

Approved: 1 July 2020



Post-COVID-19 Remobilization of the Membership Plan

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

COVID-19 Remobilization of the Membership Plan – Phase II

This plan has been developed for the **Colorado** Wing, using the template provided by the Civil Air Patrol National Headquarters to enter Phase II, resumption of regular squadron meetings and resuming One-Day Special Activities.

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: **1st Lt Kimberly Culp**

Primary Phone: **(970)556-0269**

Primary Email: kculp@tvcseagles.com

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

The Colorado Wing Commander appointed a team to prepare our wing's phase I remobilization plan and the team has continued to work towards Colorado Wing's phase II plan. The team consists of members with a variety of backgrounds which includes; a legal officer, a health services officer, a current group commander, the wing director of operations, the wing safety officer, a former wing commander, a cadet programs officer with a professional background in public safety. Colorado Wing remobilized to Phase I 30 May 2020.

Colorado has varied between green and yellow on the www.covidactnow.com website since 15 May 2020. Colorado's infection rate is low indicating active cases are decreasing. Infection rate is recorded as .87 with a slight upturn. The positive test rate in Colorado is listed as medium risk with 4.1% of people testing positive for COVID-19. Colorado continues to meet WHO minimums and has continued to expand testing. In Colorado, private testing centers are not required to report negative results in their test rates. Colorado has also reported that some testing centers report positive results for positive antibody test results and are not required to report negative test results. Both of these factors add to the positive test results being reported. Colorado's ICU headroom is low indicating enough headroom for a COVID-19 surge. Contact traces are yellow and indicating additional contact tracers are needed to isolate cases before spread. Part of Colorado's reopening plans from the Governor requires registration for attending worship services, gyms, and various other venues in Colorado where larger groups of people gather. The intent of Colorado's contact tracing approach is for contract tracing to occur at the County level. Each County Department of Health manages the contact tracing to isolate cases and monitor for any new infections/outbreaks. The contact tracing has worked very well in Colorado and we believe the local efforts of contact tracing is not being correctly captured by the www.covidactnow.com website. Colorado's predicted outcomes for the next 30 days indicate Colorado will continue to steadily decrease the population infection rates.

Plan Completed By: 1st Lt Kimberly Culp CO Wing

Last Updated: 29 06 2020

Template Updated 14 May 2020

Page2

COVID-19 Remobilization of the Membership Plan – Phase II

Colorado COVID-19 Summary:

Cases	30,539
People Tested	280,033
Hospitalized	5,327
Deaths due to COVID-19	1,429

www.covid19.colorado.gov as of 21 June 2020 at 1600

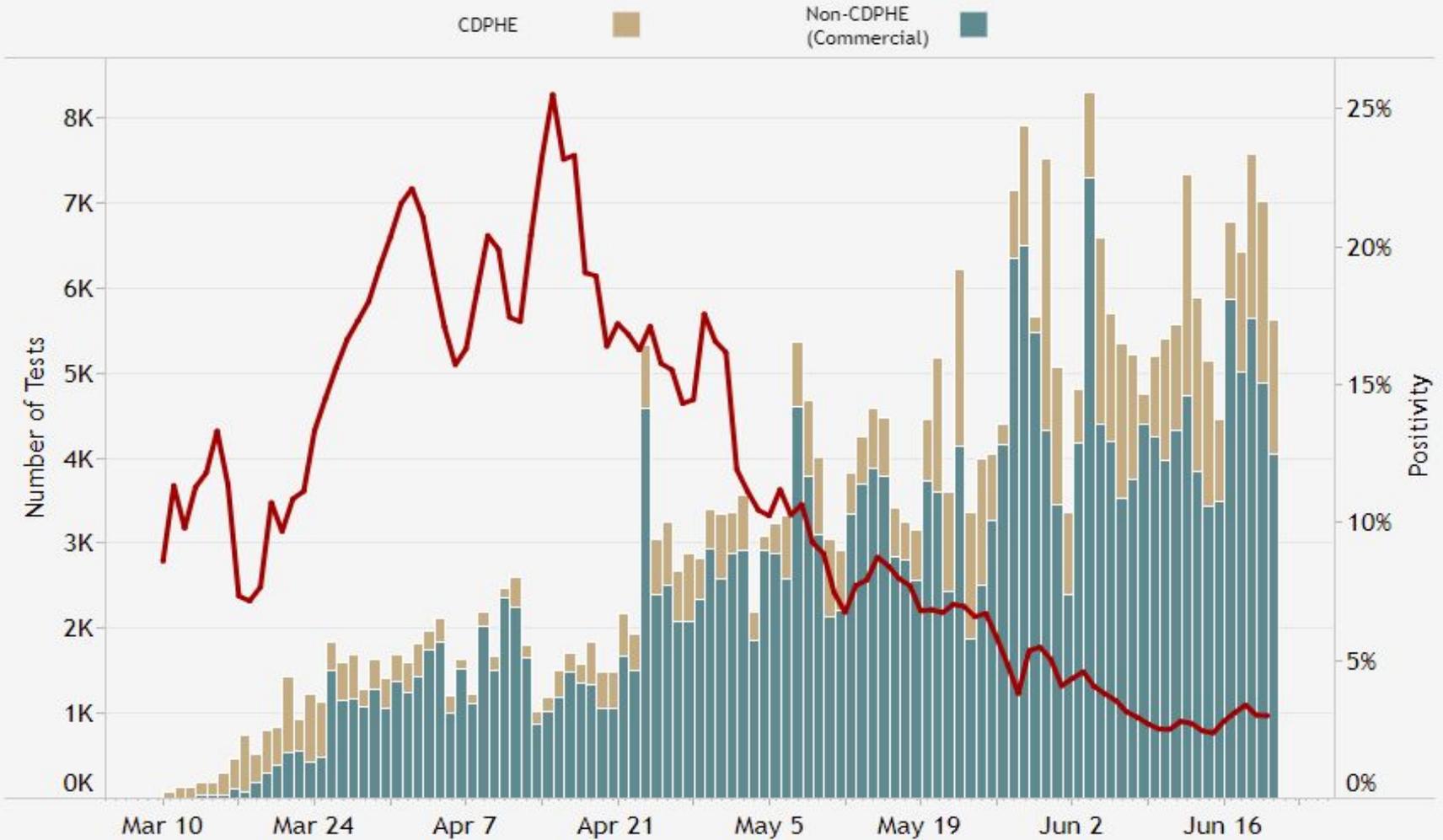
Colorado Wing’s remobilization team has continued to invest time in researching the status of Colorado’s COVID-19 data, discussing with local experts on the status, reviewing the collective statistics through the State’s Colorado Department of Health website <https://covid19.colorado.gov/data/case-data>, and monitoring the status around Colorado and across the Nation.

