

Approved: 25 Feb 2021



Post-COVID-19 Remobilization of the Membership Plan

Phase II: Resuming One-Day Special Activities (AE Events, SAREXs, etc)

CAWG
Completed 23 Feb 2021

Template Updated 10 February 2021

COVID-19 Remobilization of the Membership Plan – Phase II

This plan has been developed for California Wing, using the template provided by the Civil Air Patrol National Headquarters to enter Phase II, Resuming One-Day Special Activities.

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.*

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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 I into Phase II 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 II with safety and provide enduring health. This plan will also allow other groups in the state to move into Phase II as their metrics, based on the above data sources, improve.

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We are requesting a transition into Phase II for four groups in California beginning 8 Mar 2021. The counties that comprise northern California (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 between 10 and 20 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 II 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 II to determine if we can submit a plan for progressing to Phase III or the necessity to revert to phase I for safety. We understand and are committed to the fact that Phase II requires meetings of ≤ 10 people if indoors and ≤ 50 people if conducted out of doors.

COVID-19 Remobilization of the Membership Plan – Phase II

Phase II: Resuming One-Day Special Activities (AE Events, SAREXs, etc)

NOTE: Resuming one-day special activities will not be done before it has been deemed appropriate to resume regularly scheduled meetings (i.e., this will start in Phase II).

Item#	Task	OPR/Assigned Personnel	Date Tasked	Suspense	Date Completed	Notes
2.1.	Wing Commanders should review their wing calendar for previously-postponed and upcoming day-only events	Col Veta	10 Feb		23 Feb	Col. Veta has reviewed
2.1.1.	Wing priorities for training events should be coordinated with unit commanders' needs	Lt Col Prusak	10 Feb		23 Feb	List was created with input from unit commanders
2.1.2.	Task staff officers to provide input on list of events and priorities:	Lt Col Olsen	10 Feb		23 Feb	List was created with input from unit commanders
2.1.2.1.	Director of Aerospace Education	Lt Col Dunn	10 Feb		23 Feb	Encampment, AESA planning
2.1.2.2.	Director of Cadet Programs	Maj Wiggins	10 Feb		23 Feb	Encampment, AESA planning, Virtual CPC completed 15 Feb
2.1.2.3.	Director of Operations/Emergency Services	Lt Col Prusak/Maj Christian	10 Feb		23 Feb	See attached list of priorities below
2.1.2.4.	Director of Professional Development	Lt Col Ross	10 Feb		23 Feb	Ongoing – No specific PD classes planned at this time, completed SLS, CLC, TLC, BCS in last several months
2.1.2.5.	Plans and Programs Officer	N/A				
2.2.	Coordinate with subordinate unit leaders to deconflict calendar events to the greatest extent possible	Col Veta	10 Feb		23 Feb	Ongoing
2.3.	Publish updated event listings to the Wing calendar and promote these dates to the units for their planning and participation	Lt Col Sturgill	10 Feb		23 Feb	Ongoing
2.4.	Task the Director of Safety to coordinate with Activity Directors	Lt Col Hoppy	10 Feb		23 Feb	Ongoing
NOTE:	<i>The term "Activity Directors" may include Incident Commanders that are directing exercises. Incident Commanders should use existing operational guidance for real-world missions and taskings. Use good judgement.</i>					
2.4.1.	Activity Directors will use Post-COVID-19 produced Risk Management (RM) forms to mitigate local risks	Lt Col Olsen	10 Feb		23 Feb	Directors will use the COVID-19 RM checklists as events are planned and occur

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2.4.2.	Activity Directors identify sources for face coverings & sanitizer to use in case of a return to increased risk	Col Ferguson	10 Feb		23 Feb	Ongoing source identification, procurement and distribution
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Phase II: Resuming One-Day Special Activities (AE Events, SAREXs, etc; continued)

