

Approved: 11 June 2020



Post-COVID-19 Remobilization of the Membership Plan

Phase I: Resuming Regularly Scheduled Meetings



CONNECTICUT WING, CAP
Dated 9 JUNE 2020 (Rev 11 June 20)

COVID-19 Remobilization of the Membership Plan – Phase I

This plan has been developed for CONNECTICUT Wing, using the template provided by the Civil Air Patrol National Headquarters to enter Phase I, Resuming Regularly Scheduled Meetings. **Each subsequent Phase shall require a separate, approved plan to be submitted for approval to CAP NHQ.**

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. Robert M. Dodenhoff, M.D.

Primary Phone: (631) 889-4919

Primary Email: commander@ctwg.cap.gov

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

Col. James A Ridley appointed a team to prepare the CTWG Phase 1 remobilization plan for your review. This team includes members with a variety of backgrounds; A legal officer and practicing doctor, a health services officer, a current squadron commander who also serves CTWG as Asst. Director of Operations and having a professional public safety background, and the CTWG Chief of Staff.

The State of Connecticut was exposed rapidly and quickly at the beginning of the COVID-19 pandemic. Since 23 March, Connecticut has been experiencing a steady decline in the infection rate. As of 6 June the CovidActNow website (<https://covidactnow.org/us/ct/>) reflects Connecticut **Infection Rate** (Figure 1) as green (low) since 20 May at a rate of 0.76 and continuing to trend down. Four counties in CT are experiencing a yellow (medium) infection rate. These counties are predicted to reach green stage by mid-June based on trend analysis.

Our **ICU Headroom** (Figure 3) is currently @ 42% and steadily declining at an average trending rate of 2% / day since 20 May (last day at 100%). Our current 3.5% 7-day trailing **Positive test rate** (Figure 2) continues to decline trending downward at approximately

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0.4% / day and borderline green stage (3%). It is expected to trend green in the next several days.

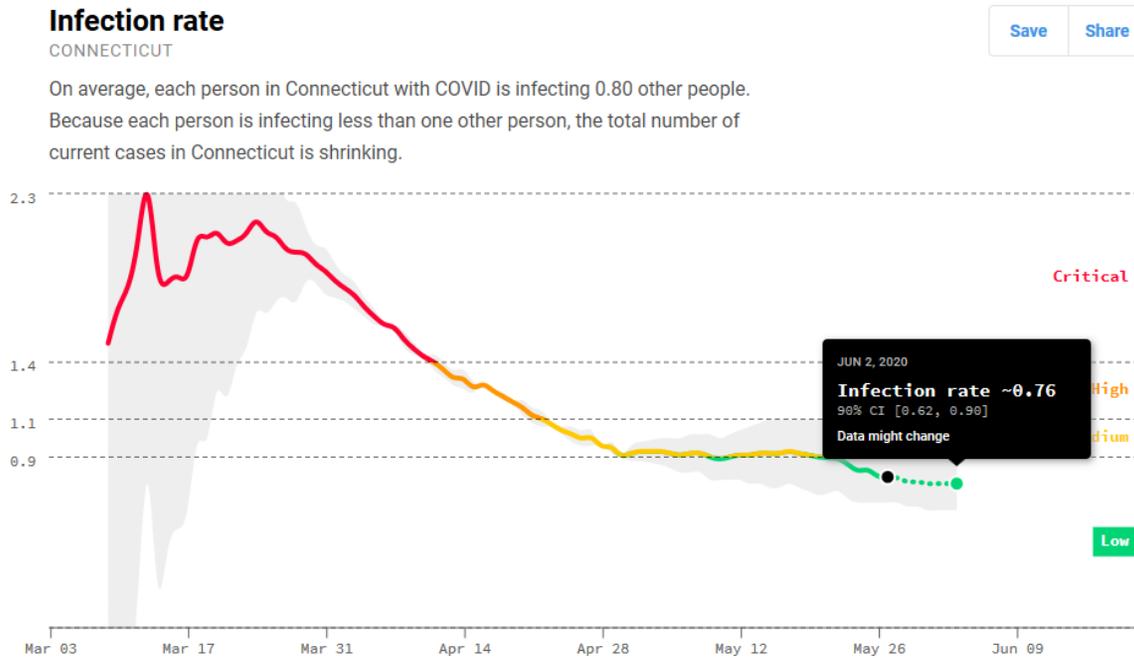


Figure 1 – Infection rate of 0.76 % as of 2 June

Our team has carefully studied the COVID-19 letters, memos, and executive orders posted on local city and state websites. Based on our findings, and the restrictions listed in this Remobilization plan the committee feels strongly that the data provides justification to move forward with our Phase 1 plan.

