



OFFICE OF THE NATIONAL COMMANDER  
NATIONAL HEADQUARTERS  
CIVIL AIR PATROL  
UNITED STATES AIR FORCE AUXILIARY  
MAXWELL AIR FORCE BASE, ALABAMA 36112-5937

26 April 2021 (updated 18 May 2021)

MEMORANDUM FOR ALL UNIT COMMANDERS & ACTIVITY DIRECTORS

SUBJECT: Updated COVID-19 Risk Management for Multi-Day and/or Overnight Training Activities & Follow-Up Planning

- 1. Purpose.** This memo rescinds the memo “Updated COVID-19 Risk Management for Multi-Day Training Activities & Follow-Up Planning” dated 17 April 2020. It establishes new policies for conducting multi-day and overnight activities. In addition, this memo updates processes for evaluating risks related to COVID-19 that affect these training activities. We want to allow activities to continue when safe to do so, and cancel, postpone, or relocate when the public health situation warrants. Further, this memo outlines follow-up notifications in the event of cancellations or change of venue, which includes going virtual.
- 2. Affected Activities.** This guidance applies to all National Cadet Special Activities (NCSAs), Cadet Special Activities (CSAs), National Flight Academies (NFAs), Encampments, multi-day Emergency Services training, multi-day Aerospace Education and Professional Development training, and all other multi-day training or overnight activities until further notice.
- 3. Alignment with CAP’s Remobilization Phases.**

  - a. Activity locations must be in at least Phase 2 for multi-day events or Phase 3 for overnight events.** Activity staff should visit the [Remobilization of Membership webpage](#) or talk to wing staff for the location’s phase status.
  - b. Participants and staff may attend activities only if they meet at least one of the following criteria:**

    - Their home wing/unit is in the same phase or higher (less restrictive) as the activity they will attend.
    - They ~~have proof that they~~ **(18 May 2021 update)** have been fully vaccinated. Fully vaccinated is defined by CDC at <https://www.cdc.gov/coronavirus/2019-ncov/vaccines/fully-vaccinated.html>, which is 2 weeks after second dose in a 2-dose series or 2 weeks after single dose vaccine.
    - They have a negative COVID test within three days of starting travel to the activity location, **OR**
    - They self-quarantine for 14 days prior to activity start and remain free of COVID symptoms during that time.
  - c. Remobilization Plan Phase 2 standards.** The Phase 2 remobilization standard states units may operate *single-day activities*. The intent of this limitation, when written a year ago, was to stop overnight activities until Phase 3. The standard will be updated, but in the meantime, *multi-day, daytime activities* are permitted in Phase 2. In cases where an activity staff chooses to do a multi-day activity with no overnight stay, the training day length must allow ample travel time and 8-10 hours of rest at home for participants AND staff.

**d. Encampments must have an overnight component.** Encampments, as outlined in CAPR 60-1 Chapter 9, will continue to operate as overnight activities. Although we want wings to consider flexible ways to operate, the overnight aspect of encampment is a critical element.

**e. Exceptions to Wing Phase requirements.**

- Wing, region, or national activity staffs wishing to conduct an overnight activity when the wing will still be in Phase 2 during the activity may submit a separate COVID plan for that activity location. They will submit their COVID-19 mitigation plan to the COVID-19 Plans Team for review and approval via [COVID-19Plans@capnhq.gov](mailto:COVID-19Plans@capnhq.gov).
- Send request at least 2 weeks prior to the activity's decision date. (See Item 7 for decision timeline.)
- Use recommendations in Attachment 1 of this letter for items to consider in developing the COVID mitigation portion of your risk management plan.
- Plans will be considered only for activities that meet one of the following criteria:
  - Activity location meets [CAP's Phase 3 standards](#) (the latest criteria are listed in the remobilization template for Phase 3)
  - Activity staff can provide single-occupancy rooming (tents/outdoor equivalent included).
- Provide the following when submitting request:
  - Contact information for activity staff member coordinating the plan,
  - The host organization's approval to submit an exception to operate an overnight activity while in Phase 2,
  - Recorded risk management documents to include CAPF 160 and/or stand-alone COVID-19 mitigation plan, **AND**
  - Operations Plan, if applicable, and/or schedule.

**4. Restricting Attendance.** While we encourage our members to vaccinate, if medically able to do so, activity staff may not restrict a member from attending based on whether the member has taken the COVID-19 vaccine. Exception to this policy is if the host facility, i.e., military base or college campus, requires it. See Item 3.b. for criteria for members to attend.

