

Approved: 13 June 2020



Post-COVID-19 Remobilization of the Membership Plan

Phase I: Resuming Regularly Scheduled Meetings

CAWG
Completed 09 June 2020

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.

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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, 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 two 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 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 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, a national data base for counties and states updated daily and published by the New York Times, as well as 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 three groups in California beginning 14 June 2020. The counties that comprise northern California

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(Group 5), the central coast of California comprising the counties of San Luis Obispo, Santa Barbara and Ventura (Group 4) and San Diego county (Group 8) all have low infection rates which have remained stable for 3 weeks, adequate testing and low positive test results which have remained stable for 2-3 weeks, and adequate ICU bed capacity to handle any spike in new infections. It should be noted that some counties in northern California have limited data to report due to low population density, low case numbers and they have limited ICU bed capacity due to small hospitals to support their small populations. As a result, they routinely send critically ill patients to larger population centers. Consequently we had to use sources of data other than the **covidactnow.org** website to make decisions for these areas. 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 a prior phase for safety.

COVID-19 Remobilization of the Membership Plan – Phase I

Phase I: Resuming Regularly Scheduled Meetings

Item#	Task	OPR/Assigned Personnel	Date Tasked	Suspense	Date Completed	Notes
1.1.	Verify state government guidance currently allows or will allow gatherings on the date proposed for resuming meetings (Review of overall directives in impacted state)	Lt Col Olsen	13 May 20	1 Jun 20	1 Jun 20	California has moved to Phase 2 with meetings of less than 100 people
1.2.	Hold meeting with between Plan Coordinator and Health Services Officer	Maj Breedlove Lt Col Olsen	31 Mar 20	5 Jun 20	5 Jun 20	There have been weekly 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	5 Jun 20	5 June 20	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	5 Jun 20	5 Jun 20	After review, there is no local guidance that is more restrictive than state guidance allowing gatherings of 100 people
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	5 June 20	5 June 20	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	5 June 20	5 June 20	There have been weekly 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	5 June 20	5 June 20	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	5 June 20	5 June 20	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	5 June 20	5 June 20	There have been weekly 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	5 June 20	5 June 20 (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
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	5 June 20 (contingent upon NHQ approval)	Weekly emails to wing have included since 15 May 20. Special email to wing on re-mobilization on 22 May 20

COVID-19 Remobilization of the Membership Plan – Phase I

Phase I: Resuming Regularly Scheduled Meetings (Continued)

Item#	Task	OPR/Assigned Personnel	Date Tasked	Suspense	Date Completed	Notes
1.3.	Have subordinate unit commanders verify that local governments do not have more restrictive social-distancing guidelines than those at the state level	Lt Col Olsen	22 May 20	5 June 20	5 June 20	After review, there are no local governments that have more restrictive social-distancing guidelines than those at the state level
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	8 June 20	9 June 20	
1.4.1.	Briefly describe/ summarize previous coordination accomplished	Lt Col Olsen	31 Mar 20	5 June 20	5 June 20	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	5 June 20	5 June 20	After review, there are no jurisdictional restrictions
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	5 June 20	Pending plan approval	We are requesting a 14 June date for movement into Phase 1 for three groups in CAWG. The date for movement into Phase 2 would be on or after 28 June if metrics demonstrate continued control of the pandemic in those groups. We are requesting that we be able to open other groups in CAWG 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. 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	5 June 20	Pending plan approval	
1.6.	Publish the date that meetings may resume to subordinate units	Col Veta	1 June 20	5 June 20	Pending plan approval	
1.7.	Task Wing Director of Safety to communicate the following to subordinate units	Lt Col Hoppe	1 June 20	5 June 20	5 June 20	
1.7.1.	Units will review CAPFs 160, 160S, and	Lt Col Hoppe	1 June 20	5 June 20	5 June 20	

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	160HL to be sure COVID-19 risks are considered and mitigated	Group CCs/Squadron CCs				
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	5 June 20	5 June 20	
1.8.	Task Wing Health Service Officer to communicate the following to subordinate units:	Maj Breedlove	1 Jun 20	5 June 20	5 June 20	

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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	5 June 20	5 June 20	
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	5 June 20	5 June 20	
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	5 June 20	5 June 20	
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	5 June 20	5 June 20	
1.9.	Task Wing Director of Cadet Programs to communicate the following to subordinate units:	Maj Wiggins	31 Mar 20	5 June 20	5 June 20	
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	5 June 20	5 June 20	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.
1.9.2.	Units draft a local message to parents to	Col. Veta	13 Mar 20	5 June 20	5 June 20	Col Veta Town Hall meetings, IC and Safety

