

Approved November 2, 2020



Post-COVID-19 Remobilization of the Membership Plan

Phase I: Resuming Regularly Scheduled Meetings

FLWG

Completed 27 May 2020

Updated 21 October 2020

Template Updated 8 June 2020

COVID-19 Remobilization of the Membership Plan – Phase I

This plan has been developed for FLORIDA Wing, using the template provided by the Civil Air Patrol National Headquarters to enter Phase I, Resuming Regularly Scheduled Meetings.

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 Luis E. Negrón

Primary Phone:

Primary Email:

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

Florida wing has been monitoring the situation intensely since April of 2020 and has made all necessary preparations to move into phase 1 on 26 October 2020. We continue to monitor <https://www.covidactnow.org/>, <https://www.covidexitstrategy.org/>, and <https://floridahealthcovid19.gov/> to verify trends, analysis, and current guidelines from the State.

The situation in Florida is at risk; however, it has lessened throughout the past month and continues to improve. If current downward trends continue, we can expect to be in great shape by the end of the month, barring any new outbreaks.

We will closely monitor the situation in Florida and work diligently with our National Covid-19 Team to determine when it will be appropriate to move FLWG into phase 2, or back into phase 0 should the situation worsen.

Plan Completed By: Lt Col Luis E. Negrón

Last Updated: 21 October 2020

Template Updated 8 June 2020

COVID-19 Remobilization of the Membership Plan – Phase I

Phase I: Resuming Regularly Scheduled Meetings

Item#	Task	OPR/Assigned Personnel	Date Tasked	Suspense	Date Completed	Notes
1.1.	Verify state government guidance currently allows or will allow gatherings on the date proposed for resuming meetings (Review of overall directives in impacted state)	Lt Col Negron	21 May 2020	Daily	ongoing	<ul style="list-style-type: none"> Phase 1 of the Plan for Florida's Recovery took effect May 4, 2020 Phase 2 of the Plan for Florida's Recovery took effect June 5, 2020 for all Florida counties except Miami-Dade, Broward, and Palm Beach. Phase 3 of the Plan for Florida's Recovery took effect on September 25, 2020 Currently, the state of Florida has no travel restrictions in place, non-essential travel may continue. For detailed information on Florida's Plans visit https://floridahealthcovid19.gov/plan-for-floridas-recovery/
1.2.	Hold meeting with between Plan Coordinator and Health Services Officer	Capt Scantlan	21 May 2020		21 May 2020	Team Leader (Lt Col Negron) and FLWG HSO (Capt Scantlan) held a virtual meeting to discuss the way ahead, current guidelines
1.2.1.	Wing priorities for training events should be coordinated	Lt Col Schaefer	21 May 2020		Ongoing	FLWG
1.2.1.1.	Check state and local health guidance regarding gatherings (Review of each jurisdiction impacted by this plan)	Capt Scantlan	21 May 2020	Daily		Review for final say will be the Group commanders, coordinating with Squadrons, when plan is approved.

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COVID-19 Remobilization of the Membership Plan – Phase I

Phase I: Resuming Regularly Scheduled Meetings (Continued)