We believe Colorado’s COVID-19 data justifies Colorado Wing moving to Phase II remobilization. We feel the following statistics justify Phase II:

1. The number of cases have continued declining since the week of 19 April.
2. Colorado’s reproduction rate has been declining and is currently at .87 as of 22 June
3. The www.covidactnow.com website has shown our positive test rate declining since 26 April. The current positive test rate is at 4.1% and includes positive antibody test results. Colorado’s positive test rates as indicated in the graph below and depicted by the red line with testing reflected in the gold and green bar graph demonstrates the increase in testing and a steady decline in positive test results.

COVID-19 Remobilization of the Membership Plan – Phase II

3 Day Moving Average Positivity Data and Daily Tests From Clinical Laboratories



*

Plan Completed By: 1st Lt Kimberly Culp CO Wing
Last Updated: 29 06 2020
Template Updated 14 May 2020



COVID-19 Remobilization of the Membership Plan – Phase II

4. Colorado has been increasing the number of tests (indicated in the above graph). Colorado's Governor set a goal to test over 8,000 people a day and he met that goal 1 June. Colorado has the capacity to exceed testing 8,000 people per day and the demand for testing has dropped off over the last several weeks with COVID-19 testing spots remaining open and accepting symptom free walkins. From our Phase I application to date, Colorado has increased the testing average from 91.09 tests per 100k on 20 May to 145.7 tests per 100K as of 2 June.
5. Under Colorado's 'safer at home' order Colorado is allowed to gather in groups of 50 individuals indoors and 150 individuals outdoors. Colorado has resumed worship, resumed camping, dining out, and other activities including day camps, child care, bars that serve food, entertainment venues, etc. Social distancing (6ft) and masks are recommended but not required. Some City ordinances have required face masks for all establishments however all Colorado Counties are operating at safer at home or less restrictions as approved by the Governor. At the end of June/early July, Colorado's Governor will announce his Phase 3 opening for Colorado which is 'protect your neighbor'. Under Phase 3 Colorado will have all businesses open, venues with crowds larger than 50 with social distancing and face masks continue being encouraged. The position of Colorado's Governor confirms the position of Colorado being able to manage and control the spread of COVID-19.
6. Based on the data listed above, Colorado Wing can and will protect Colorado Wing members as we transition to Phase II and as we continue to monitor National and State COVID-19 data we can quickly respond to changing conditions which may necessitate our reverting back to Phase 1 or even Phase 0.
7. Colorado Wing plans on entering Phase 2 no earlier than 1 July 2020 and will have a virtual meeting with all unit commanders upon approval and prior to implementation to ensure full understanding of our plan.

Colorado Wing's Priorities

Top priority: Resumption of regular squadron meetings

Aircrew training and proficiency
New pilot qualification

Special Activities | Training

OPS: Wing orientation flights
Mission Pilot and Mission Observer flight training
UDF/GTM Field Training

Cadets: Leadership activities (NCO Academy / Curry activities)
Orientation flights
In - person aerospace activities and field days.

