

Approved: 21 Sept 2020



Post-COVID-19 Remobilization of the Membership Plan

Phase I: Resuming Regularly Scheduled Meetings

DEWG

Updated 8 September 2020

COVID-19 Remobilization of the Membership Plan – Phase I

This plan has been developed for Delaware 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.*

Plan Coordinator and Point of Contact: Lt Col Robert Hotchkiss CAP

Primary Phone:

Primary Email:

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

Delaware Wing has been in complete stand own for in place meetings since 15 March as outlined in the CAP/CC. The Wing has received permission from the MAR/CC and NOC to continue to execute twice daily B14 missions in support of the State of Delaware. These missions are permitted with the requisite aircrew masking and aircraft decontamination post flight. Units within the Wing are meeting virtually. DEWG members are presenting weeknight virtual sUAS training to dozens of members around the nation. The only other activities authorized are single pilot aircraft operations as approved by CAP/NHQ and essential aircraft and vehicle maintenance activities.

The State of Delaware has entered into its Phase I reopening pan on 1 June and Phase 2 on June 15th.

DEWG is closely monitoring the NHQ referenced COVID-19 metrics. It is the Wings intention to execute the Phase 1 reopening 3-4 days after NHQ approval. This will provide for effective communications with commanders, directorates, members and parents as well as giving commanders time to obtain mitigation and engineering modifications and meeting locations.

Plan Completed By: Lt Col Robert Hotchkiss CAP
Last Updated: 8 September 2020

DE Wing

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.	Monitor and verify state government guidance currently allows or will allow gatherings on the date proposed for resuming meetings	DEWG/CV	10 May 2020	Ongoing	30 June 2020	DE has entered Phase II of the states reemergence plan on 20 June and does not conflict with DEWG Plan Phase I Plan
1.2.	Designate the Plan Coordinator, Assistant Health Services Officer and Wing Safety Officer	DEWG/ CV DEWG/HS-A DEWG/SE	10 May 2020	10 May 2020	10 May 2020	The DEWG CS has identified the DEWG HSO-A who is a physician, the Wing SE and two other seniors with HSO specialties to serve on an advisory committee for the Plan
1.2.1.	Wing priorities for training events should be coordinated	DEWG/DO	20 May 2020	30 June 2020	30 June 2020	DELDOT/HS, DAHRRTT, sUAS <10 training and single pilot training only permitted during phase 1
1.2.1.1.	Check state and local health guidance regarding gatherings	DEWG/CV	10 May 2020	24 June 2020	24 June 2020	DE has entered Phase II of the states reemergence plan on 20 June and does not conflict with DEWG Plan Phase I Plan
1.2.1.2.	Prepare information for subordinate units on temperature screening, health education, and sanitation	DEWG/CV	15 May 2020	24 June 2020	6 July 2020	Aircraft and vehicle memos out to all units. To be placed in all vehicles and aircraft.
1.3.	Verify that State of MD does not have more restrictive social-distancing guidelines than those at the state level	DEWG/CV DE-020/CC	20 May 2020	Ongoing	1 September 2020	Delaware Wing has one squadron that meet in the State of Maryland. The Plan officer will monitor in accordance with tasking in 1.1 MDWG is in Phase II as of July 2020
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.	DEWG/CV	10 May 2020		3 September 2020	The DEWG CV after concurrence with the DEWG HSO's and DEWG/SE and approval of the DEWG/ CC will submit the plan to NHQ after the State of DE meets the requirements for each phase emersion.
1.4.1.	Briefly describe/ summarize previous coordination accomplished	DEWG/CV	10 May 2020	Ongoing	1 September 2020	See attached
1.4.2.	Verify no jurisdictional restrictions are in place from State or Local Governments	DEWG/CV	NA	NA	NA	DE restrictions at state level not local level
1.4.3.	Set date to resume meetings; this is also the start of Phase II.	DEWG/CC	10 May 2020	1 September 2020	1 September 2020	

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1.5.	Receive approval from the CAP COVID-19 Planning Team to reinstate meetings. Plan for one-week lead time.	DEWG/CC	10 May 2020	2 Sept 2020		Plan submission to CAP NHQ Planning team on 2 September
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Phase I: Resuming Regularly Scheduled Meetings (Continued)

Item#	Task	OPR/Assigned Personnel	Date Tasked	Suspense	Date Completed	Notes
1.6.	Publish the date that meetings may resume to subordinate units	DEWG/CV	10 May 2020	5 Sept 2020	8 Sept 2020	
1.7.	Task Wing HSO to communicate the following to subordinate units	DEWG/HSO	10 May 2020	Upon NHQ approval	8 Sept 2020	DEWG memo out upon NHQ approval
1.7.1.	Units will use Post-COVID-19 ORM forms to mitigate local risks (available at https://www.gocivilairpatrol.com/covid-19-information-cena)	Sqdn/CC's or Sqdn/SE's	10 May 2020	7 days prior to Phase 1 opening		Will attach <i>The "5 M's" for Coronavirus Special Risk Considerations During COVID-19 Crisis</i> to reopening announcement to unit commanders
1.7.2.	Units will identify sources for face coverings, gloves, hand sanitizer, and surface disinfectant to use in case of a return to increased risk	Sqdn CCs	10 May 2020	8 July 2020	8 July 2020	Ongoing preparation briefed at July and August DEWG Commanders Calls
1.8.	Task Wing Health Service Officer to communicate the following to subordinate units:	DEWG/HS	10 May 2020	Upon NHQ approval	8 Sept 2020	See communications file
1.8.1.	Units will require members to take their temperature at home prior to attending the activity	Sqdn CC's	10 May 2020	5 Sept 2020	8 Sept 2020	Upon approval from NHQ and before first in-person meeting
1.8.2.	All meetings start with COVID education and stratified level of risk (i.e., Low-risk vs. High-risk)	Sqdn/CC, SE's and HSO's	10 May 2020	5 Sept 2020	8 Sept 2020	Unit Commanders will contact members to determine level of risk. Any high risk individuals will be asked to attend via virtual option
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	Sqdn/CC, SE's and HSO's	10 May 2020	5 Sept 2020	8 Sept 2020	See attached. Prior to first squadron meeting