Item#	Task	OPR/Assigned Personnel	Date Tasked	Suspense	Date Completed	Notes
1.2.1.2.	Prepare information for subordinate units on temperature screening, health education, and sanitation	Lt Col Rodriguez Maj Garcia Capt Scantlan	21 May 2020	03 Jun 2020	10 Jun 2020 Update 14 July 2020	Training was conducted via video conference with all LFWG commanders. Links to all the available resources is located at www.GoFloridaWing.org
1.2.2	Consult with Wing Legal Officer about resuming meetings	Lt Col Erickson Lt Col Godwin	27 May 2020	03 Jun 2020		Complete
1.2.3	Coordinate with Wing Director of Safety	Lt Col Rodriguez Maj Garcia	21 May 2020		27 May 2020	Complete Safety and HSO are working hand in hand, with planning and coordination
1.2.3.1	Verify proper risk planning tools are available to units	Lt Col Rodriguez Maj Garcia Capt Scantlan	27 May 2020		03 Jun 2020 Updated 14 July 2020	All necessary Safety links are now live on the public-facing www.GoFloridaWing.org web page
1.2.3.2	Prepare to communicate with subordinate units on Safety-related matters (see 1.7. below)	Lt Col Rodriguez Maj Garcia Capt Scantlan	27 May 2020			Completed 22 June 2020 via Group level education, documented in SIRS As of 14 July 2020 information is linked to www.GoFloridaWing.Org COVID Resource link
1.2.4	Coordinate with Wing Director of Cadet Programs	Maj Linares	21 May 2020		27 May 2020	
1.2.4.1	Prepare recommendations for units regarding meeting activities and alternatives to maintain optimal distance while at meetings	Lt Col Rodriguez Maj Garcia Capt Scantlan UNIT/CC's				Continue to promote/suggest that units utilize virtual meetings in conjunction with in-person meetings as the number of personnel during Phase I and II allowed to meet will be extremely limited. This will ensure that all members of the unit can participate in although not be physically at the unit. Plans documented in the Squadron Remob Plans, for approval by Group, Remob team and Wing Commander
1.2.4.2	Prepare bullets for units to incorporate when sending messages to parents about the resumption of meetings	FLWG/CC Lt Col Negron	27 May 2020		27 May 2020	See attachment 2.

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Phase I: Resuming Regularly Scheduled Meetings (Continued)

Item#	Task	OPR/Assigned Personnel	Date Tasked	Suspense	Date Completed	Notes
1.3.	Have subordinate unit commanders verify that local governments do not have more restrictive social-distancing guidelines than those at the state level	FLWG/CC Lt Col Negron	27 May 2020			Remob Team is checking daily. Once the plan is approved all units will verify status locally, and document in Squadron Plans
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.	FLWG/CC Lt Col Negron	21 May 2020		22 July 2020	Received feedback from NHQ's on 27 July 2020
1.4.1.	Briefly describe/ summarize previous coordination accomplished	Lt Col Negron				The First Team meeting held on 27 May 2020 to coordinate all FLWG efforts. Numerous individual meetings with Remob Team members on specific topics. Wing HSO conducted virtual training with all Groups to ensure commanders understand that process, CDC, and NHQs guidelines. 22 June 2020 all Group level education was completed, documented in SiRS 14 July 2020: Update to PIC for REMOB by Capt Rosenfeld and Capt Scantlan on live web links to required education that documents completion. 21Aug 2020 Wing CC instructed Squadron's to complete local Remob plans, the Group CC will approve, Remob team will review and forward to Wing CC
1.4.2.	Verify no jurisdictional restrictions are in place from State or Local Governments	Lt Col Negron	21 May 2020			See notes on item 1.1
1.4.3.	Set date to resume meetings; this is also the start of Phase II.	Lt Col Negron	21 May 2020			Florida is proposing 01 October 2020 for phase I.
1.5.	Receive approval from the CAP COVID-19 Planning Team to reinstate meetings. Plan for one-week lead time.	FLWG/CC Lt Col Negron	21 May 2020			Pends
1.6.	Publish the date that meetings may resume to subordinate units	FLWG/CC				Pends

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COVID-19 Remobilization of the Membership Plan – Phase I

Phase I: Resuming Regularly Scheduled Meetings (Continued)