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	inform them about what CAP is doing to keep Cadets safe while they participate	Lt Col Olsen Maj Breedlove				Officer briefings to those participating in missions beginning 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	5 June 20	5 June 20	Wing email of 22 May 20 as well as wing emails of 1 June and 8 June. Additionally Commander's Town Hall of 17 May 20 and 7 June 20
1.10.1	Identify flight operations permitted during Phase I	Lt Col Prusak Lt Col Olsen Col Veta	22 May 20	5 June 20	5 June 20	Ibid.
1.10.2.	Identify requirements (Currency, etc) for senior members	Lt. Prusak Col Veta	15 Apr	5 June 20	5 June 20	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	5 June 20	5 June 20	
1.10.4.	Identify requirements for cadets training to earn their Private Pilot's License	Lt Col Prusak Col Veta	1 June 20	5 June 20	5 June 20	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

Attachment #1

COVID-19 CAWG Phase I Training Priorities

1. Continue with AFAM/Corporate missions for COVID-19 Disaster Relief

Maintain CDC safety guidelines with masks, gloves, social distancing.

2. Regular Meetings:

Outside as much as possible, maximum of 10 people, separate groups (flights) by time , maintain CDC safety guidelines on social distancing, face coverings, no touch temperature checks, health screening questions, self-identification of low-risk status for attendance at: planning meetings, cadet flight meetings without close formations, drill, or physical training.

It is recommended that virtual meetings continue for Aerospace Education, Safety, Professional Development, and squadron meetings so that more members may participate.

This applies to cadet Character Development, Leadership, Aerospace Education as well.

3. Emergency Services training:

Outside as much as possible, maximum of 10 people, separate groups by time not space, maintain CDC safety guidelines on social distancing, face coverings, no touch temperature checks, health screening questions, self-identification of low-risk status , frequent hand washing, sanitation of high-contact surfaces for participation in ground team training activities, mission base activities, sUAS training, communications training, flight line training, professional development activities, cadet leadership, cadet character development, cadet aerospace activities. It is recommended to continue to hold virtual meetings in all areas so that more

members can participate and progress.

Aircrew training: aircraft sanitation as per CAWG training video, cloth face coverings worn in aircraft when in close proximity unless it interferes with mission, social distancing during preflight and movements outside the aircraft.

4. Professional Development

SLS/CLC/TLC to be accomplished in a virtual setting.

California Wing

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 in-person meetings, the following procedures will be implemented in an effort to follow all guidelines from the White House COVID-19 Task Force and the Centers for Disease Control and Prevention. 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 infections are now on the rise, please realize that our entry into Phase 1 could easily slide back into Phase 0 again. Be mentally and physically prepared for that possibility.

Phase I: Resuming Regularly Scheduled Meetings

- Meetings must be 10 people or less.
- Units should be prepared for the possibility that not all members will desire to return to meetings immediately. Units should plan to continue virtual environment to allow those members to attend as well.
- Entry into a meeting by self-identified low-risk members will require a no-touch temperature of less than 100.4 degrees, negative answers to CDC suggested questions about COVID-19 symptoms, no cough, or other current infections.
- Upon resumption of meetings, all units must plan to provide sanitation of high-contact areas, hand sanitation and social distancing during meetings.
- Opening and closing events should be conducted in such a way as to provide social distancing. Suggest opening meeting with roll call and/or pledge of allegiance.
- Develop a plan for promotions without having leaders pin insignia on the member. This may include the use of family members to do this. These people must reside with the member.
- Ceremonies such as award presentations, change of command, etc. must be conducted with social distancing, sanitation of high-touch areas and facial coverings in place.
- Develop classes that can be conducted in an open environment without members seated closely together. Use of projectors, videos, etc. is encouraged to avoid members being close together to see demonstrations. Use the outdoors as much as possible. Be creative.
- Develop interactive classes where members have their own supplies. Do not use shared supplies, but if this cannot be avoided, they must be sanitized between each use.
- Flight evaluations/check rides, crew proficiency, dual instruction (including cadets) is allowed provided all members are low-risk and all flight operations are in low-risk areas. Face coverings, aviation gloves and plane disinfection are required. No O-rides are permitted.