**5. Member Return Home Plan.** Each attendee must have a plan for how they will get home if they become [symptomatic](#). See also CDC [COVID Symptoms Fact Sheet](#). Symptomatic members who are well enough to travel will vacate the activity within 24 hours. Cadets showing symptoms must be picked up by a parent or guardian if under the age of majority. Cadets over the age of majority can take charge of themselves if they have to remain in place until well enough to travel, but they should have an emergency contact who can assist them if needed. After the end of the activity, any member who is unable to return home will stay at their own expense.

**6. Encampment Waiver for NCSAs.** The encampment requirement for national-level activities is waived on a case-by-case basis per "Waiver Memo 21-02" to [CAPR-60-1 Cadet Program Management](#) paragraph 8.7.5.1. The activity director in coordination with the Cadet Programs NCSA staff will decide if the requirement should be removed. This exception remains in effect until the waiver is rescinded.

**7. Timeline.** The activity staff will communicate to attendees, the date at which they will make their **go/no-go/postpone/go-virtual decision**. The announcement must be early enough to

ensure the activity participants do not incur financial obligations as the result of cancelling. The deadline also should allow a reasonable time for members to cancel travel, rearrange childcare, or change work schedules. **The deadlines below are the latest times the decision can be announced.** The decision date can be earlier. The NLT deadlines are established on the assumption that national-level and/or overnight activities require most members to travel by air and logistical coordination cannot be deferred any later. Local activities which involve members from fewer, closer communities require less logistical coordination and can make their decision closer to the scheduled start date. Later cancellations should be rare, and only in case of emergency or change in COVID infection rates which prevent safe operation of the activity.

a. For **National Cadet Special Activities (NCSA), nationally-accredited Cadet Special Activities (CSA), National Flight Academies (NFA), and other activities sponsored by National Headquarters**, at least **50 days** prior to the activity's start date, a leadership team (see §8) will examine the situation against certain criteria (see §9). The goal is to **announce go/no-go/postpone NLT 45 days prior to start**. Even after this date, staff should continue to monitor the public health situation and cancel if COVID situation worsens to the point where staff cannot reasonably ensure the safe operation of the activity.

b. For **all other multi-day or overnight activities**, the leadership team must meet at least **20 days** prior to the activity's start date. The leadership team (see §8) will examine the situation against certain criteria (see §9). The goal is to **announce go/no-go/postpone NLT 15 days prior to start**. Examples of this "all other" category are encampments, conferences, and weekend activities. Even after this date, the staff should continue to monitor the public health situation and cancel if COVID situation worsens to the point where staff cannot reasonably ensure the safe operation of the activity.

**8. Leadership Team.** A leadership team comprised of key stakeholders (e.g., sponsoring commander, activity director, host OPR, health services officer, safety, etc.) will participate in the discussion on whether to execute on schedule, postpone, relocate, cancel, or go virtual with their multi-day or overnight CAP activity. Per standard practice, activity leaders need to complete a full risk management process using CAPF 160, *Deliberate Risk Assessment Worksheet*, or equivalent Incident Command System forms for missions or exercises (Ref: CAPR 160-1 *Civil Air Patrol Safety Program*, paragraph 3.3.1). Final decision-making authority rests with the sponsoring commander.

**9. Decision-Making Criteria.** Multi-day and/or overnight training activities must consider the following criteria **by the deadlines set in Item 7**. In practice, the natural way to address these criteria is during the CAPF 160 deliberate risk management process.

a. **COVID Mitigation – Activity Site.** Must be in Phase 2 or 3, as applicable, of Remobilization of the Membership OR have a CAP COVID Plans Team approved plan to be in that phase prior to the start date of the activity. In addition, activity staff must be able to comply with requirements set by the Centers for Disease Control and Prevention (CDC), the state's and/or local public health officials regarding size, duration, and other non-pharmaceutical interventions (NPIs) e.g., social distancing, mask wear, cleaning surfaces, etc. When policies conflict, activities must adhere to the most restrictive guidance. See the aids provided in Attachment 1 for recommendations.

b. **Host Facility Support.** The host facility and key vendors must have recently reconfirmed their willingness to support the activity with lodging, meals, tours, classes, etc.