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DE Wing

COVID-19 Remobilization of the Membership Plan – Phase I

temperature check prior to entry and routine symptom checks)					
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Phase I: Resuming Regularly Scheduled Meetings (Continued)

Item#	Task	OPR/Assigned Personnel	Date Tasked	Suspense	Date Completed	Notes
1.9.	DEWG/HSO to communicate the following to subordinate units:	DEWG/HS	10 May 2020	6 Sept 2020	8 Sept 2020	Mandatory Squadron CC conference call
1.9.1.	Units identify ways to meaningfully engage and fully participate in meetings without formations, drill, or other close-distance activities	SQ/CCs	10 May 2020	8 Sept 2020	8 Sept 2020	Units informed to prepare for protective measures on an ongoing basis since June 2020.
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	SQ/CC's	10 May 2020	8 Sept 2020	8 Sept 2020	Unit Commanders will inform unit members and parents of opening plan. Units will copy Wing HQ.
2.1	Identify Cleaning standards for aircraft before, during, and after use.	DEWG/DO	10 May 2020	30 June 2020	24 June 2020	Implemented 10 May 2020. Revised and reissued 11 August. See attachment
2.2	Identify Cleaning standards for vehicles before, during, and after use.	DEWG/TO	10 May 2020	30 June 2020	8 Sept 2020	Circulated to all units 5 September 2020 (See attachment)
2.3	Prepare communication to all ES-qualified members on approved operations (both air and ground) during Phase 1 of the remobilization plan	DEWG/DO	10 May 2020	1 August 2020	8 Sept 2020	Air Operations precautions briefed since May 2020. Ground ops will be briefed at 6 Sept DEWG/SQ CC's Conference Call and 9 Sept DEWG Commanders Call



HEADQUARTERS DELAWARE WING
CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY
P.O. BOX 11285
WILMINGTON, DE 19850-1285



TO: DEWG sUAS and Fixed Wing Aircrews

FROM: Col Robert Mooney, CAP

RE: DEWG Air Operations Update

DATE: 8 September 2020

Per the CAP-NHQ Memo of 1 July 2020 Subject Ongoing COVID-19 Operations, DEWG is implementing the following air operations procedures in preparation for Phase I emergence.

General Precautions:

For all CAP Flight Operations the following General Precautions shall be adhered to:

- Masks must be worn except in aircraft if the wear interferes with communications or poses a safety of flight
- Temperature below 100.4
- No travel to high probability locations and no interaction with people who have or suspect to have COVID 19.
- Not [self] identified as high risk
 - Self-identified High Risk may be permitted to fly Solo A-12

These precautions and their answers should be listed in the Briefing section in WMIRS prior to flight release. Additionally, a verbal checklist, challenge and answer, will be conducted with the Flight Release Officer.

Aircraft decontamination procedures are outlined in the DEWG/DO memorandum of 11 August.

Flight Release Process:

Actual Mission specific Incident Commanders have authority to provide the appropriate release under their appropriate mission number.

General Operating Missions:

The following flight operations are authorized :

- A-9 – Aircraft Maintenance
- A-1 - SAR
- B-14 DELDOT
- Various A, B, C Missions - Support to Local, State, or Federal Government with CAP NHQ-NOC Approval (LLRS, FK, Disaster Relief, etc)
- B-12 self-funded flights
- F5/F91 proficiency and renewal flights
- F5/F91 sUAS training and proficiency in-person flight training as long as attendees do not exceed 10 participants

- Mission Proficiency Flights for TWO (2) Man crew: Mission Pilot + Airborne Photographer or Mission Observer.

Wing operations staff will continually monitor and manage this policy letter as operations unfold. At this time there is no immediately scheduled return to operations for the following operational categories:

- ROTC Flights
- Cadet Orientation Flights

Robert Mooney, Col, CAP
Commander DEWG



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WILMINGTON, DE 19850-1285



5 September 2020

MEMORANDUM TO ALL DEWG UNITS AND MEMBERS

FROM: DEWG/HSO

SUBJECT: DEWG Reopening – Phase I

In anticipation of the re-opening of the Delaware Wing, please consider the following guidance to keep our membership safe during phase I. In person, meetings and activities will begin to be allowed as of 9 September 2020. These will be limited to no more than **TEN (10)** members.

1. Masking is MANDATORY
2. Units will set up and conduct a brief screening at the entrance to the meeting. Screening questions should include the following:
 - a. Has the member had any symptoms of a new fever, cough, or body aches?
 - b. Has the member tested positive for, or have a test pending for COVID-19?
 - c. Has the member had a household exposure to a confirmed or suspected case of COVID-19 in the last 2 weeks?

Any positive responses should be referred to the squadron commander who should recommend non-admittance to the meeting. The reporting of any active symptoms or fever should prompt a recommendation of non-admittance and an immediate assessment by the member's primary care provider.

