

Approved: 10 Feb 2021



Post-COVID-19 Remobilization of the Membership Plan

Phase I: Resuming Regularly Scheduled Meetings

APPROVED 10 FEB 2021

CAWG

Completed 02 Feb 2021

Template Updated 8 June 2020

COVID-19 Remobilization of the Membership Plan – Phase I

This plan has been developed for California 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: Lt Col Gregg Olsen

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

On 31 Mar 2020, Col. Ross Veta hand selected a Crisis Management Team to help guide him through this pandemic and the problems associated therewith. This team consists of the Vice-Commander, Wing Directors of Operations, Cadet Programs, Emergency Services, Safety, Health Services Officer, Wing Chaplain, CISM Team members, a group Medical Officer and the chairman of the newly formed Virtual Wing Incident Command established to evaluate and coordinate mission requests. This team has met regularly for the past several months to evaluate and make recommendations to Col. Veta on multiple matters including missions to accept, protection of personnel, sanitation of vehicles and aircraft, acquiring personal protective equipment, protection of assets during periods of civil unrest as well as re-mobilization plans for the wing. We have also received valuable assistance from the Wing Legal and Professional Development Officers. The state of California has been under various "stay at home orders" issued by Governor Newsom. Recently, the state has removed the latest "stay at home order" and moved into a phased reopening of the state with variations allowed on a county-by-county basis. The state of California has a significant variability in population density, infection rates, testing performed, ICU bed utilization, and contact tracing among its counties. Our team has spent a considerable amount of time discussing and developing a plan that will allow some groups to move from Phase 0 into Phase 1 depending on metrics from the covidactnow.org site as well as the California Department of Public Health, county departments of public health, and reports from physicians on the front lines. We feel that this plan will allow some areas to move into Phase 1 with safety and provide enduring health. This plan will also allow other groups in the state to move into Phase 1 as their metrics, based on the above data sources, improve.

We are requesting a transition into Phase 1 for four groups in California beginning 15 Feb 2021. The counties that comprise northern California

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(Group 5), the San Francisco Bay area (Group 2), Orange county (Group 7), and San Diego county (Group 8) all have low infection rates (<1.0) which have remained stable for 2 weeks and less than 50 reported new infections/100,000 people/day which has also remained stable for 2 weeks. The other areas (groups) of California are not yet able to move safely into Phase I of the re-mobilization plan for CAP, but as they become so we would like to proceed with re-mobilizing them as well. We will closely monitor all areas and groups in the state for stability once they have moved into Phase 1 to determine if we can submit a plan for progressing to Phase 2 or the necessity to revert to phase 0 for safety.

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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 Olsen	13 May 20	20 Jan 21	1 Feb 21	California has removed the “stay at home order” and is opening in a phased manner.
1.2.	Hold meeting with between Plan Coordinator and Health Services Officer	Maj Breedlove Lt Col Olsen	31 Mar 20	20 Jan 21	1 Feb 21	There have been frequent meetings/discussions with all team members to coordinate and plan for Phase 1 re-mobilization of CAWG
1.2.1.	Wing priorities for training events should be coordinated	Col. Veta, VCs, Lt.Col Prusak Maj Christian	31 Mar 20	20 Jan 21	1 Feb 21	See attachment #1.
1.2.1.1.	Check state and local health guidance regarding gatherings (Review of each jurisdiction impacted by this plan)	Lt Col Olsen	31 Mar 20	20 Jan 21	1 Feb 21	After review, local guidance varies by county and will be followed if more restrictive than the above guidelines.
1.2.1.2.	Prepare information for subordinate units on temperature screening, health education, and sanitation	Lt Col Olsen Maj Breedlove	31 Mar 20	5 June 20	5 June 20	Weekly emails to entire wing on pandemic updates, safety guidelines for personal protection, well-being check-ups, Phase 1 opportunities for meetings and activities. Sanitation video produced for wing 21 Mar 20.
1.2.2	Consult with Wing Legal Officer about resuming meetings	Col Veta	20 Apr 20	20 Jan 21	1 Feb 21	After consultation, there are no issues with the requested move to Phase 1 in some groups followed by other groups as metrics allow.
1.2.3	Coordinate with Wing Director of Safety	Col. Veta, Lt Col Hoppe Lt Col Olsen Maj Breedlove	20 Apr 20	20 Jan 21	1 Feb 21	There have been frequent meeting/discussions with the Crisis Management Team members about the planning and coordination of Phase I opening
1.2.3.1	Verify proper risk planning tools are available to units	Maj Breedlove	20 Apr 20	20 Jan 21	1 Feb 21	Group and Squadron HSO have been given tools to plan and monitor events in their units and counties.
1.2.3.2	Prepare to communicate with subordinate units on Safety-related matters (see 1.7. below)	Lt Col Hoppy Maj Breedlove	1 May 20	20 Jan 21	1 Feb 21	NHQ re-mobilization guidelines for activities, CDC guidelines, Wing video on sanitation of assets, ongoing emails to wing from HSO and Medical Officer.

