

Approved: 17 June 2020



Post-COVID-19 Remobilization of the Membership Plan

Phase I: Resuming Regularly Scheduled Meetings

HIWG
Completed 12 JUN 2020

Template Updated 8 June 2020

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This plan has been developed for Hawaii 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 Timothy Rapp, Hawaii Wing Vice Commander

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

13 May: Hawaii Wing convened a planning team via Zoom. Team initially included representatives from each island, each squadron, and Wing Operations. Wing Commander gave the team initial guidance, including a mandate that the process to develop, gain approval, and then disseminate the plan must be inclusive and must ensure that Hawaii Wing members feel safe.

17 May: Planning Team met via Zoom and discussed initial concerns from each member/squadron. Members volunteered to take on pieces of the planning effort, including analyzing State and County policy guidance, health issues, Cadet Programs, Safety, and Operations. Wing Dir of Cadet Programs and Wing Safety Officer were added to the team.

24 May – 7 June: Additional meetings and coordination with Wing's Gov Liaison office. During this time, the State of Hawaii and all Counties have issued rapidly changing guidance to reopen various businesses and activities. Wing Gov Liaison will coordinate with State and Counties to verify Phase I is allowed. Additionally, the state saw a small spike (6) in active cases on 5 June that drove Honolulu County to a Red status on the COVID Act Now site and kept Maui County in a Yellow status. However, the total numbers are still extremely low—less than 30 in a population of 1 Million+. Team will engage with State to better understand numbers and determine if an alternate risk metric is warranted or if better data is available to recalculate infection rate. Health Services team has drafted guidance for units on how to conduct meetings safely. Ops team developed priorities and guidance for training in Phase I.

7 June: Drafted a message from Wing Commander to entire Wing on Phase I transition. Intent is to publish upon Plan approval.

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REQUEST: Infection Growth metric on COVIDActNow is inadequate for Hawaii. Due to very low total active cases, the Green/Yellow/Red status for Hawaii for infection rate is not the best measurement of risk. In the recent past, Hawaii had fewer than 15 active cases in a State with over 1 million people. Only one of those currently active cases was on Maui but Maui was shown as Yellow on the COVID Act Now site. Like other states, Hawaii has seen a spike in infections recently—coinciding with the two week anniversary of starting to reopen the State with “Safer at Home” and other policies. Current active cases still remain below 50 in the state (about 5 per 100,000 people). Hawaii has experienced a CUMULATIVE total of fewer than 700 cases and 17 deaths. Hawaii continues to enforce a two-week quarantine policy for personnel arriving from out of state, and has recently extended this policy to 31 July. Hawaii also has a 14-day quarantine policy for Interisland travel that will expire on 16 June. The State, in coordination with County governments, continues to lift limitations on businesses and activities. This guidance is daily becoming less and less restrictive than CAP Phase I guidance. Request authorization for Hawaii Wing to disregard the infection rate statistic on the COVID Act Now site as long as current active cases in the State are below 500 and State and County policy allow CAP to continue to the next Phase in Remobilization.

REQUEST: Hawaii Wing would like to retain the option to have Squadrons in different Counties in different Phases. The advantage of this is that it will potentially allow Squadrons in very low risk counties to conduct mission readiness, upgrade training, cadet activities, and other member-enriching experiences in spite of conditions in other Counties. The main risk in such a policy will come from members desiring to travel from a County in one phase to a County in another phase. Hawaii Wing will mitigate this risk on a case-by-case basis, with a Risk Assessment and Wing Commander approval of inter-island travel for non-mission essential activities. (Mission Essential Activities are allowed in every Phase and thus do not require a separate risk assessment or approval, though all members are directed to be aware of the Phasing in different Counties.) At this time, and assuming our request to conditionally disregard the COVID Act Now infection metric is approved, Hawaii Wing anticipates all squadrons entering Phase I simultaneously. However, that may change in the future, based on infection growth and government policy.