3. Units will screen with no-touch thermometers prior to entry to the meeting and/or require members to take their temperature at home prior to attending the activity. CDC defines a fever as greater than 100.4 F. Please see the guidance document at:

https://www.gocivilairpatrol.com/media/cms/CAP_COVID_19_Temperature_Screening_29C5E049DA530.pdf

4. Units at the beginning of each meeting will brief all members as to COVID-19 risk management procedures
5. Social distancing engineering and meeting place layouts will be established throughout the meeting/activity
6. Surface cleaning/disinfection and hand washing/sanitizing will be completed during and upon completion of the meeting/activity
 - a. Where surface disinfection is being conducted, please reference the list of products tested for efficacy against COVID-19.

<https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>

7. Members considered to be “high-risk” by CDC guidelines should be encouraged to participate in the meetings virtually. Also, members with a household contact with any of these risks should consider participation virtually. These include:

- People 65 years and older or live in a nursing home or long-term care facility
- People of all ages with underlying medical conditions, particularly if not well controlled, including:
 - o People with chronic lung disease or moderate to severe asthma, serious heart conditions, diabetes, liver disease, or immunocompromised
- Many conditions can cause a person to be immunocompromised, including cancer treatment, smoking, bone marrow or organ transplantation, immune deficiencies, poorly controlled HIV or AIDS, and prolonged use of corticosteroids and other immune weakening medications
 - o People with severe obesity (body mass index [BMI] of 40 or higher)
 - o People with chronic kidney disease undergoing dialysis

We are relieved that Delaware has sufficiently mitigated COVID-19 low that National is recommending our reopening. While that is exciting, we must continue to remain vigilant and behave responsibly when it comes to the meaningful implementation of the recommendations meant to protect our members and their families.

We will brief all squadrons and Wing Staff at the September Commanders Call on 9 September. Please consult your unit Health Services Officer to stay informed of any additional restrictions or best practices.

Please reach out to me if you have any questions or concerns.

Stay safe and stay vigilant!

ROBERT A HOTCHKISS JR, Lt Col, CAP
DEWG Vice Commander
DEWG Health Services Officer



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7 September 2020

MEMORANDUM FOR ALL DELAWARE WING SQUADRON COMMANDERS AND SAFETY OFFICERS

FROM: DEWG/SE

SUBJECT: DEWG Phase I Reopening

In anticipation of the re-opening of the Delaware Wing, please reference the following guidance to keep our membership safe during all phases of the plan. In person, meetings will begin to be allowed 7 September 2020. Prior to this date, you will need to familiarize yourself with the following guidance material:

1. Guidance memo to the DEWG squadron commanders from Lt Col Bob Hotchkiss, DEWG Vice Commander. This document provides guidance for each unit for Phase 1 of the re-opening.
2. The COVID-19 resource material that CAP National has developed for our use. This material includes Post-COVID-19 ORM forms to mitigate local risks and are available at <https://www.gocivilairpatrol.com/covid-19-information-cena>
3. The document "The "5 M's" for Coronavirus - Special Risk Considerations During COVID-19 Crisis". This document as well as a copy of CAPF 160F are included with this memo.
4. All squadrons will need to attend a virtual briefing on Sunday 6 September at 1900hrs. The commander, safety officer or HSO of each squadron need to attend.

Units will also need to identify sources for face coverings, gloves, hand sanitizer, and surface disinfectant to use to both prepare meeting locations and for actual meetings and activities. Follow the guidance of the DEWG Commander and Medical Officer as to what level of protection is needed for each phase of opening. Also ensure you adhere to attendance limits set for meetings and activities and that you have adequate supplies of PPE, sanitizer and disinfectant PRIOR to any activity.

The top priority is the safety of cadets and seniors. These requirements are enacted to help ensure safety as we begin the re-opening process and are only effective if we properly adhere to them. Please contact me if you have any questions or concerns.

Stay safe!

DAVID BALDINGER, Captain, CAP
Wing Safety Officer



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7 September 2020

MEMORANDUM FROM DELAWARE WING DIRECTOR OF CADET PROGRAMS TO CADET PARENTS

Dear Parent,

As many of you are being notified of the strategic reopening of the Delaware Wing, I want to reassure you that the safety of your cadet is our top priority. I want everyone to understand that in the next weeks and months it is imperative everyone takes responsible actions to prevent further spread of COVID-19. Have a conversation with your cadets on the way that they feel, if possible, take their temperature, and if anyone in your home is exhibiting COVID-19 symptoms, seriously consider keeping your cadet home and not allow them to attend the meeting that day. If you are not aware of what the symptoms are please visit the CDC's site by clicking this link ([Symptoms of Coronavirus link](#)).

At the local level, we will slowly reopen when COVID-19 metrics improve and our emergence plans are reviewed and approved regionally and nationally. Our squadron commanders and their health service officers will implement plans which will call for smaller gatherings, mandatory mask wearing, social distance engineering at meeting facilities and pre and post meeting decontamination procedures. These will be brief to your cadets prior to their first in person meeting and at every meeting. Your cadet Squadron Commander will be notifying you of their approach to creating a safe environment for all.

Weekend activities will be permitted with restricted number of participants and the same risk management measures required.