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1.2.4	Coordinate with Wing Director of Cadet Programs	Col. Veta Maj Wiggins	31 Mar 20	20 Jan 21	1 Feb 21	There have been frequent meetings/discussions with Crisis Management Team about the planning and coordination of Phase 1 re-mobilization
1.2.4.1	Prepare recommendations for units regarding meeting activities and alternatives to maintain optimal distance while at meetings	Lt Col Olsen Maj Breedlove	31 Mar 20	20 Jan 21 20	14 Feb 21 (contingent upon NHQ approval)	We are encouraging groups meet outdoors if possible, cadet flights of 10 or less to be held separated by time (not space), social distancing, face masks, hand washing guidelines as per CDC recommendations. Weekly emails to wing have reinforced since 31 Mar 20. For specific details of activities allowed and aircraft and vehicle sanitation requirements, please see attachment #3.
1.2.4.2	Prepare bullets for units to incorporate when sending messages to parents about the resumption of meetings	Lt Col Olsen Maj Breedlove	15 May 20	5 June 20	14 Feb 21 (contingent upon NHQ approval)	Weekly emails to wing have included since 15 May 20. Special email to wing on re-mobilization on 14 Feb 21 (contingent upon NHQ approval).

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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 Olsen	22 May 20	20 Jan 21	1 Feb 21 20	After review, there will be no local governments that have more restrictive social-distancing guidelines than those at the state level in the groups allowed to re-mobilize into Phase 1.
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.	Col. Veta	5 June 20	1 Feb 21	2 Feb 21	
1.4.1.	Briefly describe/ summarize previous coordination accomplished	Lt Col Olsen	31 Mar 20	20 Jan 21	1 Feb 21	See beginning paragraph
1.4.2.	Verify no jurisdictional restrictions are in place from State or Local Governments	Lt. Col Olsen Lt Col Hoppe Maj Breedlove	31 May 20	20 Jan 21	1 Feb 21	After review, there will be no jurisdictional restrictions in the groups that are allowed to re-mobilize into Phase 1.
1.4.3.	Set date to resume meetings; this is also the start of Phase II.	Col Veta Lt Col Olsen Maj Breedlove Lt Col Hoppe	1 June 20	20 Jan 21	Pending plan approval	We are requesting a 15 Feb date for movement into Phase 1 for four groups in CAWG. The date for movement into Phase 2 would be after 1 Mar if metrics of new infections reported/100,000 people/day decrease to between 20-50/day in those groups. We are requesting that we be able to re-mobilize other groups in CAWG into Phase 1 as those metrics suggest safe reopening. These dates to be determined depending on those metrics indicating that reopening and moving into Phase 1 for those areas is safe (<50 new reported infections.100,000 people/day). For details see opening paragraph.
1.5.	Receive approval from the CAP COVID-19 Planning Team to reinstate meetings. Plan for one-week lead time.	Lt Col Olsen Col Veta	1 June 20	20 Jan 21	Pending plan approval	
1.6.	Publish the date that meetings may resume to subordinate units	Col Veta	1 June 20	20 Jan 21	Pending plan approval	

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1.7.	Task Wing Director of Safety to communicate the following to subordinate units	Lt Col Hoppe	1 June 20	20 Jan 21	1 Feb 21	Wing Director of Safety will communicate directly with the group and squadron CCs regarding the below. In addition, the weekly medical briefings on the pandemic sent to all members of the wing will reinforce the below items.
1.7.1.	Units will review CAPFs 160, 160S, and 160HL to be sure COVID-19 risks are considered and mitigated	Lt Col Hoppe Group CCs/Squadron CCs	1 June 20	20 Jan 21	1 Feb 21	Ibid.
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	Lt Col Hoppe Lt Col Olsen Maj Breedlove	1 June 20	20 Jan 21	1 Feb 21	Ibid.
1.8.	Task Wing Health Service Officer to communicate the following to subordinate units:	Maj Breedlove	1 Jun 20	20 Jan 21	1 Feb 21	Wing Health Service Officer will communicate the below directly to all group and squadron CCs. In addition, the weekly medical briefings on the pandemic sent to all members of the wing will reinforce the below items.