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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)	Lt Col Rapp 2nd Lt Andaya	17 May	14 June		Lt Andaya will verify Hawaii Wing's Phase I transition is acceptable with State and County governments
1.2.	Hold meeting with between Plan Coordinator and Health Services Officer	SM Cornejo, Capt Hinds, Lt Corpuz	17 May	24 May	24 May	HI Wing does not currently have a Health Services officer. SM Cornejo, Capt Hinds, and Lt Corpuz are filling this role for our COVID-19 planning. All have experience in Health Services outside of CAP. Phase I guidance is complete and ready to transmit to Sq/CCs and to Wing Members.
1.2.1.	Wing priorities for training events should be coordinated	Lt Col McLaughlin	17 May	24 May	24 May	See attached document with Phase I training priorities.
1.2.1.1.	Check state and local health guidance regarding gatherings (Review of each jurisdiction impacted by this plan)	Lt Col Rapp 2nd Lt Andaya	17 May	14 June		Lt Andaya will verify Hawaii Wing's Phase I transition is acceptable with State and County governments
1.2.1.2.	Prepare information for subordinate units on temperature screening, health education, and sanitation	SM Cornejo, Capt Hinds, Lt Corpuz	17 May	7 June	7 June	Phase I guidance is complete and ready to transmit to Sq/CCs and to Wing Members.
1.2.2	Consult with Wing Legal Officer about resuming meetings	Capt Veta	17 May	24 May	24 May	Capt Veta is the Wing Legal Officer and is participating in the Wing Planning Team.
1.2.3	Coordinate with Wing Director of Safety	Lt Col Jaynes	17 May	24 May	24 May	Lt Col Jaynes is the Wing Safety Officer and is participating in the Wing Planning Team
1.2.3.1	Verify proper risk planning tools are available to units	Lt Col Jaynes	17 May	24 May		Hawaii Wing will use standard Risk Assessment tools augmented with COVID-19 considerations. Most or all units have briefed COVID-19 risks during unit safety briefings. Wing procedures for Phase I activities (see attachment) are in accordance with NHQ requirements and include risk reduction requirements. Wing will ensure members are aware of the NHQ website on COVID-19 risks.
1.2.3.2	Prepare to communicate with subordinate units on Safety-related matters (see 1.7.	Lt Col Jaynes	17 May	24 May	24 May	Lt Col Jaynes is the Wing Safety Officer and is participating in the Wing Planning Team

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	below)					
1.2.4	Coordinate with Wing Director of Cadet Programs	Lt Col Johnson	17 May	24 May	24 May	Lt Col Johnson is the Wing Dir of Cadet Programs
1.2.4.1	Prepare recommendations for units regarding meeting activities and alternatives to maintain optimal distance while at meetings	SM Cornejo, Capt Hinds, Lt Corpuz	17 May	7 June	7 June	Phase I guidance is complete and ready to transmit to Sq/CCs and to Wing Members.
1.2.4.2	Prepare bullets for units to incorporate when sending messages to parents about the resumption of meetings	Lt Col Rapp and Capt Herrington	17 May	7 June	7 June	Phase I guidance is complete and ready to transmit to Sq/CCs and to Wing Members and parents. Sq/CCs will reinforce this same guidance.