Item#	Task	OPR/Assigned Personnel	Date Tasked	Suspense	Date Completed	Notes
1.7.	Task Wing Director of Safety to communicate the following to subordinate units	FLWG/CC Lt Col Negron	27 May 2020			Complete 22 June 2020 completed below education to each group, Commanders, SE, and HSO's, documented in SIRS
1.7.1.	Units will review CAPFs 160, 160S, and 160HL to be sure COVID-19 risks are considered and mitigated	Lt Col Rodriguez Maj Garcia Capt Scantlan	21 May 2020		18 June 2020	All FLWG Groups have received training via video conference call.
1.7.2.	Unit Safety Officers s will emphasize continued use of face coverings, and hand sanitizer, as well as social distancing, hand washing and surface cleaning/disinfection	Lt Col Rodriguez Maj Garcia Capt Scantlan	21 May 2020		18 June 2020	Contained in combined education, Safety, and HSO, approved by CC and SO
1.8.	Task Wing Health Service Officer to communicate the following to subordinate units:	FLWG/CC Lt Col Negron	21 May 2020			
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.	Capt Scantlan UNIT/CC's	21 May 2020		13 July 2020	Commanders, SE, and HSO's have been instructed to complete the Google Forms Temperature process, with documentation of completion. All members will complete the FLWG Health Screening questionnaire located in the Wing COVID 19 resource center before participating in any activity. http://gofloridawing.org/covid-19/
1.8.2.	Educate members on their stratified level of risk (i.e., Low-risk vs. High-risk)	Capt Scantlan UNIT/CC's	21 May 2020		25 June 2020	14 July 2020 - www.GoFloridaWing.org website is live, documents the completed education per Google Forms. 17 July 2020 Group HSO meeting conducted to educate planned process. 4 Sept 2020 Group HSO's and Commanders were sent instructions to share to all members for completion prior to opening. Education documented on Google Forms link

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Phase I: Resuming Regularly Scheduled Meetings (Continued)

Item#	Task	OPR/Assigned Personnel	Date Tasked	Suspense	Date Completed	Notes
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)	Capt Scantlan UNIT/CC's	21 May 2020		14 July 2020	Posted on www.GoFloridaWing.org web page, Commanders were directed to complete and start working with SE/HSO to be ready.
1.8.4	Units will ensure no more than 10 members are together at gatherings. Squadrons with more than 10 members must submit a plan on how they will comply with restrictions	FLWG/CC	8 June 2020			Unit/CC's will submit their plan to their Group/CC for review. Once the Group/CC has received all their unit plans, they will submit to the FLWG REMOB team for review and submission to the Wing/CC for final approval. 20 October 2020 : All unit plans received and approved.
1.9.	Task Wing Director of Cadet Programs to communicate the following to subordinate units:	FLWG/CC Lt Col Negrón	21 May 2020			Complete
1.9.1.	Units identify ways to meaningfully engage and fully participate in meetings without formations, drill, or other close-distance activities	Maj Linares	21 May 2020			Units will continue to take advantage of technology such as video conferencing as we move into phase I and II. This will ensure that all members of the unit can participate in events and unit discussions
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	Maj Linares FLWG/CC Legal				See attachment 2 and 3.
1.10.	Task Wing Director of Operations to communicate the following to subordinate units.	Lt Col Schaefer	21 May 2020			Complete
1.10.1	Identify flight operations permitted during Phase I	Lt Col Schaefer	8 June 2020			See attachment 1 – FLWG COVID 19 guidelines for mission participation
1.10.2.	Identify requirements (Currency, etc) for senior members	Lt Col Schaefer	8 June 2020			FL Mission crews are authorized to fly Proficiency flights to regain and maintain skill proficiency

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Phase I: Resuming Regularly Scheduled Meetings (Continued)

Item#	Task	OPR/Assigned Personnel	Date Tasked	Suspense	Date Completed	Notes
1.10.3.	Identify requirements for cadets that have earned their Private Pilot's License to return to flying	Lt Col Schaefer	8 June 2020			No plans to consider including Cadet proficiency flying until Phase 1 of the NHQ COVID plan.
1.10.4.	Identify requirements for cadets training to earn their Private Pilot's License	Lt Col Schaefer	8 June 2020			No plan to consider cadet Flight training until FL is in Phase 1. Exceptions will be considered by the Wing/CC for cadets enrolled in a school system offering College level Flight training, if requested.
1.10.1.	Identify cleaning standards for aircraft and vehicles before and after use	Lt Col Schaefer	8 June 2020			Members will follow NHQ's published guidelines located at https://www.gocivilairpatrol.com/covid-19-information-cena

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Attachment 1

COVID -19 Guidelines for phases For mission Participation

To determine the current Status of FL see

- **<https://www.covidactnow.org/> and select Florida**

The Florida Wing Commander will determine if he desires to apply higher restrictions to a group if there is a need, like a regression of Metrics, so unless otherwise stated, this guidance applies the entire wing.