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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.	Maj Breedlove Lt Col Olsen Group CCs Squadron CCs	31 Mar 20	20 Jan 21	1 Feb 21	Ibid.
1.8.2.	Educate members on their stratified level of risk (i.e., Low-risk vs. High-risk)	Maj Breedlove Lt Col Olsen Group CCs Squadron CCs	31 Mar 20	20 Jan 21	1 Feb 21	Ibid.
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)	Maj Breedlove Lt Col Olsen Group CCs Squadron CCs	31 Mar 20	20 Jan 21	1 Feb 21	Ibid.
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	Maj Breedlove Lt Col Olsen Col Veta	1 June 20	20 Jan 21	1 Feb 21	Ibid.
1.9.	Task Wing Director of Cadet Programs to communicate the following to subordinate units:	Maj Wiggins	31 Mar 20	20 Jan 21	1 Feb 21	The wing Director of Cadet Programs will communicate the below to all group and squadron CCs.
1.9.1.	Units identify ways to meaningfully engage and fully participate in meetings without formations, drill, or other close-distance activities	Maj Wiggins	31 Mar 20	20 Jan 20	1 Feb 21	All units have been having at least weekly virtual meetings on TEAMS platform with special projects in A/E, CDI, and promotions ongoing. After Phase 1 re-mobilization, cadet flights of 10 or less will meet at separate times without PT or other close activities such as formations or drill.

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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	Col. Veta Lt Col Olsen Maj Breedlove	13 Mar 20	5 June 20	1 Feb 21	Col Veta Town Hall meetings, IC and Safety Officer briefings to those participating in missions since 13 Mar 20. Squadron Commander briefings to parents.
1.10.	Task Wing Director of Operations to communication the following to subordinate units.	Lt Col Prusak Lt Col Olsen Col Veta	22 May 20	20 Jan 21	1 Feb 21	Wing emails over the past few months as well as reinforcement by specific emails to groups that will be re-mobilized. For specific details, please see Memorandum to Group and Squadron Commanders regarding activities allowed and sanitation of aircraft and vehicles in attachment #3.
1.10.1	Identify flight operations permitted during Phase I	Lt Col Prusak Lt Col Olsen Col Veta	22 May 20	20 Jan 21	1 Feb 21	Ibid.
1.10.2.	Identify requirements (Currency, etc) for senior members	Lt. Prusak Col Veta	15 Apr	20 Jan 21	1 Feb 21	Ibid.
1.10.3.	Identify requirements for cadets that have earned their Private Pilot's License to return to flying	Lt Col Prusak	1 June 20	20 Jan 21	1 Feb 21	Ibid.
1.10.4.	Identify requirements for cadets training to earn their Private Pilot's License	Lt Col Prusak Col Veta	1 June 20	20 Jan 21	1 Feb 21	Ibid.
1.10.1.	Identify cleaning standards for aircraft and vehicles before and after use	Lt Col Olsen	21 Mar 20	5 June 20	5 June 20	Video demonstration posted on CAWG website 21 Mar 20

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Attachment 1

Draft of letter from Squadron Commander to Squadron members

EXAMPLE

MEMORANDUM FOR All Unit Members

FROM: XXXXXXXXX

SUBJECT: Return to Squadron Meetings – Phase 1

1. As the state of California attempts to return to normal following the COVID-19 epidemic, we are entering a new state of “normal”. In an effort to allow our members to return to small, in-person meetings, the following procedures will be implemented in an effort to follow all guidelines from the White House COVID-19 Task Force, the Centers for Disease Control and Prevention, and local Health Department Orders. As additional information is issued from higher headquarters, we will adjust our procedures accordingly. We ask that during this time, you please remain vigilant and flexible as we return to small, in-person meetings. With the occurrence of the new virus variants that may be more communicable, please realize that our entry into Phase 1 could easily slide back into Phase 0 again if infections rise. Be mentally and physically prepared for that possibility.

