

Approved: 26 Aug 2020



Post-COVID-19 Remobilization of the Membership Plan

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

Completed 16 AUG 2020

Template Updated 8 June 2020

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.

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 two Vice-Commanders, Wing Directors of Operations, Cadet Programs, Emergency Services, Logistics, Public Affairs, Safety, CISM team members, a group Medical Officer with an infectious disease background and the chairperson of the newly formed Virtual Wing Incident Command established to evaluate and coordinate mission requests. This team has met regularly for the past 4 1/2 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. Assistance has also been obtained from the Wing Legal and Professional Development Officers. The state of California has been under a "stay at home order" issued by Governor Newsom on 13 Mar 2020. Recently, the state has moved into Phase 2 of the state re-opening plan with some areas being allowed to move into Phase 3 of this plan with variations allowed on a county by county basis. The state of California has significant variability in population density, infection rates, amount of testing performed, ICU bed utilization, and contact tracing among its counties. Our team spent a considerable amount of time discussing and developing a plan that allowed some groups to move from Phase 0 to Phase 1 depending on the metrics from the COVIDACTNOW.org site as well as data from the California Department of Public Health, the county departments of public health, a national database for counties and states updated daily and compiled by John's Hopkins University and reports from physicians on the front lines. We requested and received permission to allow some areas to move into Phase 1 with safety based on the above metrics with close follow up. The groups that were allowed to re-mobilize into Phase 1 were Group 5 (Northern California), Group 4 (the

Plan Completed By: Gregg Olsen

Last Updated: 24 Aug 2020 ~~-(Date)~~

Template Updated 8 June 2020

California Wing

Page 1 of 4

COVID-19 Remobilization of the Membership Plan – Phase II

central coast), and Group 8 (San Diego county). All had low infection rates, adequate testing with low positive test results and adequate ICU bed capacity. Within a few weeks of the re-mobilization of these groups, California experienced the "surge" of infections as did much of the nation. While this had not shown up in the infection rate of the COVIDACTNOW.org site due to the way their trailing 7-day average rate is calculated, we noted a significant increase in the numbers of infections/100,000 people in the past 7 days in many areas of the state. Accordingly, based on the above and out of an abundance of caution, Col. Veta ordered the regression of Groups 4 and 5 to Phase 0 on 25 June. This decision was validated by an increase in the infection rate reported on the COVIDACTNOW site 10 days later. It should be noted that Group 8 did not experience the same "surge" of new infections and remained in Phase 1. Subsequent to this decision and while the metrics for Group 8 (San Diego County) remained within the prescribed parameters and with a low number of new infections/100,000 people within the last 7 days, the County of San Diego Public Health Department issued an order prohibiting "gatherings" of more than two people. Accordingly, Group 8 was immediately regressed to Phase 0. Throughout the duration of this county health order Group 8 (San Diego County) has continued to improve with a lower infection rate, adequate testing and a low test positivity rate, and low numbers of new infections/100,000 people in the prior 7 days for the past 3 1/2 weeks. Were it not for the county health order, this group would have remained in Phase 1 and would be ready to move into Phase 2. The governor of California has removed San Diego County from the state wide county watch list and the county of San Diego is now getting ready to rescind this health order. Accordingly, we are submitting a request to move some areas of the California Wing into Phase 2 based on stable to decreasing COVIDACTNOW.org metrics for the past 14-21 days and with low numbers of new infections/100,000 people in the past 7 days. This request is submitted in order to be able to move quickly once the county rescinds its health order. Re-mobilization to Phase 2 for Group 8 will not be allowed while that order is in place. As with our previous request to allow some groups of this large and diverse state to re-mobilize prior to other groups, this application requests the same privilege; i.e. to re-mobilize some groups before others based on the metrics of that group. We also will not allow members from any group that is in any phase to attend an activity of another group that is not in the same phase of re-mobilization in an effort to prevent spread of the coronavirus to other areas. We will continue to closely monitor all areas of the state to determine the current level of virus activity and use that information to make decisions about re-mobilization or regression of each individual group in CAWG.

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	15 Jun		13 Aug	Col. Veta has reviewed
2.1.1.	Wing priorities for training events should be coordinated with unit commanders' needs	Lt Col Prusak	17 Jun		13 Aug	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	17 Jun		13 Aug	List was created with input from unit commanders
2.1.2.1.	Director of Aerospace Education	Lt Co Dunn	17 Jun		13 Aug	Completed - Virtual A/E STEM Academy
2.1.2.2.	Director of Cadet Programs	Maj Wiggins	17 Jun		13 Aug	Ongoing - Encampment proposed 28 Dec 20-3Jan 21
2.1.2.3.	Director of Operations/Emergency Services	Lt Col Prusak/ Maj Christian	17 Jun		13 Aug	See attached list of priorities
2.1.2.4.	Director of Professional Development	Lt Col Dolnick	17 Jun		13 Aug	Ongoing - No specific PD classes planned at this time
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	17 Jun		13 Aug	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 Strugill	17 Jun		13 Aug	Ongoing
2.4.	Task the Director of Safety to coordinate with Activity Directors	Lt Col Hoppy	17 Jun		13 Aug	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	17 Jun		13 Aug	Directors will use the COVID-19 RM checklist as events are planned and occur
2.4.2.	Activity Directors identify sources for face coverings, gloves, & sanitizer to use in case of a return to increased risk	Col Ferguson	17 Jun		13 Aug	Ongoing source identification and procurement