Plan Completed By: 1st Lt Kimberly Culp CO Wing

Last Updated: 29 06 2020

Template Updated 14 May 2020

Page5

COVID-19 Remobilization of the Membership Plan – Phase II

Phase II: Resuming regularly scheduled meetings and 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	Lt Col C. Grondahl/ Lt Culp Completed	17 June 2020	22 June 2020	23 June 2020	Lt Culp reviewed the COWG calendar and received a list of training priorities from Wing Leadership.
2.1.1.	Wing priorities for training events should be coordinated with unit commanders' needs	Lt Col C. Grondahl	17 June 2020	22 June 2020	23 June 2020	LtCol Grondahl will outline Wing priorities of training events that have been delayed or deferred. This information will be passed on to the group commanders and coordinated with the unit commanders and any of the training needs they identify. This will be completed once Colorado receives Phase II status
2.1.2.	Task staff officers to provide input on list of events and priorities:	Lt K. Culp	17 June 2020	22 June 2020	17 June 2020	
2.1.2.1.	Director of Aerospace Education	Lt K. Culp	17 June 2020	22 June 2020	17 June 2020	Email sent requesting input of events and priorities
2.1.2.2.	Director of Cadet Programs	Lt K. Culp	17 June 2020	22 June 2020	17 June 2020	Email sent requesting input of events and priorities
2.1.2.3.	Director of Operations/Emergency Services	Lt Col C. Grondahl	17 June 2020	22 June 2020	17 June 2020	Email sent requesting input of events and priorities
2.1.2.4.	Director of Professional Development	Lt K. Culp	17 June 2020	22 June 2020	17 June 2020	Email sent requesting input of events and priorities
2.1.2.5.	Plans and Programs Officer	N/A				COWG does not have a plans and programs officer
2.2.	Coordinate with subordinate unit leaders to deconflict calendar events to the greatest extent possible	Lt Col. C Grondahl	17 June 2020	22 June 2020		Ongoing * Expectations communicated via email
2.3.	Publish updated event listings to the Wing calendar and promote these dates to the units for their planning and participation	Lt Col C. Grondahl	17 June 2020	22 June 2020		Ongoing * Expectations communicated via email

Plan Completed By: 1st Lt Kimberly Culp CO Wing

Last Updated: 29 06 2020

Template Updated 14 May 2020

COVID-19 Remobilization of the Membership Plan – Phase II

2.4.	Task the Director of Safety to coordinate with Activity Directors	Lt Col R. Couch	17 June 2020	22 June 2020		Ongoing * monthly email safety reminders
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 R. Couch	17 June 2020	22 June 2020	18 June 2020	Directors will use the COVID19 RM checklist as events are planned and occur. Monthly email safety reminders.
2.4.2.	Activity Directors identify sources for face coverings, gloves, & sanitizer to use in case of a return to increased risk	Lt Col R. Couch	17 June 2020	22 June 2020	18 June 2020	Ongoing. Monthly safety reminders will be sent via email.

COVID-19 Remobilization of the Membership Plan – Phase II

Phase II: Resuming regularly scheduled meetings and 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	Steve Denning	17 June 2020	22 June 2020	23 June 2020	Email from Steven Denning Sent to Commanders identifying requirements for in person meetings and special one day activities.
2.5.1.	Health Service Officers consider screening with no-touch thermometers at events (if such equipment is available and practical)	Steve Denning	17 June 2020	22 June 2020	23 June 2020	Email from Steven Denning Sent to Commanders identifying alternatives if no touch thermometers are available (self recording temperatures prior to event)
2.5.2.	Health Service Officers remind members that identify as High-risk to remain home, but participate virtually	Steve Denning	17 June 2020	22 June 2020	23 June 2020	Email from Steven Denning Sent to Commanders identifying recommendations for members to continue to participate in CAP through virtual meeting platforms whenever possible or if the member is more comfortable.
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.	Steve Denning	17 June 2020	22 June 2020	23 June 2020	Email from Steven Denning Sent to Commanders identifying requirements for in person meetings and special one day activities.
2.6.	Ensure Activity Directors have plans in place to communicate last-minute cancellations of events to participants	Lt Col. C Grondahl	17 June 2020	22 June 2020		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. C Grondahl	17 June 2020	22 June 2020		As needed

COVID-19 Remobilization of the Membership Plan – Phase II

2.7.1.	45 Days Prior Continuation Check	Lt Col. C Grondahl	17 June 2020	22 June 2020		As needed
2.7.2.	14 Days Prior Continuation Check	Lt Col. C Grondahl	17 June 2020	22 June 2020		As needed
2.7.3.	7 Days Prior Continuation Check	Lt Col. C Grondahl	17 June 2020	22 June 2020		As needed
2.7.4.	1 Day Prior Continuation Check	Lt Col. C Grondahl	17 June 2020	22 June 2020		As needed
2.7.5.	Day-Of Continuation Check	Lt Col. C Grondahl	17 June 2020	22 June 2020		As needed

COVID-19 Remobilization of the Membership Plan – Phase II

Phase II: Resuming regularly scheduled meetings and 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)	Lt Col. C Grondahl / Lt K. Culp completed	17 June 2020	22 June 2020	23 June 2020	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. Memorandum drafted and included as part of the plan that will be sent to all members once Phase II is approved by National..
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	Lt K. Culp	17 June 2020	24 June 2020	24 June 2020	Upon approval from Col Rhoades, Lt Culp will email the plan to the COVID19 Planning team.
2.9.1.	Briefly describe/summarize previous coordination accomplished (i.e., 2.1 through 2.8 above)	Lt K. Culp	17 June 2020	22 June 2020	17 June 2020	Summarized above.
2.9.2.	Verify no jurisdictional restrictions are in place from State or Local Governments	Lt K. Culp	17 June 2020	22 June 2020	17 June 2020	All counties with CAP units must defer to State Phase Directive https://covid19.colorado.gov/ https://drive.google.com/file/d/1hRlvCYmb4NyeiEakccvzNzLG458n02Tb/view
2.9.3.	Set date to resume one-day special activities		17 June 2020	22 June 2020	17 June 2020	1 Jul 2020
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 K. Culp	17 June 2020		TBD	
2.10.	Publish the date that one-day special activities will resume to subordinate units	Lt Col C. Grondahl	17 June 2020	22 June 2020	TBD	This will be completed upon approval from National