Item#	Task	OPR/Assigned Personnel	Date Tasked	Suspense	Date Completed	Notes
2.5.	Task the Health Service Officer to coordinate with Activity Directors	Maj Breedlove/Lt Col Olsen	10 Feb		23 Feb	Ongoing
2.5.1.	Health Service Officers consider screening with no-touch thermometers at events (if such equipment is available and practical)	Maj Breedlove/Lt Col Olsen	10 Feb		23 Feb	Wing has procured and distributed no-touch thermometers
2.5.2.	Health Service Officers remind members that identify as High-risk to remain home, but participate virtually	Maj Breedlove/Lt Col Olsen	10 Feb		23 Feb	Ongoing by emails to Group and Squadron Commanders and to individual members as well See attached draft letters and memorandum from Col Veta below
2.5.3.	Health Service Officers ensure that there is a cleaning/sanitizing plan for commonly touched surfaces, a hand washing plan, a face covering plan, a temperature check plan (either performed prior to entering the activity with a no-touch thermometer or performed at home prior to coming to the activity), and a social distancing plan.	Maj Breedlove/Lt Col Olsen	10 Feb		23 Feb	Ongoing by emails to Group and Squadron Commanders and to individual members as well. Sanitation Video created and placed on YouTube and advertised to all wing members (21 Mar 20)
2.5.4.	Units will ensure no more than 50 members are together at gatherings. Squadrons with more than 50 members must submit a plan on how they will comply with restrictions	Maj Breedlove/Lt Col Olsen	10 Feb		23 Feb	Plans submitted to Wing HSO, Maj Breedlove
2.6.	Ensure Activity Directors have plans in place to communicate last-minute cancellations of events to participants	Lt Col Olsen	10 Feb		23 Feb	As needed
2.7.	Ensure Activity Directors have plans in place to conduct verification of local public	Lt Col Olsen/ Group Legal	10 Feb		23 Feb	Ongoing

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	health guidance, local weather, and any other information that may lead to event cancellation (Continuation Check)	Officers; Activity Directors				
2.7.1.	45 Days Prior Continuation Check	Ibid.	10 Feb		23 Feb	As needed
2.7.2.	14 Days Prior Continuation Check	Ibid.	10 Feb		23 Feb	As needed
2.7.3.	7 Days Prior Continuation Check	Ibid.	10 Feb		23 Feb	As needed
2.7.4.	1 Day Prior Continuation Check	Ibid.	10 Feb		23 Feb	As needed
2.7.5.	Day-Of Continuation Check	Ibid.	10 Feb		23 Feb	As needed

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Phase II: Resuming One-Day Special Activities (AE Events, SAREXs, etc; continued)