- c. **COVID Mitigation – Residence.** Members living outside the activity site’s local area may participate, if they meet one of the criteria outlined in item 3.b.
- d. **Student Quorum.** Enough students must have reconfirmed their commitment to participate to justify the time and effort of all affected parties; local leadership teams use their judgment in determining what amounts to a “sufficient” number of students.
- e. **Adult Staff.** Enough adult staff to meet mission needs must have recently reconfirmed their commitment to participate. Special emphasis should be placed on having health services personnel involved in preparations and on site to be sure experienced advisors are available to leaders.
- f. **Suspected COVID Infection Isolation Plan.** Activity staff must have a written, functional plan included in CAPF160 for isolating members who show symptoms of COVID infection.
- g. **Other Precautions.** Even when social distancing guidelines are eased, the CDC advises [camp-like environments](#) to continue NPIs to ensure the health of their participants. CAP activities must be prepared to implement these precautions to the maximum practical for their activity location. (See Attachment 1 for recommended NPIs.)
- h. **Budget Review.** The Activity Director must review the activity’s budget considering the new number of reconfirmed participants and have sufficient funds to meet fixed and variable costs.

#### 10. Notification.

- a. **To Activity Registrants.** Each Activity Director is responsible for notifying all registrants of the go/no-go/postpone/go virtual decision by times indicated in items 7a or 7b.
- b. **NCSAs, CSAs, NFAs, and Encampments** will report their status to CAP/CP when they make their go/no-go/postpone/go virtual decision via an email to [ncsa@cap.gov](mailto:ncsa@cap.gov) for national cadet activities and [Cadets@capnhq.gov](mailto:Cadets@capnhq.gov) for encampments.
- c. **Activity directors for activities in other mission areas** should report decisions to the respective OPR at National Headquarters or the Region or Wing level as appropriate.
- d. **Activities involving cadets, under the age of majority,** must notify, in advance of the activity, the parent or guardian of their responsibility:
  - To pick up the cadet within 24 hours of showing symptoms of COVID-19,
  - If the cadet isn’t fully vaccinated, pick up the cadet within 24 hours of coming in [close contact](#) with another symptomatic member.
  - Or come stay at a local offsite location if the cadet is not well enough to travel alone or not able to travel via commercial means. CAP cannot commit to extended hosting of a sick cadet or their parents at encampment or activity sites whether they are a member or not.

**11. Refunds. If an activity cancels,** refund all tuition within 30 days of cancellation of the activity. Regions/Wings hosting NCSAs, CSAs and Encampments that anticipate significant burdens from cancellation due to pre-paying expenses should contact CAP/CP to determine if financial assistance is available. Assistance is not available for poor planning or failure to cancel by contractual deadlines. Regions/Wings making the decision to run local activities need to be prepared to cover the expenses for the events they are hosting. Activity and encampment staff may establish cancellation refund policies, but we encourage refunding to the maximum extent practical for those who cannot come due to personal emergency or COVID-19-related reasons.

**12. Slotting for Next Year.** If an NCSA, CSA, or NFA is cancelled, cadets who want to participate the following year need to reapply per the usual process. CAP will attempt to accommodate members who age-out of their cadet status by slotting them as activity staff on a case-by-case basis.

**13.** Thank you for your support to ensure our members are able to safely participate in these important activities. Questions related to this memo in general can be directed to Ms. Wendy Hamilton at [cadets@capnhq.gov](mailto:cadets@capnhq.gov), and questions about COVID-19 risk mitigation measures and plans can be sent to the COVID-19 Plans Team at [COVID-19Plans@capnhq.gov](mailto:COVID-19Plans@capnhq.gov).



MARK E. SMITH

Major General, CAP

cc:

CAP/CV/XO/CCC/COO/AE/CP/DO/GC/GVR/LG/MAC/SE

CAP-USAF/CC/CV/DO/DT/JA/LG/SE

All CAP Region and Wing CV/CS/AE/CP/DC/DO/DOC/DOH/DOS/DOV/LG/SE

Attachment:

Checklist of Recommendations: Non-pharmaceutical Interventions (NPIs) to Prevent COVID-19

## ATTACHMENT 1

### **Checklist of Recommendations for Non-Pharmaceutical Interventions (NPIs) to Prevent COVID-19 at Multi-day and Overnight CAP Activities**

This checklist, designed by a panel of Health Services Officers in cooperation with Cadet Programs, Operations and Safety, is organized to help you consider what you should do to implement NPIs in a layered approach. Layering pre-activity interventions along with multiple interventions during the activity helps you have built-in backups should one fail. Please use this checklist to guide your thoughts as you develop your COVID-19 mitigation plan using the deliberate risk management process and record on your CAPF160. See the last page for a list of links to resources if you want more information.