COVID-19 Remobilization of the Membership Plan – Phase II



HEADQUARTERS COLORADO WING CIVIL AIR PATROL

UNITED STATES AIR FORCE AUXILIARY
Hangar 133
Peterson AFB CO



26 June 2020

MEMORANDUM FOR: ALL MEMBERS

FROM: COWG CC

SUBJECT: Colorado Wing Phase 2 Remobilization

1. Effective 1 July 2020, Colorado Wing will transition to Phase 2 of the national COVID-19 remobilization plan. This will allow the wing and units to hold in person weekly squadron meetings, one-day events such as aerospace education activities, field trips, training exercises, flight clinics, community support events, and fundraising activities.
2. Resumption of weekly squadron meetings and one-day activities is subject to the following limitations and safety requirements:
 - a. In accordance with guidance from national headquarters, meetings and activities indoors must be limited to a maximum 50 persons while maintaining six-foot social distancing between members. Guests must remain outside of the meeting area.
 - b. In person meetings and activities outdoors must be 50 members or less members including supervising parent sponsors. All members must maintain six foot social distancing and guests must remain outside of the meeting area.
 - c. Wear of facial coverings is mandatory at all times. Six-foot social distancing must be maintained between members wherever possible. For activities during which social distancing is impractical (e.g. pilot or aircrew training, travelling in corporate vehicles, etc.), members must wear facial coverings and continue to sanitize commonly touched surfaces before and after use.
 - d. Frequent handwashing, hand sanitation, cleaning and sanitation of commonly touched surfaces are required before, during, and after all meetings and activities.
 - e. All activities, exercises, or other activities involving more than 10 individuals will require the assignment of an activity director, whose responsibilities will include: familiarizing him- or herself with Phase 2 remobilization procedures and limitations; completion of required COVID-19 Risk Management forms; securing necessary supplies such as face coverings, sanitizing wipes, hand washing facilities,

coordinating with health services officers for proper screening and temperature checks of all attendee, developing and communicating plans and dates for go/no-go decisions for each event.

- f. A written attendance log is mandatory for all activities and must be retained for future review.
 - g. Participation is limited to members whose general health places them at lower risk for COVID-19 vulnerability. Members who consider themselves in a high-risk category should refrain from attending activities. Members exhibiting a temperature of 100.4 degrees Fahrenheit, flu-like symptoms, or who have come in contact with individuals exhibiting COVID-19-like symptoms shall not be permitted to attend activities.
 - h. Non-essential travel in corporate vehicles or aircraft may resume with due consideration of appropriate risk mitigation.
 - i. The following CAP flight activities may resume provided that all crew members wear facial coverings and that commonly touched surfaces are disinfected before and after each flight.
 - Flight Evaluations
 - Crew Proficiency
 - Dual Instruction (including cadet flight instruction)
 - Individual aircrew training Phase Two
 - Small Group Crew Training
 - Carefully pre-scheduled local CAP Orientation Flights that can maintain social distancing and sanitization between flights.
 - j. Overnight events are prohibited at this time.
3. In person weekly squadron meetings for cadet and composite squadrons with an average weekly attendance that exceeds 50 members but does not exceed 150 members may be approved by the Squadron Commander if the Activity Director can ensure the following;
- a. Social and Physical Distancing that includes a physical barrier between each group of 50 members.
 - b. Social distancing of a minimum of 6 feet between members.
 - c. A physical barrier between each meeting group of 50 members. A physical barrier may include one group of 50 members meeting indoors and another group meeting outdoors and the groups not interacting with each other or crossing meeting space for the duration of the meeting.
 - d. Each meeting group must be able to provide separate restrooms, break area, rest area, meeting space, and meeting equipment without interacting or crossing each other.
 - e. Wear of facial coverings is mandatory at all times

- f. Frequent handwashing, hand sanitation, cleaning and sanitation of commonly touched surfaces are required before, during, and after all meetings and activities.
4. In the event of any additional restrictions set forth by the state, the most restrictive orders shall supersede those listed here as of the effective date of the new proclamation. In such an event, Colorado Wing will communicate additional guidance to unit leadership.
 5. Squadron and Flight commanders shall have the discretion to determine when and if it is in the best interests of their members to resume one-day unit activities.
 6. It is important that all members familiarize themselves with the information on the CAP Remobilization of the Membership Tools website, guidance from the State of Colorado, and relevant federal guidance:
<https://www.gocivilairpatrol.com/covid-19-remobilization>
<https://covid19.colorado.gov/>
<https://www.whitehouse.gov/openingamerica>
<https://www.cdc.gov/coronavirus/2019-ncov/index.html>
 7. COVID has not gone away and we still do not have a vaccine. Although Colorado has not experienced an uptick in the number of positive cases, our neighboring states such as Wyoming, Utah, Kansas, Oklahoma and Texas have. Please stay vigilant in following these guidelines and fight becoming lax in our precautions and reverting back to our old ways of doing things. It is important through these challenging times that we stay connected. I hope many, if not all of you, have been able to stay connected and engaged in online squadron meetings. I thank you for your patience and understanding.