Consider rotating classes, rotating meeting days and/or times. Consider meeting during the daytime to allow more outside situations. All meetings will maintain social distancing, face coverings and sanitation of high-contact areas as per the guidelines issued by the CDC and local governments.

Above all else, remember that whatever we do for an in-person meeting it is not worth getting a person infected with the Covid-19 virus. If your meetings can still be effectively done online, then continue to do so. In-person meetings must be valuable and warrant all the precautions and care that must be taken in order to conduct a safe and valuable meeting.

Respectfully

Gregg A Olsen for

Col. Ross Veta and the Crisis Management Team

California Wing

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 in-person meetings, the following procedures will be implemented in an effort to follow all guidelines from the White House COVID-19 Task Force and the Centers for Disease Control and Prevention. 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 infections are now on the rise, please realize that our entry into Phase 1 could easily slide back into Phase 0 again. Be mentally and physically prepared for that possibility.

Phase I: Resuming Regularly Scheduled Meetings; Cadet Programs

- Meetings must be 10 people or less.
- Units should be prepared for the possibility that not all parents will allow cadets to return to meetings immediately. Units should plan to continue virtual environment to allow those cadets to attend as well.
- Entry to a meeting will require a no-touch temperature of less than 100.4 degrees, negative answers to CDC suggested questions about COVID-19 symptoms, no cough, or other current infections.
- Upon resumption to CPFT, units must plan to provide sanitation of high-touch areas, hand sanitation, and social distancing during CPFT events.
- Units that use facilities away from the squadron location should plan to communicate to parents to arrange transport to and from location.
- Cadets will not participate in close formations, drill, or physical training during phase 1
- Encourage Cadets to cheer others on (masks on) but avoid contact.
- Opening and closing events should be conducted in such a way as to provide social distancing without the use of a formation. Suggest opening meeting with roll call and pledge of allegiance.
- Develop a plan for promotions without having members pin insignia on the Cadet. This may include the use of parents or family members to do this. These people must reside with the Cadet.

- Ceremonies such as award presentations, change of command, etc. must be conducted with social distancing, face coverings, and sanitation of high-touch areas in place.
- Activities such as inspections may be done, however social distancing and face coverings will be maintained.
- Coordinate with testing officers to conduct tests with cadets spread out and not inside closed rooms.
- Develop classes that can be conducted in an open environment without cadets seated closely together. Use of projectors, videos, etc. is encouraged to avoid Cadets being close together to see demonstrations. Use the outdoors as much as possible. Be creative.
- Develop interactive classes where cadets have their own supplies such as rocketry etc. Do not use shared supplies, but if this cannot be avoided, they must be sanitized between each use.
- Conduct drill tests without the use of other cadets acting as a flight, etc.
- Cadet Flight training will be allowed. In addition to the above guidelines, these flights will require the use of face masks, gloves, aircraft sanitation and must be conducted in low-risk areas.
- O-rides will not be allowed during phase 1.

Meetings must be 10 people or less. Consider rotating classes, rotating meeting days and/or times. Flights of cadets may meet separately which means separated by time (not space in the same facility) while adhering to the 10 or less people rule. These meetings will maintain social distancing, face covering and sanitation of high contact areas as per the guidelines issued by the CDC and local governments. Consider meeting during the daytime to allow more outside situations.

Above all else, remember that whatever we do for an in-person meeting it is not worth getting a person infected with the Covid-19 virus. If your meetings can still be effectively done online, then continue to do so. In-person meetings must be valuable and warrant all the precautions and care that must be taken in order to conduct a safe and valuable meeting.

Respectfully,

Gregg A Olsen for

Col. Ross Veta and the Crisis Management Team

Draft of letter from Squadron Commander to parents of cadets

EXAMPLE

MEMORANDUM FOR All Unit Members

FROM: XXXXXXXXXX

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 in-person meetings, the following procedures will be implemented in an effort to follow all guidelines from the White House COVID-19 Task Force and the Centers for Disease Control and Prevention. 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 infections are now on the rise, 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. XXXXXXXXX (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 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 10 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.

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 at 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. 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 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, 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

Draft of letter from Squadron Commander to Squadron members

EXAMPLE

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FROM: XXXXXXXXXX

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

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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
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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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XXXXXXXXXX, XXXXX, CAP
Squadron Commander