2. XXXXXXXX (Composite, Senior) Squadron will return to small, “in-person” meetings on XXXXXX. The unit will continue to meet on the TEAMS or Zoom platform at XXXXXXXXXXXX. The unit will also continue its normal meeting time from XXXXXXXXXXXX. To keep our members safe, the following procedures will be followed by all members until rescinded by the unit commander:

A. All meetings will be limited to 10 or less individuals in attendance.

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B. All members attending any meetings will be of good health and self-identified as low risk. Any member having any of the following symptoms will abstain from attending the weekly meetings:

- (1) Fever (100.4 degrees F or higher)
- (2) Cough (non-productive) of an unknown origin

- (3) Shortness of Breath/Difficulty Breathing
- (4) Chills
- (5) Repeated shaking with chills
- (6) Muscle pain
- (7) Headache
- (8) Sore throat
- (9) New loss of taste or smell

C. Senior executive staff may arrive between XXXXXXXX to have a staff meeting and get information needed for the evening. Members not on senior executive staff should not arrive prior to XXXX. Upon arrival, all members will have their temperature taken via a non-contact method (i.e.: infra-red temple thermometer). All temperatures will be documented. Anyone displaying a fever will be instructed to return home and not attend the meeting.

Facemasks prevent the spread of respiratory droplets that may contain infectious virus through the air. All members will be required to wear face covering/mask while in attendance. Facemasks may be homemade or may be commercially purchased (i.e. medical grade surgical/simple mask). Masks will be placed on the member prior to exiting their vehicle upon arrival and will remain on until they have re-entered their car that the end of the meeting. Masks will be conservative in nature, solid colors that complement and respect the United States Air Force uniform.

Social distancing guidelines will be followed at all times. Meetings will be held outside if possible and will have chairs spaced 6 feet apart. If this is not possible, meetings may be split up so that social distancing can be obtained. All members will maintain six feet separation.

Prior to the meeting, Senior Executive Staff will sanitize all surfaces of chairs, tables, etc. that members may come in contact with throughout the meeting. This process will be repeated at least 1 time during the course of the meeting and then again prior to leaving the meeting.

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Proper hand washing will be encouraged and maintained throughout the meeting. If possible, the unit will provide hand sanitizer for members to use throughout the meeting. If hand sanitizer is not available, members will be encouraged to use the “old fashioned” method of washing with soap and water. Members will wash their hands on a regular basis throughout the meeting. Essentially wash or sanitize hands before the meeting, at the break and after the meeting ends.

Proper hygiene will be used at all times. Members are asked to cover their coughs or sneezes into a tissue or their elbow to help cut down on particulate spread. We understand that we will soon be entering allergy season and these are sometimes difficult to avoid.

These policies and procedures will go into effect upon the unit’s return to small, in-person meetings. Given the uncertainty of the pandemic, members who do not wish to return to unit meetings may do so without untoward effect on their membership. Please contact your chain of command to notify them of your absence in this situation. Please include how long the absence is expected to last and we encourage your virtual participation if possible.

These policies are subject to change based upon additional policies and information given by both California Wing Headquarters and National Headquarters, or local health department guidelines. Civil Air Patrol. Members will be notified via email of any changes to the above procedures. We thank you in advance for your assistance and cooperation in this matter. Stay safe and healthy.

XXXXXXXXXX, XXXXX, CAP
Squadron Commander

Attachment 2

Draft of letter from Squadron Commander to parents of cadets

EXAMPLE

MEMORANDUM FOR All Unit Members

FROM: XXXXXXXXX

SUBJECT: Return to Squadron Meetings – Phase 1

1. As the state of California attempts to return to normal following the COVID-19 epidemic, we are entering a new state of “normal”. In an effort to allow our members to return to small, in-person meetings, the following procedures will be implemented in an effort to follow all guidelines from the White House COVID-19 Task Force, the Centers for Disease Control and Prevention and local Health Department Orders. As additional information is issued from higher headquarters, we will adjust our procedures accordingly. We ask that during this time, you please remain vigilant and flexible as we return to Phase 1. With the occurrence of new virus variants that seem to be more contagious, please realize that our entry into Phase 1 could easily slide back into Phase 0 again. Be mentally and physically prepared for that possibility.

2. XXXXXXXX (Composite or Cadet) Squadron will return to small, “in-person” meetings on XXXXXX. The unit will continue to meet at XXXXXXXXXXXXXXX. The unit will also continue its normal meeting time on the TEAMS or Zoom platform from XXXXXXXXXXXX. To keep our members safe, the following procedures will be followed by all members until rescinded by the unit commander:

A. All meetings will be limited to 10 or less people in attendance.

B. All members attending any meeting will be of good health. Any member having any of the following symptoms will abstain from attending the weekly meetings:

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- (1) Fever (100.4 degrees F or higher)
- (2) Cough (non-productive) of an unknown origin(3) Shortness of Breath/Difficulty Breathing
- (4) Chills
- (5) Repeated shaking with chills
- (6) Muscle pain
- (7) Headache
- (8) Sore throat
- (9) New loss of taste or smell

C. Cadet staff may arrive between XXXXXXXX to have a staff meeting and get information needed for the evening. Cadets not on Cadet staff should not arrive prior to XXXX. Senior Executive Staff should plan on arriving between XXXXXXXX; all other Seniors may arrive after XXXX. Upon arrival, all members will have their temperature taken via a non- contact method (i.e.: infra-red temple thermometer). All temperatures will be documented. Anyone displaying a fever will be instructed to return home and not attend the meeting.