COVID-19 is a new disease and there is limited information regarding risk factors for severe disease. Based on currently available information and clinical expertise, **older adults and people of any age who have serious underlying medical conditions** might be at higher risk for severe illness from COVID-19.

Based on the Centers for Disease Control and Prevention (CDC) people at increased risk include:

- Older Adults
- People with medical conditions
- Other People Who Need Extra Precautions

If you feel that you fall into one of these categories, please go to the CDC link here for specific details on each one: https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/index.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fneed-extra-precautions%2Fpeople-at-increased-risk.html

These guidelines are subject to change with new guidance from CDC. These members should not be considered for use on missions during this period with COVID-19.

Phase 0

Ground Operations

Standard

- Essential missions shall employ full public health protection measures such as hygiene education, having hand sanitizer available, performing routine hand washing breaks, daily cleaning of individual workspace cleaning, wearing of cloth face coverings, social distancing, temperature checks, and asking members to fill out the FLWG Health Questionnaire before any activity.
- Use of equipment like Communication trailers must be manned by members that have self-assessed themselves as low-risk following CDC guidelines.
- Monitoring members' health status during missions through routine no-touch temperature checks and asking if members feel well.
- Place seats 6-feet apart, double arm interval distancing at all times. While in COV, a maximum of 6 members including the driver, with rows skipped between the second row and last row. All CAP equipment must be sanitized pre and post-deployment, Carry Hand sanitizer or Disinfecting wipes

Air Operations

- Face coverings shall be worn at all times unless they pose a safety of flight issue and/or if they interfere with communications. The face covering may be removed during the flight and will be worn upon completing of flight operations.
- All CAP equipment must be disinfected pre and post-deployment, Carry Hand sanitizer, or Disinfecting wipes.
- IAW NHQ guidance and FLWG Implementation Guide, senior members may conduct flight operations to include flight evaluations, mission training, maintenance flights, dual instruction, ground training and new pilot onboarding.

Phase 1

Ground Operations

Standard

- Members may return to meetings as long as groups are ≤ 10 , socially distancing and wearing cloth face coverings, hygiene, health status checks through questions and temperature checks, and public health reminders.
- Use of equipment like Comm trailers should be manned by members that fall into the low-risk categories only.

COVID-19 Remobilization of the Membership Plan – Phase I

- The metric to transition to Phase 1 is the containment strategy start date from <https://www.covidactnow.org/> and select Florida.
- Remember that the transition to Phase 1 must be constantly reassessed to ensure that the metrics are valid; plan for the Phase 1 transition, but be prepared to change as the Phase metrics rapidly change.

Air Operations

- Face coverings shall be worn at all times unless they pose a safety of flight issue and/or if they interfere with communications. The face covering may be removed during the flight and will be worn upon completing of flight operations.
- All CAP equipment must be disinfected pre and post-deployment, Carry Hand sanitizer, or Disinfecting wipes.
- IAW NHQ guidance dated 29 September 2020, all members may conduct flight operations to include flight evaluations, mission training, maintenance flights. dual instruction, cadet orientation flights, ground training and new pilot onboarding.
- These activities are restricted to <10 members

Phase 2

Ground Operations

Standard

- We will operate virtually as much as possible to limit exposure and cross-contamination of the COVID -19 virus of our personnel. Personnel participating in-person must assess their health and accept the risks associated with exposure to the COVID-19 virus. Facial coverings will be required at all times and personnel must complete the FLWG Health Questionnaire accessible through our wing portal before commencing any activity.
- Self-identified high-risk Members may continue to telework
- The Metric to transition to Phase 2 will be at least 14-days of successful Phase 1 metrics, which may take several weeks to months to achieve.

Air operations

- Face coverings shall be worn at all times unless they pose a safety of flight issue and/or if they interfere with communications. The face covering may be removed during the flight and will be worn upon completing of flight operations.
- All CAP equipment must be disinfected pre and post-deployment, Carry Hand sanitizer, or Disinfecting wipes.