Item#	Task	OPR/Assigned Personnel	Date Tasked	Suspense	Date Completed	Notes
2.8.	Ensure Unit Commanders are aware of and following the same procedures for unit-only single-day activities (i.e., they are the Activity Director for the purposes of this checklist, for unit events)	Col Veta/Lt Col Prusak/ Lt Col Olsen	10 Feb		23 Feb	Ongoing communication between Wing CC, Wing DO and Wing HSO to Group and Squadron CCs. See draft letters and Memorandum from Col Veta below.
2.9.	Email this plan to signal intentions to resume single-day events to the CAP COVID-19 Planning Team at COVID-19Plans@capnhq.gov , and copy the Region Commander	Col Veta/Lt Col Olsen	10 Feb		23 Feb	Submitted 23 Feb 2021
2.9.1.	Briefly describe/summarize previous coordination accomplished (i.e., 2.1 through 2.8 above)	Col Veta	10 Feb		23 Feb	Crisis Management Team meetings, consolidating and prioritize training lists, procuring PPE and no-touch thermometers, Wing Commander Town Halls, Wing Commander's Calles with Group Commanders, Group Commander's calls with Squadron Commanders
2.9.2.	Verify no jurisdictional restrictions are in place from State or Local Governments	Lt Col Olsen/Group Legal Officers	10 Feb		23 Feb	All counties with CAP units health department orders and state Blueprint for a Safer Economy order (tier system)
2.9.3.	Set date to resume one-day special activities	Col Veta	10 Feb	8 Mar	23 Feb	Contingent upon NHQ approval
2.9.4.	Receive approval from the CAP COVID-19 Planning Team to resume one-day special activities. Plan for one-week lead time.	Col Veta	10 Feb	8 Mar	23 Feb	Contingent upon NHQ approval
2.10.	Publish the date that one-day special activities will resume to subordinate units	Col Veta/Lt Col Olsen	10 Feb	8 Mar	23 Feb	Contingent upon NHQ approval
2.11.	Task Wing Director of Operations to communicate the following to subordinate units	Lt Col Prusak	10 Feb		23 Feb	Emails to Group and Squadron Commanders, Teams meetings with CC, DO, and ES officers of groups and squadrons
2.11.1.	Identify flight operations permitted during Remobilization Phase II	Lt Col Prusak	10 Feb		23 Feb	Emails to Group and Squadron Commanders, Teams meetings with CC, DO and ES officers of groups and squadrons
2.11.2.	Identify requirements (Currency, etc) for Senior members	Lt Col Prusak	10 Feb		23 Feb	Emails to Group and Squadron Commanders, Teams meetings with CC, DO and ES officers of groups and squadrons

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2.11.3	Identify cadet training requirements that may be different than Phase I requirements	Maj Wiggins	10 Feb		23 Feb	Emails to Group and Squadron Commanders, Teams meetings with CC, DO, ES and Cadet Programs Officers of groups and squadrons
2.11.4	Identify cleaning standards for aircraft and vehicles before and after use	Lt Col Olsen	10 Feb		23 Feb	Sanitization video created and placed on YouTube and advertised to all wing members (21 Mar 20), email reminders to Group and Squadron CCs.

Wing Training Priorities

Phase II training that would cover a four-month time period.

- Provide Form 5/91 training and check rides for CAP pilots whose ratings expired between Jan 2020 and Feb 2021
- Provide training opportunities for pilots new to CAP (pilot onboarding)
- Flight Clinics for CAP pilots to earn additional aircraft qualifications and conduct emergency procedures training
- Provide MP/MO/MS/AP training to groups with little base staff support
- Conduct one National Check Pilot Standardization Course
- Conduct two Standard Exercises
- Continue group-level Basic Exercises

Lt Col David Wallace, CAP
Deputy Director of Operations
California Wing

COVID-19 Remobilization of the Membership Plan – Phase II

Squadron Commander Draft of letter from Squadron Commander to Squadron members

EXAMPLE

MEMORANDUM FOR All Unit Members

FROM: XXXXXXXXXX

SUBJECT: Return to Squadron Meetings and Day-Long Activities – Phase II

1. As the state of California attempts to return to normal following the COVID-19 epidemic, we are entering various new states of “normal”. In an effort to allow our members to return to some in-person meetings and day-long events, 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 CAP NHQ. 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 try to return to “normal”. As the “surge” of infections ebbs, please realize that our entry into Phase II could easily slide back into Phase 1 again. Be mentally and physically prepared for that possibility.

2. XXXXXXXX (Composite, Senior) Squadron will return to their some in-person meetings and activities on XXXXXX. The unit will continue to meet virtually at XXXXXXXXXXXXXXXX. The unit will also continue its normal meeting time from XXXXXXXXXXXXX. 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 ≤ 50 or less individuals in attendance if conducted out of doors and ≤ 10 people if conducted indoors.

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

- (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

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- (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. Senior Executive Staff should plan on arriving between XXXXXXXX. 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 droplets 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. Meeting rooms 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 whether indoors or out of doors.

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.

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 are approaching allergy season and these are sometimes difficult to avoid.

These policies and procedures will go into effect upon the unit's return to Phase II activities. 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.