//SIGNED//

JOHN RHOADES
Colonel, CAP Commander

cc: Wing Administrator file

The "5 M's" for Coronavirus

Special Risk Considerations During COVID-19 Crisis

This document is meant to supplement the ["5 M's" Guide to Risk Assessments](#). The Coronavirus demands that we look at a new set of hazards so we can reduce the risk of being exposed to the virus or inadvertently spreading the virus. These are just a few of the areas to consider as you fill out

Using the 5 M's in A Risk Assessment:

Here is what you will see when you look at Steps 4 & 5 of the CAPF 160:

4. SUB-ACTIVITY or SPECIFIC TASK	5. HAZARD
<small>Note: Each sub-activity or task will probably have multiple hazards/risks associated with it. Each one should be assessed.</small>	Consider Hazards from each of the "5 M" categories in CAPF 160: <ul style="list-style-type: none">- Member- Media- Machine- Mission/Activity- Management

Step 1: The Plan. Look at the whole plan for the entire activity. You may want to go through in order and write down *every* task that may have a chance of exposing you to the coronavirus ... everything you touch or people you encounter.

Step 2: The Hazards. Using the 5 M's, as described below, ask yourself "what can go wrong?" How does this task expose you to the virus? Then you'll be able to apply a risk control to each of those exposure risks.

Member: Take a look at all the information about the members themselves. A few examples:

- Is the member "mission essential?"
- Has the member been anywhere that may have exposed them to the virus?
- Is the member over the age of 65, or does the member have any health conditions like diabetes, heart disease, respiratory illness, lung problems, or anything else that may increase the risk of a bad income if they catch COVID-19?
- Does the member live with anyone who may have the conditions listed above?

Medium: This refers to the environment you'll be facing.

- Will multiple members be in close proximity (in a vehicle? In an airplane?)
- Does the mission area allow for adequate social distancing?
- Has the area been sanitized? Is the area equipped with adequate hand-washing or sanitizing resources?

Machine: This applies to the airplane, the vehicle, the gear that will be used.

- Has the aircraft or vehicle been cleaned IAW with [CAP/LG guidelines](#)?
- Does the plan include cleaning all equipment following its use and prior to storing?

Mission: This looks at the plan itself and the complexity of the mission.

- Is the mission essential?
- Is the mission or activity included in CAP/CCs list of approved activities and missions?
- Is there a way of completing the activity online, on the phone, or through virtual meeting?

Management: This refers to the organizational factors that influence our activities and missions.

- Are you complying with the current guidance from CAP NHQ and the National Commander?
- Are you complying with all guidance from local, state, and national authorities?

IMPORTANT NOTE: These are just a starting point to help you look at all exposure risks. The goal through the entire activity is to actively ask, **and answer:**

"what can expose me to the virus, and what am I doing to prevent it?"

Stop the Spread of Germs

Help prevent the spread of respiratory diseases like COVID-19.



Stay at least 6 feet
(about 2 arms' length)
from other people.



Cover your cough or sneeze with a
tissue, then throw the tissue in the
trash and wash your hands.



When in public, wear a
cloth face covering over
your nose and mouth.



Do not touch your
eyes, nose, and mouth.



Clean and disinfect
frequently touched
objects and surfaces.



Stay home when you are sick,
except to get medical care.



Wash your hands often with soap
and water for at least 20 seconds.



[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

5/19/20 4:54 PM

How to Safely Wear and Take Off a Cloth Face Covering

Accessible: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>

WEAR YOUR FACE COVERING CORRECTLY

- Wash your hands before putting on your face covering
- Put it over your nose and mouth and secure it under your chin
- Try to fit it snugly against the sides of your face
- Make sure you can breathe easily
- Do not place a mask on a child younger than 2



USE THE FACE COVERING TO PROTECT OTHERS

- Wear a face covering to protect others in case you're infected but don't have symptoms
- Keep the covering on your face the entire time you're in public
- Don't put the covering around your neck or up on your forehead
- Don't touch the face covering, and, if you do, clean your hands

FOLLOW EVERYDAY HEALTH HABITS

- Stay at least 6 feet away from others
- Avoid contact with people who are sick
- Wash your hands often, with soap and water, for at least 20 seconds each time
- Use hand sanitizer if soap and water are not available



TAKE OFF YOUR CLOTH FACE COVERING CAREFULLY, WHEN YOU'RE HOME

- Untie the strings behind your head or stretch the ear loops
- Handle only by the ear loops or ties
- Fold outside corners together
- Place covering in the washing machine
- Wash your hands with soap and water



Cloth face coverings are not surgical masks or N-95 respirators, both of which should be saved for health care workers and other medical first responders.

For instructions on making a cloth face covering, see:

[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

What you should know about COVID-19 to protect yourself and others



Know about COVID-19

- Coronavirus (COVID-19) is an illness caused by a virus that can spread from person to person.
- The virus that causes COVID-19 is a new coronavirus that has spread throughout the world.
- COVID-19 symptoms can range from mild (or no symptoms) to severe illness.



Know how COVID-19 is spread

- You can become infected by coming into close contact (about 6 feet or two arm lengths) with a person who has COVID-19. COVID-19 is primarily spread from person to person.
- You can become infected from respiratory droplets when an infected person coughs, sneezes, or talks.
- You may also be able to get it by touching a surface or object that has the virus on it, and then by touching your mouth, nose, or eyes.