Governor Ned Lamont issued a “Stay Safe, Stay Home” Phase I plan that went into effect on 22 March 2020. As of early May the state continues to progress in reducing the spread of COVID-19, increasing availability of diagnostic test kits, and maintaining an adequate number of ICU beds to respond to any identified hotspots.

Gov. Lamont plans to enter Phase II reopening on or about 20 June. **Assuming this occurs, CTWG shall file a PHASE II opening plan with CAP NHQ for approval with an expected 6 JULY Phase II re-opening for CTWG members.**

Based on the data provided in this document with regard to COVID-19, the CTWG will continue to protect our members as we begin a transition into phase 1. The CTWG and the Remobilization committee will closely monitor national, State, and local COVID-19 data

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to allow a quick response to any changing conditions that may necessitate a reversion to Phase 0 if warranted at the State and/or local level.

Positive test rate

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A significant percentage (3.5%) of COVID tests were positive, meaning that Connecticut's testing meets WHO minimums but needs to be further expanded to detect most new cases. Identifying and isolating new cases can help contain COVID without resorting to lockdowns.

Save Share

CTWG is planning to enter Phase 1 no earlier than 12 June.

CTWG Col. James Ridley will conduct a virtual meeting with all subordinate unit commanders upon approval of this remobilization plan and prior to implementation to ensure comprehension and complete understanding of what our specific plan allows and to what extent.



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ICU headroom used Beta

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Save

Share

Connecticut has about 674 ICU beds. We estimate that 35% (235) are currently occupied by non-COVID patients. Of the remaining 439 ICU beds, we estimate 183 are occupied by COVID cases, or 42% of available beds. This suggests there is likely enough capacity to absorb a wave of new COVID infections.

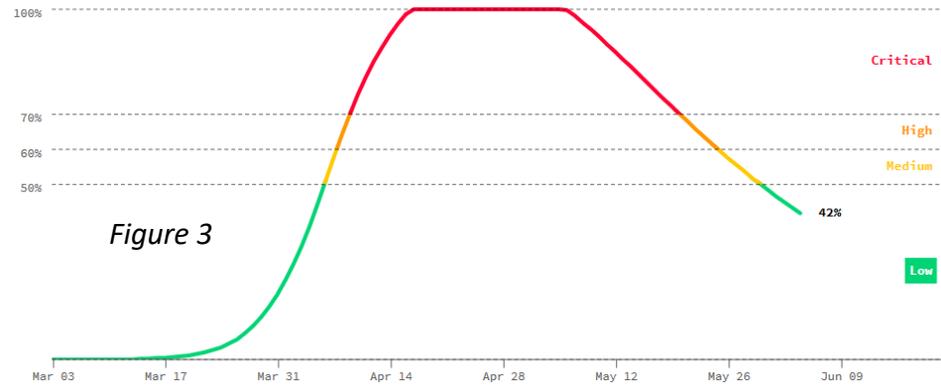


Figure 3

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Phase I: Resuming Regularly Scheduled Meetings