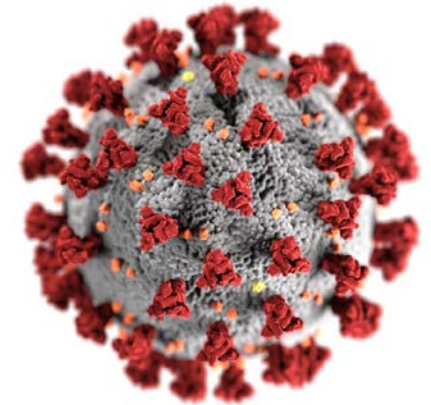
If you have any questions or concerns, feel free to contact the squadron commander or myself at lierenz.john@dewg.cap.gov

JOHN LIERENZ, Lt Col, CAP
Director of Cadet Programs



Delaware Wing Civil Air Patrol

Phase I Emergence Plan



Updated 9 SEP 2020

DEWG COVID 19 Planning Group

- Lt Col Robert Hotchkiss DEWG/CV, DEWG/HSO
 - Paramedic
- Maj (Dr) Dean Dobbert- DE-006/HSO
 - ER Physician
- Lt William Stanton, DE-019/HSO
 - Nurse Anesthetists
- Lt Col Catherine Twyford, DEWG/PD
 - OR Nurse
- Captain David Baldinger, DEWG/SE

Established by DEWG/CC on 22 May

- Review State of Delaware COVID Data
- Review emergence policies and educational materials



DEWG COVID Working Group

- Formed May 2020 authority of DEWG/CC
 - DEWG HSO, select squadron HSO's and DEWG/SE
- Ongoing evaluation of COVID in Delaware
 - 2x weekly distribution of COVID data
- Obtained, reviewed and revised WVWG Phase 1 Plan Documents
- DEWG/CV provided monthly updates at Commanders Call and at some squadron virtual meetings
- Final review of materials 1 September 2020



COVID Status DEWG Under Phase 0

- DEWG Aircraft Decontamination Memo Circulated- 11 August
- DEWG/CC Air Operations Waiver
 - F5/F91 fixed wing and sUAS proficiency training
 - DELDOT/HS B-14 Missions
 - Essential mission aircrew training
 - O-Flights permitted after 1 September
- All squadron and Wing meetings are virtual
- All squadron/CC's
 - Communicating with meeting facility managers
 - Obtained no-touch thermometers from Wing or squadron sources
 - Obtaining cleaning and decontamination supplies
 - Developing social distancing layout for meeting facilities



COVID Status DEWEG Under Phase 0

TASKING	PHASE 0
WING	
Commanders Call	Virtual
Wing Finance Committee	Virtual
Professional Development Training	Virtual
Recruiting/ Retention Activities	Virtual
Ceremonial Activities	Suspended
Communications Nets	Standard Ops
Wing Staff Travel	Essential Only
OPERATIONS	
DELDOT/HS	Authorized-Waiver
SUAS Proficiency (F5/F91)	Authorized- CC Waiver
Maintenance Flights	Authorized
Mission Aircrew Training	Authorized- CC Waiver
DAHRTT Training Flights	Authorized
GT SAR Training	Suspended
Proficiency Flights (F-5/F91)	Authorized- CC Waiver
Repositioning Flights	Authorized
Cadet O-Flights	Suspended
ROTC O-Flights	Suspended
Mission Base	Virtual
Acft/Vehicle Maintenance Travel	Authorized
Multi-person van Travel	Suspended
SQUADRON	
Meetings	Virtual
Weekend Day Activities	Suspended
Overnight Activities	Suspended
Multi-person van Travel	Suspended



Proposed Timetable DEWG Phase I Emergence

- DEWG/CC Flying Waiver Executed 26 August
- PI Plan & Supporting Documents Review by DEWG COVID Team 1 September
- Phase I Plan Submittal to NHQ 3 September
- Phase I NHQ Approval (Tentative) 4 September
- **Mandatory Squadron and Wing Staff Briefing 9 September**
 - Review of training and support materials
 - Each Squadron briefs as to preparations
 - Distribution of member, vehicle, decon memos
 - Questions and Answers
- Phase I Emergence (Tentative) 9 September



Proposed DEWG Phase I Emergency Activities

TASKING	PHASE 0	PHASE 1
WING		
Commanders Call	Virtual	Virtual
Wing Finance Committee	Virtual	Virtual
Professional Development Training	Virtual	Virtual
Recruiting/ Retention Activities	Virtual	Virtual
Ceremonial Activities	Suspended	Per DEWG/CC Approval
Communications Nets	Standard Ops	Standard Ops
Wing Staff Travel	Essential Only	Essential Only
OPERATIONS		
DELDOT/HS	Authorized-Waiver	Authorized
SUAS Proficiency (F5/F91)	Authorized- CC Waiver	Authorized
Maintenance Flights	Authorized	Authorized
Mission Aircrew Training	Authorized- CC Waiver	Authorized
DAHRTT Training Flights	Authorized	Authorized
GT SAR Training	Suspended	In person <10 participants
Proficiency Flights (F-5/F91)	Authorized- CC Waiver	Authorized
Repositioning Flights	Authorized	Authorized
Cadet O-Flights	Suspended	Suspended
ROTC O-Flights	Suspended	Suspended
Mission Base	Virtual	In person <10 participants
Acft/Vehicle Maintenance Travel	Authorized	Authorized
Multi-person van Travel	Suspended	Permitted- Reduced
SQUADRON		
Meetings	Virtual	In person <10 participants
Weekend Day Activities	Suspended	In person <10 participants
Overnight Activities	Suspended	Suspended
Multi-person van Travel	Suspended	Permitted- Reduced