Protect yourself and others from COVID-19

- There is currently no vaccine to protect against COVID-19. The best way to protect yourself is to avoid being exposed to the virus that causes COVID-19.
- Stay home as much as possible and avoid close contact with others.
- Wear a cloth face covering that covers your nose and mouth in public settings.
- Clean and disinfect frequently touched surfaces.
- Wash your hands often with soap and water for at least 20 seconds, or use an alcohol-based hand sanitizer that contains at least 60% alcohol.



Practice social distancing

- Buy groceries and medicine, go to the doctor, and complete banking activities online when possible.
- If you must go in person, stay at least 6 feet away from others and disinfect items you must touch.
- Get deliveries and takeout, and limit in-person contact as much as possible.



Prevent the spread of COVID-19 if you are sick

- Stay home if you are sick, except to get medical care.
- Avoid public transportation, ride-sharing, or taxis.
- Separate yourself from other people and pets in your home.
- There is no specific treatment for COVID-19, but you can seek medical care to help relieve your symptoms.
- If you need medical attention, call ahead.



Know your risk for severe illness

- Everyone is at risk of getting COVID-19.
- Older adults and people of any age who have serious underlying medical conditions may be at higher risk for more severe illness.



CL174019 04/15/2020

[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

Symptoms of Coronavirus (COVID-19)

Know the symptoms of COVID-19, which can include the following:



Symptoms can range from mild to severe illness, and appear 2-14 days after you are exposed to the virus that causes COVID-19.

***Seek medical care immediately if someone has emergency warning signs of COVID-19.**

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

This list is not all possible symptoms. Please call your medical provider for any other symptoms that are severe or concerning to you.



[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

317142 4 May 05, 2020 10:44 AM

----- Forwarded message -----

From: **Rick Couch, Lt Col** <Richard.Couch@cowg.cap.gov>

Date: Wed, Jun 10, 2020 at 7:50 AM

Subject: [COWG Safety] [COMMANDERS] Form 160 Guidance

To: CO Wing Commanders <Commanders@cowg.cap.gov>, CO Wing Safety Officers <SafetyOfficers@cowg.cap.gov>

Here is guidance on filling out Risk Management (RM) forms during Remobilization Phase 1. In all instances, the guidance provided by COWG/CC in the Phase 1 Remobilization Plan and Briefing dated 1 June 2020 must be followed.

Deliberate RM (CAPF 160). Deliberate RM planning refers to those situations when the full formal application of the complete 5-step process is warranted. The Deliberate RM will be used for all Phase 1 activities where planning for the activity is conducted days before the activity is conducted. If the activity is of a recurring nature, then in the Form 160 for the date put RECURRING. The Form 160 must address specific Hazards and Risk Controls associated with **COVID-19** for the activity. Any changes in a recurring activity that impacts the Implementation procedures for COVID-19 requires the completion of an updated Form 160. **ACTIVITY EXAMPLES:** UAS training, ICUT training, G1000 training, squadron leadership meetings.

Real Time RM (CAPF 160S). Real Time RM refers to the RM decisions made in real-time during the execution of activities. When time does not permit deliberate RM, members must still apply the 5-steps of the RM process. CAPF 160S will be used to guide the process. The Form 160S will address specific Hazards and Risk Controls associated with **COVID-19** for the activity. **ACTIVITY EXAMPLES:** ELT search, directed real-time missions.

Here are some examples of the sort of Hazards, Risk Controls, and Implementation plans you might include in your CAPF 160 for COVID-19. Each Form 160 and 160S should cover the specifics associated with the activity been addressed.

Hazard	Risk Control	How to Implement
Activity participant shows signs of COVID-19	Screen activity participants before beginning activity	<ol style="list-style-type: none">1. Verify temperature less than 100 degrees2. Verify that participant does not feel ill, doesn't have a cough, doesn't have diarrhea, hasn't travel out of the state within last 30 days
Activity conducted inside building	Prepare area for activity	Use approved cleaning solutions to wipe down tables, chairs, doorknobs, bathrooms, and all other areas that participants will come in contact with
Spread of virus	Provide guidance to activity participants on how to prevent spread of the virus	<ol style="list-style-type: none">1. Wear a mask2. Maintain 6-foot separation3. Wash your hands frequently

Let me know if you have any questions.

LtCol Rick Couch
Colorado Wings Safety Officer
rsmileyc@gmail.com
(C) 719-930-9541

----- Forwarded message -----

From: **Rick Couch, Lt Col** <Richard.Couch@cowg.cap.gov>

Date: Fri, May 22, 2020 at 11:53 AM

Subject: [COWG Safety] [COMMANDERS] Safety Planning for Remobilization

To: CO Wing Safety Officers <SafetyOfficers@cowg.cap.gov>

Cc: CO Wing Commanders <Commanders@cowg.cap.gov>, Glenn Kavich, Col
<glenn.kavich@cowg.cap.gov>

The Civil Air Patrol is developing the planning criteria for Remobilization in a phased approach that allows us to resume regularly scheduled meetings, single-day events, and overnight activities in accordance with Colorado and federal guidance. Each step in this approach requires us to meet defined goals to advance from well defined limited activities to a full activities. Information on the plan will be provided once it is approved.