Item#	Task	OPR/Assigned Personnel	Date Tasked	Suspense	Date Completed	Notes
1.1.	Verify state government guidance currently allows or will allow gatherings on the date proposed for resuming meetings (Review of overall directives in impacted state)	Robert M. Dodenhoff, M.D. Lt-Col, CAP	29 May 2020		7 June 2020	Dr Dodenhoff has been following closely the Governor of the State of Ct recommendations during the entire pandemic. CTWG will follow CT STATE rules over CAP Guidelines
1.2.	Hold meeting with between Plan Coordinator and Health Services Officer	Robert M. Dodenhoff, M.D. Lt-Col, CAP	6 June 2020		7 June 2020	Dr. Dodenhoff has had numerous communications with Col. Ridley, Ct Wing Commander.
1.2.1.	Wing priorities for training events should be coordinated	Robert M. Dodenhoff, M.D. Lt-Col, CAP	29 May 2020		7 June 2020	This was discussed on 6 June 2020 and will continuously be addressed as we move forward.
1.2.1.1.	Check state and local health guidance regarding gatherings (Review of each jurisdiction impacted by this plan)	Robert M. Dodenhoff, M.D. Lt-Col, CAP	29 May 2020		7 June 2020	Please see Item # 1.1 above.
1.2.1.2.	Prepare information for subordinate units on temperature screening, health education, and sanitation	Robert M. Dodenhoff, M.D. Lt-Col, CAP	29 May 2020		7 June 2020	We will be following the recommendations as per CAP's guidance. The Commanders of each Squadron have been instructed to apply for free thermometers provided by the State of CT.
1.2.2	Consult with Wing Legal Officer about resuming meetings	Robert M. Dodenhoff, M.D. Lt-Col, CAP	6 June 2020		7 June 2020	There was a discussion on 6 June 2020.
1.2.3	Coordinate with Wing Director of Safety	Robert M. Dodenhoff, M.D. Lt-Col, CAP	6 June 2020		7 June 2020	This will be accomplished by Command Staff. A copy of this entire plan should be forwarded to the Wing Director of Safety.
1.2.3.1	Verify proper risk planning tools are available to units	Robert M. Dodenhoff, M.D. Lt-Col, CAP	29 May 2020		7 June 2020	This is an ongoing process; we will adapt as the recommendations from CDC and other organizations suggest.
1.2.3.2	Prepare to communicate with subordinate units on Safety-related matters (see 1.7. below)	Robert M. Dodenhoff, M.D. Lt-Col, CAP	6 June 2020		7 June 2020	This will be accomplished; see 1.7 below.
1.2.4	Coordinate with Wing Director of Cadet Programs	Robert M. Dodenhoff, M.D. Lt-Col, CAP	6 June 2020		7 June 2020	This is being accomplished via numerous meetings.

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1.2.4.1	Prepare recommendations for units regarding meeting activities and alternatives to maintain optimal distance while at meetings	Robert M. Dodenhoff, M.D. Lt-Col, CAP	6 June 2020		7 June 2020	Our Task-Force Committee will continue to follow the guidelines set forth by the CDC.
1.3.	Have subordinate unit commanders verify that local governments do not have more restrictive social-distancing guidelines than those at the state level	Capt. Brian Proulx	6 June 2020		9 June 2020	Message communicated with squadron commanders to advise if different. All local governments are following State COVID-19 orders.
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.	Capt. Brian Proulx	9 June 2020		9 June 2020	Coordinate with Col. Ridley. Col. Ridley will send Connecticut's plan (and all subsequent plans) to the National Covid-19 team and the NE Region commander.
1.4.1.	Briefly describe/ summarize previous coordination accomplished	Capt. Brian Proulx	30 May 2020		30 May 2020	CAP CTWG Reopening committee has been in constant contact with CTWG commander Col. Ridley. The reopening committee has met several times virtually to share plans and remain coordinated regarding CTWG Phase 1 plan.
1.4.2.	Verify no jurisdictional restrictions are in place from State or Local Governments	Capt. Brian Proulx	6 June 2020		6 June 2020	<ol style="list-style-type: none"> 1. Large gatherings (more than 5) prohibited until 20 June. This rule overrides current CAP guidelines of 10 persons or less. 2. Outdoor training activities (up to 25 people) provided they remain 6ft apart. 3. Phase II in CT begins 17 June 4. Some CT towns have specific closures in place, applicable to parks, beaches, and walking trails.
1.4.3.	Set date to resume meetings; this is also the start of Phase II.	Capt. Brian Proulx	6 June 2020	9 June 2020	TBD	<p>Based on State of CT Phase 1 reopening guidance, large gatherings (more than 5 people) are prohibited until 20 June as of this writing.</p> <ol style="list-style-type: none"> 1. CTWG will permit in-person staff meetings deemed critical (not to exceed 5 members) under Phase I. Social distancing, face covering, no physical contact and appropriate sanitation is required. 2. Squadron meetings expected to resume 6 July if State enters Phase II opening prior to then.