COVID-19 Remobilization of the Membership Plan – Phase II

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	17 Jun		13 Aug	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	17 Jun		13 Aug	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	17 Jun		13 Aug	Ongoing by emails to Group and Squadron Commanders and to individual members as well
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	17 Jun		13 Aug	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	17 Jun		13 Aug	Plans submitted to wing HSO
2.6.	Ensure Activity Directors have plans in place to communicate last-minute cancellations of events to participants	Lt Col Olsen	17 Jun		13 Aug	As needed
2.7.	Ensure Activity Directors have plans in place to conduct verification of local public health guidance, local weather, and any other information that may lead to event cancellation (Continuation Check)	Lt Col Olsen/ Activity Directors	17 Jun		13 Aug	As needed
2.7.1.	45 Days Prior Continuation Check	Ibid.	17 Jun		13 Aug	As needed
2.7.2.	14 Days Prior Continuation Check	Ibid.	17 Jun		13 Aug	As needed
2.7.3.	7 Days Prior Continuation Check	Ibid.	17 Jun		13 Aug	As needed
2.7.4.	1 Day Prior Continuation Check	Ibid.	17 Jun		13 Aug	As needed

Plan Completed By: Gregg Olsen

Last Updated: 24 Aug 2020 ~~-(Date)~~

Template Updated 8 June 2020

California Wing

Page 4 of 4

COVID-19 Remobilization of the Membership Plan – Phase II

2.7.5.	Day-Of Continuation Check	Ibid.	17 Jun		13 Aug	As needed
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COVID-19 Remobilization of the Membership Plan – Phase II

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	17 Jun		13 Aug	Ongoing communication between Wing CC, Wing DO and Wing HSO to Group and Squadron CC
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	14 Aug		17 Aug	Submitted 17 Aug 2020
2.9.1.	Briefly describe/summarize previous coordination accomplished (i.e., 2.1 through 2.8 above)	Col Veta	17 Jun		13 Aug	Crisis Management Council meetings, consolidating and prioritizing training lists, procuring PPE and no-touch thermometers, Wing Commander Town Halls
2.9.2.	Verify no jurisdictional restrictions are in place from State or Local Governments	Lt Col Olsen	17 Jun		13 Aug	All counties with CAP units defer to State Phase 2 Directive of Governor
2.9.3.	Set date to resume one-day special activities	Col Veta	17 Jun		13 Aug	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.	Lt Col Olsen				Contingent upon NHQ approval
2.10.	Publish the date that one-day special activities will resume to subordinate units	Col Veta/Lt Col Olsen	17 Jun		Pending approval	Contingent upon NHQ approval
2.11.	Task Wing Director of Operations to communicate the following to subordinate units	Lt Col Prusak	17 Jun		13 Aug	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	17 Jun		13 Aug	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	17 Jun		13 Aug	Emails to Group and Squadron Commanders, Teams meetings with CC, DO and ES officers of groups and squadrons
2.11.3.	Identify cadet training requirements that may be different than Phase I requirements	Maj Wiggins	17 Jun		13 Aug	Emails to Group and Squadron Commanders

COVID-19 Remobilization of the Membership Plan – Phase II

2.11.4	Identify cleaning standards for aircraft and vehicles before and after use	Lt Col Olsen	17 Jun		21 Mar 20	Sanitation video created and placed on YouTube and advertised to all wing members (21 Mar 20), email reminders to Group and Squadron CC.
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Wing Training Priorities in CAWG

Phase 2 training that would cover a four-month time period.

- Provide Form 5/91 for those who expired between October 2019 to April 2020.
- Providing training opportunities for pilots new to CAP (pilot onboarding).
- 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.