As we begin the process of Remobilization, it is extremely important to use the CAP Safety Risk Management process as defined in CAPR 160-1, Civil Air Patrol Safety Program, in all your planned activities. Each unit must complete the appropriate Risk Management (RM) review (CAPF 160 – Deliberated Risk Assessment Worksheet, CAPF 160S – Real Time Risk Assessment Worksheet, and/or CAPR 160HL – Hazard Listing Worksheet) for all activities as defined in paragraph 3.3. Included in each review must be risks assessed for COVID-19 and all mitigation efforts for defined risks. This includes the identification of Personal Protective Equipment (PPE) which includes but is not limited to gowns, face masks, face shields, gloves, temperature reading devices or other equipment needed for the activities to reduce the COVID-19 exposure risk. If the required PPE as defined in the activity Risk Assessment is not available, then the activity will not be conducted. Other

factors that you must consider during your Risk Assessment is the use of hand sanitizer, social distancing, hand washing and surface cleaning/disinfection.

Attached to this email is a Centers for Disease Control and Prevention (CDC) brochure that includes information about COVID-19 symptoms, how to stop the spread of germs, face mask facts, and other related information. You should copy this brochure and then display it on your Safety Board. Make sure that the members of your unit are aware of this important COVID-19 related information.

Please review this email with your unit leadership. If you have any question about the Risk Management (RM) process and Remobilization, please let me know. Once you have a plan for the implementation of RM in your Remobilization activities, please respond with an email to Richard.couch@cowg.cap.gov.

You received this e-mail as a subscriber to a Colorado Wing e-mail list. You should NEVER report messages received from CAP as spam!

You can remove yourself from this list, and all the other COWG lists, by logging into eServices with your CAPID and password. Then click on your name in the upper-right-hand corner -> Contacts -> Edit (for primary email) and check the "Do Not Contact" box -> Update. It may take a week for this to become effective.

NOTE:

A REPLY to this message gets sent to the originator.

A REPLY ALL will get sent to all subscribers.

Attachments area

TASK 2.5: Task the Health Service Officer to coordinate with Activity Directors

Email from Steven Denning Sent to Commanders identifying requirements for in person meetings and special one day activities.

23 June 2020

LETTER OF INFORMATION FOR: Squadron Commanders

FROM: Col John Rhoades, Colorado Wing Commander

SUBJECT: Phase II - COWG COVID-19 Safety Reopening Plan

Squadron Commanders, Group Commanders and Activity Directors,

The last several months has required a lot of patience and understanding of the safety precautions and orders from National, State, and Local governments. Your Colorado Wing Staff hope you and your families are well during this current challenge with COVID- 19. The safety of our members and our volunteers will always remain as our top priority. National has provided additional guidance for Wings as we move from a Phase I which we are currently operating, we have prepared our plan to move to Phase II.

National has a three-phase process for reopening and resuming CAP in person activities. State, and local guidelines are being monitored daily and we have formed a re-mobilization committee that will continue to monitor health guidelines, communicate recommendations, and prepare our Wing for each phase.

Colorado Wing has applied for a Phase II release from National.

Phase II for Colorado includes the following:

In person meetings for mission critical personnel and command personnel may resume following the safety criteria below;

- a. Meetings in person, *inside* must be 50 or less members including supervising parent sponsors.
- b. Meetings in person, *outside* must be 50 or less members including supervising parent sponsors.

- c. Guests must remain outside of the meeting area.
- d. Touch free temperatures must be taken prior to entering the meeting area
 - i. An alternate is for the member to take their temperature immediately prior to attending the meeting or activity.
 - ii. By signing in, the Member is confirming their temperature was less than 100.4 degrees F.
- e. Attendance log is mandatory and must be saved for future review.
- f. Frequent hand washing, use of sanitizer, and sanitizing wipes must be used during the meeting activity.
- g. Members must social distance, for both inside and outside meetings, and remain 6 ft from one another during their meeting.
 - i. If 6ft distancing is not allowed due to meeting limitations, the members are not authorized to meet.
 - ii. Close quarter physical training (PT) activities are not allowed.
 - iii. Hikes, trail clean-up or other outside activities that meet all criteria may be allowed with the Squadron Commander's approval.
- h. Members must always wear face masks while performing CAP duties unless an underlying health condition has exempted them from the requirement.
- i. Members may be asked about general symptoms related to COVID19 prior to a meeting.
 - i. If members show or report any symptoms, they may be asked to not attend the meeting for the safety of themselves and others.
- j. If you are in a high-risk medical category, you are encouraged to not resume in person meetings.

Providing the criteria detailed above can be met, then Phase II may allow squadrons to resume normal squadron meetings. Phase II could include weekend activities or gathering in groups 50 members or less if the members can adequately distance themselves and meet the criteria detailed above. No overnight activities are allowed at this time.

As our remobilization team continues to monitor National, State, and Local guidelines, recommendations to progress to further stages of our remobilization plan can occur, along with the possibility of regressing to a more restrictive phase. Your safety is our top priority and that will continue to drive Colorado Wing in our decisions that impact our members and our families.

COVID has not gone away and we still do not have a vaccine. Although Colorado has not experienced an uptick in the number of positive cases, our neighboring states such as Wyoming, Utah, Kansas, Oklahoma and Texas have. Please stay vigilant in following these guidelines and fight becoming lax in our precautions and reverting back to our old ways of doing things.

It is important through these challenging times that we stay connected. I hope many, if not all of you, have been able to stay connected and engaged in online squadron meetings. I thank you for your patience and understanding.