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- All previous Phase I flight operations and cadet orientation flights for AFJROTC and AFROTC are authorized.

Phase 3

Intermittent High-Risk Member Return

Ground Operations

Standard

- Self-identified high-risk members may gradually return to unit, activity, and mission duties, however, should continue social distancing.
- Those with external factors, such as childcare availability or those without low-risk commuting options will gradually return.
- All members should refrain from crowds at all times.
- **The Metric to transition to Phase 3 will be at least 14-days of successful Phase 2 metrics, which may take several weeks to months to achieve.**
 - Public health protection measures shall consist of common surface cleaning, social distancing for high-risk categories, hand hygiene, crowd reminders, and logistically preparing for any further COVID or Influenza season.
 - Refrain from operations near crowds; consider double-arm interval distancing.
 - For overnight activities, maintain 6-feet between bed spaces.

Air Operations

- Continued use of face coverings is recommended. if self-identified high-risk members are present, all must wear face coverings.
- All flight operations are authorized.

COVID-19 Remobilization of the Membership Plan – Phase I

Attachment 2



HEADQUARTERS **UNIT**
CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY
Address
City, State Zip Code

LETTER OF INFORMATION FOR: Cadets and Families of **Unit**

FROM: FL-**XXX/CC**

SUBJECT: Remobilization of **Unit** – Phase One

Cadets and Families of **Unit,**

As Florida Wing moves to remobilize our units and begin in-person activities, I want to assure you that the Health and Safety of our members is our top priority and concern.

We are following guidelines from the Center for Disease Control, our National Headquarters, and our Wing leadership as we move through a careful and thoughtful series of phases that will enable us to renew meetings and activities.

We will communicate to you when we are approved for each phase and how those will affect that way we interact with each other.

During the first phase, we will not be allowed to bring everyone back; however, we will continue to use technology to hold virtual meetings so that every member of our unit is engaged and can participate.

We will follow National, State, County, and local guidelines regarding the use of facial coverings, social distancing, and temperature and Health screenings.

Please feel free to contact me should you have any questions or concerns.

FIRST M. LAST
Rank, CAP
Commander

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Attachment 2



HEADQUARTERS FLORIDA WING
CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY
4040 Crossfield Way, Suite 6
Lakeland, FL 33811

25 October 2020

MEMORANDUM FOR ALL FLWG MEMBERS

FROM: FLWG/CC

SUBJECT: Remobilization of Florida Wing – Phase 1

1) I want to express my sincere gratitude to all you during this historic time in our organization. The continued presence of COVID 19 has affected our daily lives and our organization. As we move into Phase I, the wing will work closely with the National leadership in order to continue monitoring Centers for Disease Control and Prevention (CDC) and state/local guidelines to ensure we our postured for a safe environment. As we return to in-person activities, I want to emphasize that members are not obligated to return to physical meetings. Unit may continue to conduct virtual meetings and activities in order to meet their membership needs and local requirements.

2) The following single day activities within the State of Florida are authorized during Phase I operations with 10 members or less:

- a. Physical unit meetings with ten or less members on the schedule unit meeting day. Unit Commanders should use these opportunities to conduct activities that require physical presence. (i.e. inventory, new member recruiting, change of command, issuing equipment, etc)
- b. Spaatz Testing
- c. Flights operation previously approved in Phase 0 including flight evaluations, dual instruction, aircrew training, and new pilot onboarding.
- d. Cadet Orientation Flights
- e. Cadet Flight Instruction and Flight Proficiency
- f. Ground instruction to include overwater survival, G1000 training etc.
- g. Ground ES training
- h. sUAS training and evaluations
- i. Ground vehicle maintenance

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- 3) Requests for activities not listed in paragraph 2 will be requested from the Squadron Commander through the Group Commander to the Wing. The request will be reviewed by the FLWG Remobilization Team and forward to the FLWG/CC for review and/or approval.
- 4) The point of contact on this memorandum is Lt Col Luis Negrón at lnegrón@flwg.gov. Thanks for being patient and your hard work as we move forward.

Luis Garcia, Colonel, CAP
Commander