TASKING	PHASE 0	PHASE 1	PHASE 2	PHASE 3
WING				
Commanders Call	Virtual	Virtual	In person <50	Authorized
Wing Finance Committee	Virtual	Virtual	Virtual	Authorized
Professional Development Training	Virtual	Virtual	Virtual	Authorized
Recruiting/ Retention Activities	Virtual	Virtual	Authorized	Authorized
Ceremonial Activities	Suspended	Per DEWG/CC Approval	In person <50	Authorized
Communications Nets	Standard Ops	Standard Ops	Standard Ops	Standard Ops
Wing Staff Travel	Essential Only	Essential Only	Authorized	Authorized
OPERATIONS				
DELDOT/HS	Authorized-Waiver	Authorized	Authorized	Permitted
SUAS Proficiency (F5/F91)	Authorized- CC Waiver	Authorized	Authorized	Authorized
Maintenance Flights	Authorized	Authorized	Authorized	Authorized
Mission Aircrew Training	Authorized- CC Waiver	Authorized	Authorized	Authorized
DAHRTT Training Flights	Authorized	Authorized	Authorized	Authorized
GT SAR Training	Suspended	In person <10 participants	Authorized	Authorized
Proficiency Flights (F-5/F91)	Authorized- CC Waiver	Authorized	Authorized	Authorized
Repositioning Flights	Authorized	Authorized	Authorized	Authorized
Cadet O-Flights	Suspended	Suspended	Authorized	Authorized
ROTC O-Flights	Suspended	Suspended	Suspended	Authorized
Mission Base	Virtual	In person <10 participants	In person <50	Authorized
Acft/Vehicle Maintenance Travel	Authorized	Authorized	Authorized	Authorized
Multi-person van Travel	Suspended	Permitted- Reduced	Authorized	Authorized
SQUADRON				
Meetings	Virtual	In person <10 participants	In person <50	Authorized
Weekend Day Activities	Suspended	In person <10 participants	In person <50	Authorized
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Next Steps

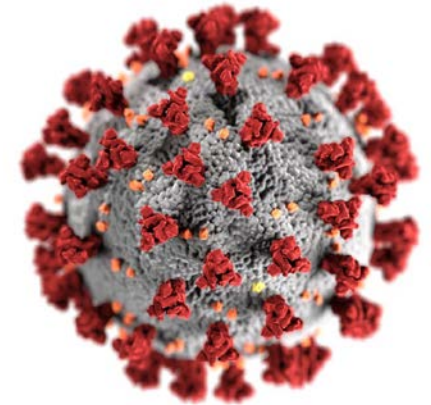
- Ongoing evaluation of COVID spread and State and Local guidance
- Evaluate Phase I measures
- Prepare Phase II emergence plan for October submission
- DEWG Wing Awards Luncheon- 5 December
 - Go/No go date
 - In person vs hybrid
 - Maximum attendance

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Delaware Wing Civil Air Patrol

**PHASE I EMERGENCE BRIEFING
FOR
SQUADRONS
6 September 2020**



DEWG COVID 19 Planning Group

- Lt Col Robert Hotchkiss DEWG/CV, DEWG/HSO
 - Paramedic
- Maj (Dr) Dean Dobbert- DE-006/HSO
 - ER Physician
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WING	
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Wing Finance Committee	Virtual
Professional Development Training	Virtual
Recruiting/ Retention Activities	Virtual
Ceremonial Activities	Suspended
Communications Nets	Standard Ops
Wing Staff Travel	Essential Only
OPERATIONS	
DELDOT/HS	Authorized-Waiver
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 - *Questions and Answers*
- Phase I Emergence (Tentative) 10 September



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TASKING	PHASE 0	PHASE 1
WING		
Commanders Call	Virtual	Virtual
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Professional Development Training	Virtual	Virtual
Recruiting/ Retention Activities	Virtual	Virtual
Ceremonial Activities	Suspended	Per DEWG/CC Approval
Communications Nets	Standard Ops	Standard Ops
Wing Staff Travel	Essential Only	Essential Only
OPERATIONS		
DELDOT/HS	Authorized-Waiver	Authorized
SUAS Proficiency (F5/F91)	Authorized- CC Waiver	Authorized
Maintenance Flights	Authorized	Authorized
Mission Aircrew Training	Authorized- CC Waiver	Authorized
DAHRTT Training Flights	Authorized	Authorized
GT SAR Training	Suspended	In person <10 participants
Proficiency Flights (F-5/F91)	Authorized- CC Waiver	Authorized
Repositioning Flights	Authorized	Authorized
Cadet O-Flights	Waiver- As of 1 Sept	Suspended
ROTC O-Flights	Suspended	Suspended
Mission Base	Virtual	In person <10 participants
Acft/Vehicle Maintenance Travel	Authorized	Authorized
Multi-person van Travel	Suspended	Permitted- Reduced
SQUADRON		
Meetings	Virtual	In person <10 participants
Weekend Day Activities	Suspended	In person <10 participants
Overnight Activities	Suspended	Suspended
Multi-person van Travel	Suspended	Permitted- Reduced

TASKING	PHASE 0	PHASE 1	PHASE 2	PHASE 3
WING				
Commanders Call	Virtual	Virtual	In person <50	Authorized
Wing Finance Committee	Virtual	Virtual	Virtual	Authorized
Professional Development Training	Virtual	Virtual	Virtual	Authorized
Recruiting/ Retention Activities	Virtual	Virtual	Authorized	Authorized
Ceremonial Activities	Suspended	Per DEWG/CC Approval	In person <50	Authorized
Communications Nets	Standard Ops	Standard Ops	Standard Ops	Standard Ops
Wing Staff Travel	Essential Only	Essential Only	Authorized	Authorized
OPERATIONS				
DELDOT/HS	Authorized-Waiver	Authorized	Authorized	Permitted
SUAS Proficiency (F5/F91)	Authorized- CC Waiver	Authorized	Authorized	Authorized
Maintenance Flights	Authorized	Authorized	Authorized	Authorized
Mission Aircrew Training	Authorized- CC Waiver	Authorized	Authorized	Authorized
DAHRTT Training Flights	Authorized	Authorized	Authorized	Authorized
GT SAR Training	Suspended	In person <10 participants	Authorized	Authorized
Proficiency Flights (F-5/F91)	Authorized- CC Waiver	Authorized	Authorized	Authorized
Repositioning Flights	Authorized	Authorized	Authorized	Authorized
Cadet O-Flights	Suspended	Suspended	Suspended	Authorized
ROTC O-Flights	Suspended	Suspended	Suspended	Authorized
Mission Base	Virtual	In person <10 participants	In person <50	Authorized
Acft/Vehicle Maintenance Travel	Authorized	Authorized	Authorized	Authorized
Multi-person van Travel	Suspended	Permitted- Reduced	Authorized	Authorized
SQUADRON				
Meetings	Virtual	In person <10 participants	In person <50	Authorized
Weekend Day Activities	Suspended	In person <10 participants	In person <50	Authorized
Overnight Activities	Suspended	Suspended	Suspended	Authorized
Multi-person van Travel	Suspended	Permitted- Reduced	Permitted	Authorized