TASK 2.5.1: Health Service Officers consider screening with no-touch thermometers at events (if such equipment is available and practical)

Email from Steven Denning Sent to Commanders identifying alternatives if no touch thermometers are available (self-recording temperatures prior to event)

23 June 2020

LETTER OF INFORMATION FOR: Squadron Commanders

FROM: Col John Rhoades, Colorado Wing Commander

SUBJECT: Phase II – Alternatives to “no-touch” thermometers

Squadron Commanders, Group Commanders and Activity Directors,

I understand the challenges each of you face as we work together to reopen the Colorado Wing to normal activities. One of the criteria to our reopening is, all CAP members must sign-in and have their temperature taken prior to entering into the meeting areas regardless of the space provided being indoors or outdoors. Infrared thermometers are the best way to take the members temperature as they only require periodic cleaning vs. cleaning at every use.

No touch thermometers can be purchased at local retail stores or on retail websites by searching for “thermometers for adults”. The prices will vary from \$18.50 to \$75.00.

If the squadron, at their discretion, chooses to not purchase a no touch thermometer, members may take their temperature on their own immediately prior to attending the CAP event. This means that each member choosing to self monitor their temperature *must* have taken their temperature just prior to leaving for the event. Signing in for the activity signifies the member confirmed their temperature was less than 100.4 degrees F.

The Centers for Disease Control and prevention (CDC) recommend that persons having a temperature greater than 100.4 degrees F should not be allowed to stay or participate in any activities and should return home and seek the advice from their primary care physician (PCP).

TASK 2.5.2: Health Service Officers remind members that identify as High-risk to remain home, but participate virtually

Email from Steven Denning Sent to Commanders identifying recommendations for members to continue to participate in CAP through virtual meeting platforms whenever possible or if the member is more comfortable.

23 June 2020

LETTER OF INFORMATION FOR: Members, volunteers, and family members of Colorado Wing

FROM: Col John Rhoades, Colorado Wing Commander

SUBJECT: Phase II - COWG COVID-19 Safety Reopening Plan

Members, volunteers, and family members of Colorado Wing,

The last several months has required a lot of patience and understanding of the safety precautions and orders from National, State, and Local governments. Your Colorado Wing Staff hope you and your families are well during this current challenge with COVID- 19. The safety of our members and our volunteers will always remain as our top priority. National has provided additional guidance for Wings as we move from a Phase I which we are currently operating, we have prepared our plan to move to Phase II.

National has a three-phase process for reopening and resuming CAP in person activities. State, and local guidelines are being monitored daily and we have formed a re-mobilization committee that will continue to monitor health guidelines, communicate recommendations, and prepare our Wing for each phase.

Colorado Wing has applied for a Phase II release from National.

Phase II for Colorado includes the following:

In person meetings for mission critical personnel and command personnel may resume following the safety criteria below;

- a. Meetings in person, *inside* must be 50 or less members including supervising parent sponsors.
- b. Meetings in person, *outside* must be 50 or less members including supervising parent sponsors
- c. Guests must remain outside of the meeting area
- d. Touch free temperatures must be taken prior to entering the meeting area

1. An alternative is for the member to take their temperature immediately prior to attending the meeting or activity. By signing in, the Member is confirming their temperature was less than 100.4 degrees F.
- e. Attendance log is mandatory and must be saved for future review.
- f. Frequent hand washing, use of sanitizer, and sanitizing wipes must be used during the meeting activity.
- g. Members must social distance, for both inside and outside meetings, and remain 6 ft from one another during their meeting.
 1. If 6ft distancing is not allowed due to meeting limitations, the members are not authorized to meet.
 2. Close quarter physical training (PT) activities are not allowed.
 3. Hikes, trail clean-up or other outside activities that meet all criteria may be allowed with the Squadron Commanders approval.
- h. Members must always wear face masks while performing CAP duties unless an underlying health condition as exempted them from the requirement. Members may be asked about general symptoms related to COVID19 prior to a meeting.
 1. If members show or report any symptoms, they may be asked to not attend the meeting for the safety of themselves and others.
- i. If you are in a high-risk medical category, you are encouraged to not resume in person meetings.

Providing the criteria detailed above can be met, then Phase II may allow some squadrons to resume normal squadron meetings. Phase II could include weekend activities or gathering in groups larger than 10 members if the members can adequately distance themselves and meet the criteria detailed above. No overnight activities are allowed at this time.

As our remobilization team continues to monitor National, State, and Local guidelines, recommendations to progress to further stages of our remobilization plan can occur, along with the possibility of regressing to a more restrictive phase. Your safety is our top priority and that will continue to drive Colorado Wing in our decisions that impact our members and our families.

COVID has not gone away and we still do not have a vaccine. Although Colorado has not experienced an uptick in the number of positive cases, our neighboring states such as Wyoming, Utah, Kansas, Oklahoma and Texas have. Please stay vigilant in following these guidelines and fight becoming lax in our precautions and reverting back to our old ways of doing things.

It is important through these challenging times that we stay connected. I hope many, if not all of you, have been able to stay connected and engaged in online squadron meetings. I thank you for your patience and understanding.

TASK 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.

Email from Steven Denning Sent to Commanders identifying requirements for in person meetings and special one day activities.

Same as Task 5.2