, reapply a new pair of gloves and then continue.



HEADQUARTERS ARIZONA WING
CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY
6801 North Glen Harbor Boulevard, Suite 202B
Glendale AZ 85307



17 August 2020

(Unit Commander)
(Unit Name)
Civil Air Patrol

Members and Family Members of Arizona Wing

First, we would like to thank all of you for your patience and understanding of the safety precautions we must take, and we hope you and your families are well at this time. As you all know, the safety of our members and volunteers are our top priority.

State guidelines are being vigilantly watched for each squadron's area. Each squadron will be encouraged to take specific measures to keep our members safe such as, no gatherings greater than 10 people, each member must wear a mask, temperature checks before arrival and before entrance into a building. Members also may be asked about any flu or virus-related symptoms prior to arrival at a meeting. If members show any symptoms, they may be asked not to attend the meeting for the safety of themselves and others.

Phase I does not include regular meetings as we are still limited to 10 people and social distancing, but small groups of training or planning are allowed. As our teams and local squadrons press on and plan for the reopening of the wing, we may progress to further stages or regress, depending on the information from our local health department.

Please keep in mind these guidelines are subject to change, based on the updates of our local health officials. If you are still uncomfortable attending or allowing your cadet to attend possible training, we understand and none are required.

We thank you for your patience and understanding. It is important through these non-ideal times to stay connected and maintain a strong Arizona Wing family.

Sincerely

(Commander Name, Grade), CAP
Squadron Commander