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Specific guidance for re-mobilizing to Phase 2 of CAP re-mobilization plan in CAWG

- Group must have been in Phase 1 of CAP re-mobilization plan for at least the last 14 days
- Group must have an infection rate of < 1.1 on the COVIDACTNOW site for at least the last 28 days

Plan Completed By: Gregg Olsen
 Last Updated: 24 Aug 2020 ~~-(Date)~~
 Template Updated 8 June 2020

COVID-19 Remobilization of the Membership Plan – Phase II

- Group must have a positive test rate of <6% on the COVIDACTNOW site for at least the last 28 days
- Group must have < 100 new cases/100,000 people/7 days on the John's Hopkins data base for at least the last 28 days.
- There must be no state or county health department orders that are more restrictive than the guidelines in the CAP NHQ Re-mobilization plan.
- If after a group is allowed to re-mobilize into Phase 2 the above guidelines are not maintained, that group will be regressed to Phase 1.
- If all of the above are met, Col. Veta must approve re-mobilization from Phase 1 to Phase 2 prior to that group being allowed to commence approved activities.
- No member who resides in a county that is not in Phase 2 will be allowed to participate in the re-mobilized to Phase 2 group/squadron activities.
- No member who resides in a county or group that is re-mobilized to Phase 2 will be allowed to travel to or participate in any activity of any other group/squadron that is not also in Phase 2.

Specific Activities Allowed in Phase 2 of CAP Re-Mobilization plan in CAWG

- Low-risk members may resume unit day-long meetings, activities, and missions as long as ≤ 50 members attend, with social distancing, health questions asked, infrared temperature checks prior to entering, facial coverings, hand and hard surface sanitation guidelines being followed and the meeting, activity or mission is a one-day in length.
- Self-identified high-risk members will continue to telework/virtually attend.
- Aviation – face coverings, gloves, and aircraft disinfection between sorties. This includes small-group local crew training, flight evaluations/check rides, crew proficiency, dual instruction and CAP cadet orientation flights (assuming all members are low-risk and all flights are in low-risk areas).
- Ground – face coverings, vehicle disinfection between sorties, social distancing with double arm distancing, and other public health protection measures as above.
- Food preparation should be done individually – no family style or buffet meals.
- No individual who resides in an area allowed to re-mobilize to Phase 2 will travel to participate in any activity of another group/squadron that is not also in Phase 2.

Plan Completed By: Gregg Olsen

Last Updated: 24 Aug 2020 ~~-(Date)~~

Template Updated 8 June 2020

California Wing

Page 8 of 4

Draft of letter from Squadron Commander to Squadron members

EXAMPLE

MEMORANDUM FOR All Unit Members

FROM: XXXXXXXXX

SUBJECT: Return to Squadron Meetings and Day-Long Activities – Phase 2

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 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 1 again. Be mentally and physically prepared for that possibility.

2. XXXXXXXX (Composite, Senior) Squadron will return to their normal “in-person” meetings on XXXXXX. The unit will continue to meet 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 individuals in attendance.

B. All members attending the weekly 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

Plan Completed By: Gregg Olsen

Last Updated: 24 Aug 2020 ~~-(Date)~~

Template Updated 8 June 2020

California Wing

Page 9 of 4

COVID-19 Remobilization of the Membership Plan – Phase II

- (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. 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.

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.

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 in the middle summer and fall allergy season and these are sometimes difficult to avoid. These policies and procedures will go into effect upon the unit’s return to normal 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

COVID-19 Remobilization of the Membership Plan – Phase II

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 (Composite, Senior) 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. In addition, all aviation activities allowed in Phase 1 will be continued as well as resumption of CAP cadet 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 2 of re-mobilization may travel to or participate in any activity in another group that is not also in Phase 2 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
Squadron Commander

Draft of letter from Squadron Commander to parents of cadets

EXAMPLE

MEMORANDUM FOR All Unit Members

FROM: XXXXXXXXX

Plan Completed By: Gregg Olsen

Last Updated: 24 Aug 2020 ~~-(Date)~~

Template Updated 8 June 2020

California Wing

Page 11 of 4

COVID-19 Remobilization of the Membership Plan – Phase II

SUBJECT: Return to Squadron Meetings – Phase 2

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 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 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 1 again. Be mentally and physically prepared for that possibility.

2. XXXXXXXX (Composite or Cadet) Squadron will return to their normal “in-person” meetings on XXXXXX. The unit will continue to meet 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.

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
- (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.

Plan Completed By: Gregg Olsen

Last Updated: 24 Aug 2020 ~~-(Date)~~

Template Updated 8 June 2020

California Wing

Page 12 of 4

COVID-19 Remobilization of the Membership Plan – Phase II

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Social distancing guidelines will be followed at all times. Classrooms 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.

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 in the middle of summer and fall allergy season and these are sometimes difficult to avoid.

3. **XXXXXXXXX (Composite, Senior)** 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. In addition, all aviation activities allowed in Phase 1 will be continued as well as resumption of CAP cadet 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 2 of re-mobilization may travel to or participate in any activity in another group that is not also in Phase 2 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.

COVID-19 Remobilization of the Membership Plan – Phase II

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