3. XXXXXXXXX Squadron may resume unit day-long meetings, activities and missions as long as 50 or less, self-identified, low-risk members are in attendance and continue to practice social distancing, wearing of facial coverings, hand sanitation measures and other health protection measures as defined above and the activity is one-day in length and conducted out of doors. In addition, all aviation activities allowed in Phase 1 will be continued as well as the resumption of ROTC, JROTC, and TOPS orientation rides (assuming all members are low-risk and all flights are in low-risk areas). Food preparation should be done individually as no family style or buffet meals are allowed. No member residing in an area that is in Phase II of re-mobilization may travel to or participate in any activity in another group that is not also in Phase II of re-mobilization.

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

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Squadron Commander Draft of letter from Squadron Commander to parents of cadets

EXAMPLE

MEMORANDUM FOR All Unit Members

FROM: XXXXXXXXXX

SUBJECT: Return to Squadron Meetings – Phase II

1. As the state of California attempts to return to normal following the COVID-19 epidemic, we are entering various states of “normal”. In an effort to allow our members to return to some in-person meetings and day-long events, 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 CAP NHQ. 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 try to return to “normal”. As the “surge” of infections ebbs, please realize that our entry into Phase 2 could easily slide back into Phase II again. Be mentally and physically prepared for that possibility.

2. XXXXXXXXX Squadron will return to some in person meetings and activities on XXXXXX. The unit will continue to meet virtually at XXXXXXXXXXXXXXXX. 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 ≤ 50 or less people in attendance if conducted out or doors and ≤ 10 people if conducted indoors.

B. All members attending the weekly meetings will be of good health. 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

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- (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 droplets 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. Meeting rooms 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 whether indoors or out of doors.

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.

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 are approaching allergy season and these are sometimes difficult to avoid.

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These policies and procedures will go into effect upon the unit's return to Phase II activities. Given the uncertainty of the pandemic, members who do not wish to return to unit meetings and activities 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.

3. XXXXXXXX Squadron will resume unit day-long meetings, activities and missions as long as 50 or less, self-identified, low-risk members are in attendance and continue to practice social distancing, wearing of facial coverings, hand sanitation measures and other health protection measures as defined above and the activity is one-day in length and conducted out of doors. In addition, all aviation activities allowed in Phase 1 will be continued as well as resumption of ROTC, JROTC, and TOPS orientation rides (assuming all members are low-risk and all flights are in low-risk areas). Food preparation should be done individually as no family style or buffet meals are allowed. No member residing in an area that is in Phase II of re-mobilization may travel to or participate in any activity in another group that is not also in Phase II of re-mobilization.

These policies and procedures will go into effect upon the unit's return to normal 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 Civil Air Patrol National Headquarters. 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

COVID-19 Remobilization of the Membership Plan – Phase II

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

As a part of the national re-mobilization plan and in an attempt to define and clarify, the below listed are requirements for attendance at an in-person activity or CAP asset use as allowed in the approved NHQ re-mobilization plan for CAWG.

Any member having any of the following symptoms will abstain from attending any in-person activity: (1) Fever (100.4 degrees F or higher), (2) Cough (non-productive) of an unknown origin, (3) Shortness of breath or difficulty breathing, (4) Chills or repeated shaking chills, (5) Muscle pains, (6) Headache, (7) Sore throat, (8) New loss of taste or smell.

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 I

NOC approved missions

Aircrews: Form 5 and Form 91 Check Rides
Aircrew Proficiency Flights
Flight Training (including Cadets)
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
CERT team training with ≤ 10 people and outdoors as much as possible

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Phase II

All activities approved for Phase O and Phase I

Partial and Day Long activities with <50 people in attendance if conducted out of doors or < 10 people in attendance if conducted in doors. This will include the training listed above in Phases O and I as well as day long SAREx activities conducted for training and proficiency as long as they are conducted in accordance with all the above guidelines

ROTC, JROTC, and TOPS Orientation Rides.

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

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