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1.5.	Receive approval from the CAP COVID-19 Planning Team to reinstate meetings. Plan for one-week lead time.	Capt. Brian Proulx	6 June 2020	9 June 2020	TBD	Coordinate with Col. Ridley, Region, and National. Phase I - in-person staff meetings deemed critical (not to exceed 5 members) until 5 July.
1.6.	Publish the date that meetings may resume to subordinate units	Capt. Brian Proulx	6 June 2020	9 June 2020	TBD	Coordinate with Col. Ridley and CTWG subordinate unit commanders.
1.7.	Task Wing Director of Safety to communicate the following to subordinate units	Capt. Brian Proulx	6 June 2020		9 June 2020	Coordinate with the CTWG Reopening committee, Col. Ridley, and Wing SE.
1.7.1.	<u>Units</u> will review CAPFs 160, 160S, and 160HL to be sure COVID-19 risks are considered and mitigated	Capt. Brian Proulx	6 June 2020		9 June 2020	E-mail sent to unit SE's and CC's to review these forms. See attached.
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	Capt. Brian Proulx	6 June 2020		9 June 2020	Units will receive this in Covid-19 safety guidance as per the attached document.
1.8.	Task Wing Health Service Officer to communicate the following to subordinate units:	Lt. Col Robert Doddenhoff				See attached documents

Plan Completed By: Lt Col. Robert M. Doddenhoff, M.D.

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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.	Lt Col Matthew J. Valleau	7 June 2020		9 June 2020	Request made of the CTWG Health Services Officer The Commanders of each Squadron have been instructed to apply for free thermometers provided by the State of Ct. – In Progress
1.8.2.	Educate members on their stratified level of risk (i.e., Low-risk vs. High-risk)	Lt Col Matthew J. Valleau	7 June 2020		8 June 2020	In progress and will be constant during the pandemic recovery.
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)	Lt Col Matthew J. Valleau	7 June 2020		TBD	In progress -
1.9.	Task Wing Director of Cadet Programs to communicate the following to subordinate units:	Lt Col Matthew J. Valleau	7 June 2020		TBD	In progress – Cadet Programs notified.
1.9.1.	Units identify ways to meaningfully engage and fully participate in meetings without formations, drill, or other close-distance activities	Lt Col Matthew J. Valleau	7 June 2020		TBD	In progress -
1.9.2.	Units draft a local message to parents to inform them about what CAP is doing to keep Cadets safe while they participate	Lt Col Matthew J. Valleau	7 June 2020		TBD	In progress – more to follow

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**COMMANDER'S MEMORANDUM TO WING PERSONNEL
ATTACHED AS EXHIBITS A HERETO**

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Connecticut Wing Civil Air Patrol Operations Plan COVID-19 Remobilization (Phase 1) 6 June 2020



1. Situation

1.1. Pandemic Threat

- 1.1.1. COVID-19 is a novel coronavirus that created a global outbreak and associated public health declarations including social distancing, protective equipment, and an increased focus on hygiene. Because of the variation in impacts and legal restrictions across the various states, there is no one-size-fits-all response for the Civil Air Patrol (CAP) to use in this situation. The Centers for Disease Control and Prevention (CDC) published a general FAQ about this disease on their website: <https://www.cdc.gov/coronavirus/2019-ncov/faq.html>.
- 1.1.1. Federal, state and local governments will continue to enact proactive steps to slow the spread of the disease, while carefully balancing other considerations for easing restrictions. The potential for disease resurgence and breakouts will likely necessitate the need to implement further restrictions or retrograde to earlier phases.

1.2. CAP Organizations and Government Partners

- 1.2.1. HQ CAP Mission: CAP Wing Commanders will proactively make their Wings ready to resume regularly scheduled meetings, single-day events, and overnight activities in accordance with local, state, and federal guidance. A phased-approach, based on the White House "opening Up America Plan" will help align efforts across Wings and Regions, and communicate where personnel are in the process to returning to a post-COVID-19 "normal" operations tempo.

1.3. State and local governments:

2. Mission

2.1. Transition to Phase 1

- 2.1.1. On order, CTWing will transition to Phase I operations at the local level in order to deliberately and incrementally increase operating capacity on the way to resuming normal operations and fulfilling our three (3) Congressionally-chartered missions. CTWing squadrons are the main effort and Wing staff are in

support.

3. Execution

3.1. Commander's Intent

3.1.1. Execute disciplined initiative at the squadron level, in alignment with federal, state, and local orders, to permit Phase I meetings, training, and activities for low-risk personnel while mitigating the risk of COVID-19 transmission to the maximum and practical extent.