As always, the safety of our members is our top priority. This checklist outlines several minimum guiding protocols that squadrons and members must consider while working with local and state health departments, facility managers and members families on when and how to resume meetings and activities.

If it is not practical to meet these minimal protocols, do not restart in-person activities

SAFE ≠ Risk-Free

As the response to the pandemic shifts to a state-focused, phased approach, Civil Air Patrol both nationally and at the Wing level have monitored recommendations from health department and medical resources to implement appropriate protocols to help keep our members safe. Precautions and mitigation strategies are important, but they cannot eliminate the potential for exposure to COVID-19 or any other illness when in-person activities resume.

People with COVID-19 may show no signs or symptoms of illness, but they can spread the virus. Some people may be contagious before their symptoms occur. The fact is that someone with COVID-19 may pass the required health screenings and be allowed into program activities. The Centers for Disease Control and Prevention (CDC) states that older adults and people of any age who have serious underlying medical conditions are at higher risk for severe illness from COVID-19. If you are in this group, please ensure you have approval from your health care provider prior to resuming in-person Civil Air Patrol activities.

Every member, volunteer and family must evaluate their unique circumstances and make an informed decision before attending in-person activities.

We hope this information will be helpful as you make that choice



COMMANDERS PRE-INITIATION OF MEETING CHECKLIST

- Permission of facility to meet
- Identification of members to attend to meet maximum attendee guidelines
- Facility social distancing plan
- Decontamination and risk management equipment
 - No-touch thermometer
 - Hand sanitizer
 - Hands washing location
 - Equipment and surface decontamination supplies
- Communicate with parents regarding meeting requirements and risk management efforts.
This letter and language will be provided to you by the Wing
- Identification of a squadron Health Services Officer to monitor compliance and provide guidance to members. If no HSO available, the squadron/CC is responsible.
- Attend this MANDATORY briefing
- Maintain virtual meeting capability for those members that cannot or do not want to attend



HIGH RISK MEMBERS

Members with any of the following conditions or with a household contact with any of these risks are considered “high-risk” by CDC guidelines and should not attend in person meetings and are encouraged to participate virtually. These include:

- People 65 years and older or live in a nursing home or long-term care facility
- People of all ages with underlying medical conditions, particularly if not well controlled, including:
 - People with chronic lung disease or moderate to severe asthma, serious heart conditions, diabetes, liver disease, or immunocompromised
 - Many conditions can cause a person to be immunocompromised, including cancer treatment, smoking, bone marrow or organ transplantation, immune deficiencies, poorly controlled HIV or AIDS, and prolonged use of corticosteroids and other immune weakening medications
- People with severe obesity (body mass index [BMI] of 40 or higher)
- People with chronic kidney disease undergoing dialysis



BEFORE YOU MEET

- **COMMUNICATE** to all members youth that the CAP recommends that no one in the higher-risk category take part in person. **COMMUNICATE that anyone who feels sick must stay home. If you become sick or develop symptoms, isolate yourself then go home and seek care**
- **COMMUNICATE that all attendees must have an appropriate mask to attend.**
- **COMMUNICATE, EDUCATE and TRAIN** appropriate social distancing, cleaning and disinfecting, hand hygiene and respiratory (cough or sneeze) etiquette before meeting for the first time.
- **DECONTAMINATE** Before opening the building to members, the Squadron Commander **MUST** do a thorough cleaning/disinfecting of the entire building, focusing on high-touch areas such as tables, chairs, clipboards, bathrooms, etc.
- **RECONFIGURE** the building seating areas to allow for “social distancing” requirements of 6ft on all sides of any one person. **ASSURE social distancing engineering controls, hand washing and decontamination supplies are present.**
- **CONSIDER outside activity areas for meetings**
- **MONITOR** state and local health information regarding changing conditions, meeting requirements and risk management best practices.
- **ENGAGE** virtually for those members that cannot or do not want to attend.



MASKS

- Masks are **REQUIRED** for ALL individuals. If a member shows up without a mask, they are to be sent home **IMMEDIATELY!**

Masks should be:

- Cloth or surgical style
- N95 and surgical masks should be reserved for health care workers.
- Non-vented
- No gators or bandanas
- Sized to cover both mouth and nose
- Surgical mask or mask of a solid conservative color (white, black or blue) ABU design permitted. No logo, design or lettering on mask
- Worn covering both mouth and nose
- Masks should be functional, cleaned and maintained



AFTER YOU MEET

- **DECONTAMINATE** all surfaces, equipment, door knobs, keyboards
- Proper handwashing with soap and water or hand sanitizer
- Parents should stay in car when picking up after activity
- **COMMUNICATE** with your unit leadership should you develop symptoms.
- Wash mask, uniforms and equipment after each meeting.
- **DECONTAMINATE** any vehicles used during the meeting/activity.



QUESTIONS?