Anticipated Risk Level: (Based on your environment, staff and participants, which category do you think your activity falls within in respect to a member contracting COVID at your activity?)

- Low Risk
- Moderate Risk
- Intermediate Risk
- High Risk
- Extreme Risk

Host Wing Phase:

- Phase 3
- Phase 2

Wing Phase acceptable for participants from outside of the Host Wing:

- Phase 3
- Phase 2

Communication

- Develop plan to communicate your COVID mitigation policies in plain terms with participants and parents, if applicable. This communication begins during application time.
- Notify parents of requirement to be able to get their cadet home should they become symptomatic or are exposed to someone who is symptomatic. (Those who are vaccinated are not required to return home.) Cadets over the age of majority can take charge of themselves should they have to remain in place until they are well enough to travel, but they should have an emergency contact who can assist them and there should be a clear hand-off from the activity staff should they not be well enough to travel. They will stay at their own expense after the end of the activity.

#### Screening for COVID infection:

- Participants, cadets, and staff, who have not had COVID-19 in past 90 days, should be highly encouraged to either vaccinate, have recent (past three days before starting travel) negative COVID test, or self-quarantine 14 days before arrival and remain free of COVID symptoms during that time.
- All participants should have a return home plan. Plan should consider how they will get home within 24 hours or remain in place, and have guardian join them if applicable, should they become symptomatic or be exposed to another symptomatic member. Fully vaccinated members may choose to remain in place and continue participating if they are exposed to another symptomatic member.
- Health Service Officer or Safety Officer establish method to screen all arriving members.
- Decide what to do for arriving participants who do not pass screening.
- Establish a safe outdoor or indoor socially distanced space for drop-off.
- Conduct Health Screening Briefing for all staff and cadets at beginning of activity.
- Post clear notifications or broadcast about Public Health measures to be employed throughout the activity.

#### In residence considerations:

- Place staff and participants in cohorts
- Place sufficient hand hygiene stations positioned throughout the activity site.
- Arrange for adequate ventilation of sleeping facilities.
- Arrange for adequate sleeping space to ensure physical distancing.
- Clean and disinfect toilet and shower facilities daily.
- Use schedule to control number of personnel in toilet and shower facility at any time.
- Make staff aware to restrict “shared items” between participants.
- Be outdoors as much as possible, weather permitting. Consider heat index as well as inclement weather.
- Keep communal water sources clean and disinfected.

#### Meals:

- Out of doors facility available
- If indoor facility to be used, adequate ventilation is available and sufficient space available to allow for adequate physical distancing.
- Dedicated food servers

- Pre-packaged boxes/bags for each attendee at each meal

Gatherings, Visitors and Field Trips:

- No group events, field trips, gatherings, or meetings unless adequate space for physical distancing
- No non-essential visitors, volunteers, activities with external groups planned.
- Make parents aware that they will not be allowed to visit their cadet’s bunk.

Transportation:

- Limit transportation of activity personnel. Bring activities to the venue versus driving to other spaces.
- If transportation is essential, employ CDC guidelines.

Activity Health Services

- Health Service Officers available to staff
- Arrange for facility available to isolate any staff or cadet who develops symptoms.
- All participants have a plan for evacuation in the case of infection or injury.
- Arrange for transportation of sick members with possible infectious illness to a medical facility. ICS 206 form completed including this information.
- Arrange for facility to isolate those in close contact with symptomatic member during activity.

Additional considerations:

- Communicate health-based packing list items to staff and cadets before activity.
- Instruct staff on Staff-Cadet interactions, as they relate to Pandemic Infection Risk (personal space, touchless search for contraband, no-touch inspections, etc.)

**Resources for Creating Your COVID-19 Mitigation Plan**

CAP Resources	External Resources
<ul style="list-style-type: none"> <li>• <a href="#">Safety Pages</a></li> <li>• <a href="#">COVID 19 Information Page</a></li> <li>• <a href="#">Remob Tools and Chart of Wing Statuses</a></li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">CDC Vaccination Information</a></li> <li>• <a href="#">CDC Guidelines</a></li> <li>• <a href="#">Travel Restrictions</a></li> <li>• <a href="#">American Camp Association Field Guide</a></li> </ul>