Facemasks prevent the spread of respiratory droplets that may contain infectious virus through the air. All members will be required to wear face covering/mask while in attendance. Facemasks may be homemade or may be commercially purchased (i.e. medical grade surgical/simple mask). Masks will be placed on the member prior to exiting their vehicle upon arrival and will remain on until they have re-entered their car that the end of the meeting. Masks will be conservative in nature, solid colors that complement and respect the United States Air Force uniform.

Social distancing guidelines will be followed at all times. Meetings will be held outside if possible and will have chairs spaced 6 feet apart. If this is not possible, classes may be split up so that social distancing can be obtained. All members will maintain six feet separation.

Prior to the meeting, Senior and Cadet Staff will sanitize all surfaces of chairs, tables, etc. that members may come in contact with throughout the meeting. This process will be repeated at least 1 time during the course of the meeting and then again prior to leaving the meeting.

Proper hand washing will be encouraged and maintained throughout the meeting. If possible, the unit will provide hand sanitizer for members to use throughout the meeting. If hand sanitizer is not available, members will be encouraged to use the “old fashioned” method of washing with soap and water. Members will wash their hands on a regular basis throughout the meeting. Essentially wash or sanitize hands before the meeting, at the break and after the meeting ends.

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Proper hygiene will be used at all times. Members are asked to cover their coughs or sneezes into a tissue or their elbow to help cut down on particulate spread. We understand that we will soon enter allergy season and these are sometimes difficult to avoid.

These policies and procedures will go into effect upon the unit's return to small, in-person meetings. Given the uncertainty of the pandemic, parents who do not wish to have their Cadets return to unit meetings may do so. Please make sure the Cadet contacts their chain of command to notify. In addition, parents are also asked to notify the unit commander via email that the Cadet will not be attending. Please include how long the absence is expected to last and encourage virtual participation if possible.

These policies are subject to change based upon additional policies and information given by both California Wing Headquarters and National Headquarters – Civil Air Patrol. Members will be notified via email of any changes to the above procedures. We thank you in advance for your assistance and cooperation in this matter. Stay safe and healthy.

XXXXXXXXXX, XXXXX, CAP
Squadron Commander

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Attachment 3

Letter from Col Ross Veta, CAWG CC to all Group and Squadron CC regarding re-mobilization activities allowed and aircraft/vehicle sanitation.

MEMORANDUM FOR ALL GROUP AND SQUADRON COMMANDERS
FROM: Col Veta and the Crisis Management/Re-mobilization Team
SUBJECT: Activities Allowed in PHASE 0 and PHASE 1

As a part of the national re-mobilization plan and in an attempt to define and clarify, the below listed are activities allowed in the approved NHQ re-mobilization plan for CAWG.

Aircraft and Vehicles must be sanitized before and after each sortie. See video on sanitation sent to wing on 17 Mar 2020.
<https://web.microsoftstream.com/video/8728807d-0e9b-4424-9481-284cdce74385> Seating in vehicles shall be limited to one person per row with masks and outside ventilation if possible (windows and air vents).

PHASE 0

NOC approved missions

Aircrews: Form 5 and Form 91 Check Rides
 Aircrew Proficiency Flights
 Flight Training (including Cadets)

PHASE 1

NOC approved missions

Aircrews: Form 5 and Form 91 Check Rides
 Aircrew Proficiency Flights
 Flight Training (including Cadets)

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Cadet O-Rides limited to 2 cadets at a time and staggered cadet arrival times at airport if sequential O-Rides planned

Emergency Services Training:

Ground Team training with ≤ 10 people (preferably smaller groups) and outdoors as much as possible

sUAS Training with ≤ 10 people (preferably smaller groups) and outdoors as much as possible

These policies may be modified pursuant to guidance from National Headquarters or local health department guidelines. We thank you in advance for your assistance and cooperation in this matter. Stay safe and stay healthy.



Col. Ross Veta,
Commander CAWG