- a. Commander's Critical incident Reports (CCIRs)
- b. Any CTWG CAP member tests positive for COVID-19.
- c. Any CTWG CAP member exposed to COVID-19 while performing CAP duties or attending a CAP activity.
- d. The hospitalization of CTWG CAP member as a result of COVID-19.
- e. Death of a CTWG CAP member of known / suspected COVID-19 infection.

3.1.2. End State

- a. Phase I activities are on-going with minimal COVID-19 transmission risk to CTWG CAP members. The CTWG is postured for Phase II transition once state and local orders allow. Expected CTWG transition date to Phase II operations is expected on 6 July.

3.2. Operations

3.2.1. Phase I: Low-risk staff, activities involving 5 personnel or less.

3.2.1.1. IAW CAP National HQ "Remobilization of the Membership" planning tools, CTWG units and staff shall be authorized to conduct meetings and training activities (<4 hours in duration) for select low-risk personnel.

3.2.1.2. Self-identified low-risk members may return to critical in-person provided groups are:

- a. No more than 5 CAP members shall gather at any given time within the same area for purposes of resuming training, meetings, or events. Excludes mission critical support.
- b. Social distancing and face coverings shall be in effect, hygiene/health status checks through questions and body temperature checks shall be performed. Public health reminders are in place.

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3.2.2. Flight operations

3.2.2.1. Flight training shall resume for self-identified low-risk individuals

- a. Aircrew shall wear face protection while within 6 feet and at all times when in the aircraft unless they are a sole occupant. Face protection shall permit clear voice transmission when using aviation headsets.
- b. Aircrew shall sterilize the aircraft cabin and surrounding environment IAW CTWG Aircraft Sterilization checklist (attached). Individuals shall sterilize hands prior to and after each flight. Use of protective hand coverings (gloves) will be at the discretion of the aircrew member.

3.2.2.2. Permitted Phase I flight activities shall include:

- a. Single pilot proficiency flights
- b. Flight evaluations (Form 5/91)
- c. 2/3-person aircrew training

3.2.2.3. Support Agencies

- a. CTWG staff shall provide support to local squadrons as appropriate. State and local COVID-19 restrictions will be monitored continuously for changes affecting local operations.

3.2.3. Squadron-level Events

- 3.2.3.1. Squadron commanders shall approve all unit activities and meetings involving no more than 5 CAP members at least 48 hours in advance. Once approved, the squadron commander/appointed designee shall up channel to the Wing Commander for review and oversight.
- 3.2.3.2. Units will maintain attendance records for all approved activities for a minimum of 6 months to facilitate contact tracing, as required.
- 3.2.3.3. 1:1 activities (ground and flight) and flight operations IAW para. 3.2.2 shall be permitted without squadron commander approval.
- 3.2.3.4. Members shall follow the CAP NHQ guidelines for PPE, social distancing, cleaning, body temperature, hygiene monitoring, etc., at all times.
- 3.2.3.5. Any CAP member shall immediately notify CTWG/CC of any CCIR within 2 hours.

3.2.4. Coordinating Instructions: None

4. Administration and Logistics

N/A

5. Command and Signal

5.1. Signal

- 5.1.1. The CTWG command and key staff will meet weekly via conference call (as needed) to assess Wing operations and changes to State/Local restrictions.
- 5.1.2. Squadron Commanders shall be extended an invite to attend these calls. Meeting notes/updates shall be shared with the Squadron Commanders.
- 5.1.3. CCIRs shall be reported via telephone to Col. James Ridley at (631) 889-4919.

5.2. Command

- 5.2.1. Standard CTWG chain of command and reporting procedures are in effect.
- 5.2.2. To facilitate the planning and execution of remobilization, the CTWG Remobilization Planning Team (RPT) has been established to continually assess the situation and recommend phase changes to Command staff. The RPT is responsible for developing and publishing OPLANS, procedures, and briefing materials to assist squadrons and staff in messaging the remobilization.
- 5.2.3. The members of the RPT are:
 - a. CTWG/CC (Team Lead): Col. James A. Ridley
 - b. CTWG/ADO: Capt. Brian Proulx
 - c. CTWG/CP: Lt. Col. Bob Hoar
 - d. CTWU/SE: Lt. Col. Steven Valastro
 - e. Legal Officer: Lt. Col. Andrew Liput
 - f. Health Officer: Lt. Col Robert Doddenhoff