HEADQUARTERS DELAWARE WING
CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY
P.O. BOX 11285
WILMINGTON, DE 19850-1285



11 August 2020

This document is to provide guidance to cleaning and sanitizing CAP aircraft before and after use. Until further notice, all high-touch surfaces **MUST** be sanitized **BEFORE** and **AFTER** each flight or operations involving a pilot or crew change. The following are examples of high touch surfaces:

- Control yokes
- Parking brake handle
- G1000 buttons and knobs (NOT the screen – If screen was touched, see note below*)

Do not spray alcohol or any other disinfectant directly on control panel. Doing so may damage electronics, switches or other display instruments. Instead, spray alcohol onto microfiber cloths and wipe down control panel and instruments

- Any additional radio controls, including mission radio
- Seat belt buckles and shoulder restraints
- Door handles (including cargo door latch)
- Window latches, visors and vent controls
- Seat adjustment controls
- Throttle, propeller and mixture controls
- Master and Avionics switches, Standby battery switch
- Taxi and Landing light, nav light, beacon light and strobe switches
- Fuel selector, flap switch, trim wheels/controls, cowl flap selector
- Wipe down any circuit breakers that were manually checked during pre-, post- and during flight
- Fuel sample collector cup
- Wipe down all pages of the plastic laminated onboard checklist
- Ignition Key and any keychains
- Dispatch binder upon return to the hangar

Pilots and crews are required to wear a facial covering and are encouraged to wear gloves during flight and cleanup operations.

This directive will be in place until rescinded by Wing, Region, or National Headquarters or replaced with a directive for Phase 2 of the remobilization of the DE Wing.

When selecting cleaners, the following guidance has been provided by the manufacturers.

***GARMIN (Avionics):**

- Cleaners containing ammonia will harm the anti-reflective coating on many Garmin aviation display lenses.
- Disinfecting using a solution of 70% isopropyl alcohol that does not contain ammonia is preferred. Solutions of up to 91% isopropyl alcohol are also acceptable.
- Clean the display lens using a clean lint-free cloth and a cleaner that is specified as safe for anti-reflective coatings.
- For other exposed surfaces such as knobs, buttons, and bezels, a damp cloth with soap and water is acceptable. Garmin does not recommend bleach-based cleaners, ammonia-based cleaners, or other harsh chemicals on any surface.
- Remove all soap/soap residue to prevent buttons and knobs from gumming up or becoming slippery.
- Many aviation products are not rated as waterproof. Spraying or wetting the units to the extent where moisture could go beyond the exterior surfaces could damage the unit.

Textron (Aircraft and Hardware):

Textron Aviation is closely aligned with the guidance of government and local public health authorities in the regions we operate to ensure all necessary actions and precautions are taken.

Disinfecting your aircraft:

Zip-Chem Calla 1452 and Netbiokem DSAM may be used to disinfect an aircraft interior. In testing performed by Textron Aviation's materials engineering team, these products did not adversely affect samples of hard surfaces, interior leather, or windows. Aircraft interiors furnished with custom-based materials may need further evaluation by spot-testing on an inconspicuous area.

If you're unable to attain these disinfectants due to shortages, we recommend these alternative cleaning options (Please note, cleaning may remove germs, viruses and other contaminants from surfaces, but may not be effective to kill them):

Aircraft furnishings: We recommend using isopropyl alcohol (IPA)/water mix (60% IPA/40% water, by volume). For best results, wipe the surface with an IPA/water mix and let it dry. This mix can also be sprayed onto soft surfaces, like carpet, but do not use this IPA/water mix on aircraft leather and windows.

CO Detector: Aircrew performing COVID-19 disinfection should note the CAUTION regarding using cleaning products around the CO detector. The CO Detector should be checked prior to every flight to ensure that it shows the normal, unexposed coloration. Aircraft with exposed (dark color) detectors are grounded until the detector is replaced. If the CO Detector shows exposed in flight, then actions appropriate to the presence of CO must be taken. DO NOT assume that an exposed indication is the result of exposure to cleaning agents. CAP/DOV is currently revising CAPS 73-1, Operations Procedures, Airplane and placing a notation on the AIF Cover to raise awareness of the need to confirm CO Detector status prior to flight.

Leather and windows: Any commercially available soap and water, such as dishwashing soap, can be used.

Electronic displays (USE GARMIN GUIDANCE ABOVE FOR THE G1000): For glass products with anti-reflective (AR) coating, use a concentration of greater than 50% Isopropyl Alcohol (IPA) with a micro-fiber cloth to prevent scratches. Do not use bleach or Lysol® wipes, or any cleaners with Citric Acid or Sodium Bicarbonate as these can etch the coating on these displays. AR glass is used on displays and touchscreens in

the Garmin G1000, G3000, and G5000 systems, as well as Collins Proline21 and Proline Fusion. Do not use IPA on acrylic, Lexan, or Polycarbonate screens such as the Garmin GNS 430/530.

The following options are not approved for use in Textron Aviation aircraft:

Ozone generators: Ozone can be highly reactive to organic materials. Depending on its degree of ozonation, this method may degrade surfaces or rubber hoses.

Hydrogen Peroxide: any solution of hydrogen peroxide may evaporate when used as a mist, degrading leathers, acrylic, or polycarbonate window coatings.

Robert Mooney, Colonel , CAP
Commander



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7 September 2020

MEMORANDUM FROM DELAWARE WING TRANSPORTATION OFFICER TO SQUADRONS

FROM: DEWG/LGT

SUBJECT: Guidance for CAP Vehicle Phase I Operations and Decontamination

1. This guidance is for our CAP Corporate vehicles.
2. All high-touch surfaces **MUST** be sanitized **BEFORE** and **AFTER** using the CAP corporate vehicle. The vehicle will also be sanitized when switching drivers. The following are examples of high touch surfaces...
 - Steering Wheel (and associated control stocks)
 - Radio Controls (both CAP FM and standard radio, to include Mike buttons/speaking area)
 - Seat belt buckles (both ends)
 - Door handles (including rear doors) / Window controls (don't forget about rear "pop out" windows)
 - Seat adjustment controls (fore/aft, up/down, lumbar support)
 - Hood opening handles
 - Ignition Key and any keychains
3. Using a minimum of a 60% alcohol-based solution, wipe all surfaces down and allow to air dry. In the case of door handles and seat belts, sanitize all handles and seat belts before the first use of the day and after that, only the ones that were used will need to be re-sanitized.
4. Drivers and passengers are required to wear a facial covering while operating the CAP corporate vehicles unless they are the only occupant of the vehicle.
5. The passenger capacity of each vehicle during Phase I will be as follows:
 - a. Sedan (Driver + 2 passengers)
 - b. SUV/Pickup truck (Driver + 3 passengers)
 - c. 7 passenger van (Driver + 4 passengers)
 - d. 10 passenger van (Driver + 6 passengers)
6. This directive will be in place until rescinded by Wing, Region, or National Headquarters and replaced with a directive for Phase 2 of the remobilization of the DE Wing.

THOMAS STOLTZ, Lt, CAP
Wing Transportation Officer

Distribution: All DEWG CAP vehicles



RESTARTING DELAWARE WING CHECKLIST

As always, the safety of our members is our top priority. This checklist outlines several minimum guiding protocols that squadrons and members must consider while working with local and state health departments, facility managers and members families on when and how to resume meetings and activities.

If it is not practical to meet these minimal protocols, do not restart in-person activities

COMMANDERS PRE-INITIATION OF MEETING CHECKLIST

- Permission of facility to meet
- Identification of members to attend to meet maximum attendee guidelines
- Facility social distancing plan
- Decontamination and risk management equipment
 - No-touch thermometer
 - Hand sanitizer
 - Hands washing location
 - Equipment and surface decontamination supplies
- Communicate with parents regarding meeting requirements and risk management efforts. This letter and language will be provided to you by the Wing
- Identification of a squadron Health Services Officer to monitor compliance and provide guidance to members. If no HSO available, the squadron/CC is responsible.
- Notification of DEWG/CV via email prior to first meeting
- Maintain virtual meeting capability for those members that cannot or do not want to attend

HIGH RISK MEMBERS

- Members with any of the following conditions or with a household contact with any of these risks are considered “high-risk” by CDC guidelines and should not attend in person meetings and are encouraged to participate virtually. These include:
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 - Many conditions can cause a person to be immunocompromised, including cancer treatment, smoking, bone marrow or organ transplantation, immune deficiencies, poorly controlled HIV or AIDS, and prolonged use of corticosteroids and other immune weakening medications
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Every member, volunteer and family must evaluate their unique circumstances and make an informed decision before attending in-person activities.

We hope this information will be helpful as you make that choice

BEFORE YOU MEET

- **COMMUNICATE** to all members youth that the CAP recommends that no one in the higher-risk category take part in person. **COMMUNICATE** that anyone who feels sick must stay home. If you become sick or develop symptoms, isolate yourself then go home and seek care
- **COMMUNICATE** that all attendees must have an appropriate mask to attend.
- **COMMUNICATE, EDUCATE and TRAIN** appropriate social distancing, cleaning and disinfecting, hand hygiene and respiratory (cough or sneeze) etiquette before meeting for the first time.
- **DECONTAMINATE** Before opening the building to members, the Squadron Commander **MUST** do a thorough cleaning/disinfecting of the entire building, focusing on high-touch areas such as tables, chairs, clipboards, bathrooms, etc.
- **RECONFIGURE** the building seating areas to allow for “social distancing” requirements of 6ft on all sides of any one person. **ASSURE** social distancing engineering controls, hand washing and decontamination supplies are present.
- **CONSIDER** outside activity areas for meetings
- **MONITOR** state and local health information regarding changing conditions, meeting requirements and risk management best practices.
- **ENGAGE** virtually for those members that cannot or do not want to attend.

WHILE YOU MEET

- Members should wash hands with hand sanitizer immediately upon entering the building
- **PERFORM** pre-meeting health screening and temperature check of each member before entering the facility
- **SCREEN** for:
 - Cough
 - Shortness of breath or difficulty breathing
 - Chills
 - Repeated shaking with chills
 - Muscle pain
 - Headache
 - Sore throat
 - Loss of taste or smell
 - Diarrhea
 - Feeling feverish
 - Known close contact with a person who is lab-confirmed to have COVID-19
- Masks are **REQUIRED** for ALL individuals. If a member shows up without a mask, they are to be sent home **IMMEDIATELY!** Masks should be:
 - Cloth or surgical style- (N95 not recommended)
 - Non-vented
 - Sized to cover both mouth and nose
 - Surgical mask or mask of a solid conservative color (white, black or blue) ABU design permitted. No logo, design or lettering on mask
 - Worn covering both mouth and nose
- **BRIEF** all participants before the meeting as to COVID-19 risk management procedures
- **DISINFECT** any equipment before sharing between individuals.
- **SOCIAL DISTANCE** When speaking, members will maintain at least 6ft from one another.

AFTER YOU MEET

- **DECONTAMINATE** all surfaces, equipment, door knobs, keyboards
- Proper handwashing with soap and water or hand sanitizer
- Parents should stay in car when picking up after activity
- **COMMUNICATE** with your unit leadership should you develop symptoms.
- Wash mask, uniforms and equipment after each meeting.
- **DECONTAMINATE** any vehicles used during the meeting/activity.