1.3.	Have subordinate unit commanders verify that local governments do not have more restrictive social-distancing guidelines than those at the state level	Lt Andaya Capt Hinds Lt Col Kriner Lt Col Denesik Lt Morrow	17 May	31 May		Wing's Gov Liaison Officer, Lt Andaya, will verify Hawaii Wing's Phase I transition is acceptable with State and County governments. The following individuals will continuously monitor County guidance for any changes and check with Lt Andaya if there are questions: Capt Hinds: Honolulu County Lt Col Kriner: Kauai County Lt Col Denesik: Maui County Lt Morrow: Hawaii County
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.	Lt Col Rapp	17 May	14 June		
1.4.1.	Briefly describe/ summarize previous coordination accomplished	Lt Col Rapp	17 May	7 June	7 June	
1.4.2.	Verify no jurisdictional restrictions are in place from State or Local Governments	Per item 1.1 and 1.3	17 May	31 May		Per item 1.1 and 1.3
1.4.3.	Set date to resume meetings; this is also the start of Phase II.	Lt Col Rapp	17 May	TBD		This date will be determined after Phase I starts.
1.5.	Receive approval from the CAP COVID-19 Planning Team to reinstate meetings. Plan for one-week lead time.	Lt Col Rapp	17 May	14 June		
1.6.	Publish the date that meetings may resume to subordinate units	Lt Col Rapp	17 May	TBD		Wg/CC will publish the date of the transition to Phase I in her guidance to the Wing (see attached)

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						when conditions are confirmed (State guidance and COVID risk factors). Wg/CC will subsequently publish the date for the transition to Phase II after that plan is complete and approved by NHQ, and conditions allow.
1.7.	Task Wing Director of Safety to communicate the following to subordinate units	Lt Col Jaynes	17 May	14 June		Wg/CC's guidance to the Wing will also include this direction. (See attached.)
1.7.1.	Units will review CAPFs 160, 160S, and 160HL to be sure COVID-19 risks are considered and mitigated	Lt Col Jaynes	17 May	14 June		Wg/CC's guidance to the Wing will also include this direction. (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	Lt Col Jaynes	17 May	14 June		Wg/CC's guidance to the Wing will also include this direction. (See attached.)
1.8.	Task Wing Health Service Officer to communicate the following to subordinate units:	SM Cornejo, Capt Hinds, Lt Corpuz	24 May	14 June		Hawaii Wing currently does not have a HSO. The identified Planning team members have developed this guidance, which is incorporated into the Wing Commander's guidance.

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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.	SM Cornejo, Capt Hinds, Lt Corpuz	24 May	14 June		Hawaii Wing currently does not have a HSO. The identified Planning team members have developed this guidance, which is incorporated into the Wing Commander's guidance.
1.8.2.	Educate members on their stratified level of risk (i.e., Low-risk vs. High-risk)	SM Cornejo, Capt Hinds, Lt Corpuz	24 May	14 June		Hawaii Wing currently does not have a HSO. The identified Planning team members have developed this guidance, which is incorporated into the Wing Commander's guidance.
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)	SM Cornejo, Capt Hinds, Lt Corpuz	24 May	14 June		Hawaii Wing currently does not have a HSO. The identified Planning team members have developed this guidance, which is incorporated into the Wing Commander's guidance.
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	Lt Col Rapp	12 June	12 June	12 June	Wg/CC Memo directs units to limit meetings of more than 10 personnel in one room during Phase I, and that in-person meetings/training will consist only of Low Risk Senior Members.
1.9.	Task Wing Director of Cadet Programs to communicate the following to subordinate units:	Lt Col Johnson	24 May	7 June	7 June	Tasked. Included in Hawaii Wing Commander's guidance. DCP will reinforce.
1.9.1.	Units identify ways to meaningfully engage and fully participate in meetings without formations, drill, or other close-distance activities	Lt Col Johnson	17 May	7 June	7 June	Hawaii Wing and its squadrons have already accomplished this during Phase 0, and will continue throughout Phase I and beyond in order to ensure that High Risk members are able to get maximum benefit from their membership. Wing Commander's guidance to units restates this guidance to squadrons and the DCP will reinforce

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						and monitor.
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 Johnson, Lt Col Rapp, and Capt Herrington	24 May	14 June	14 June	Wing Commander’s guidance to entire wing and parents includes this information. Sq Commanders are directed to reinforce this messaging with members and parents.
1.10.	Task Wing Director of Operations to communication the following to subordinate units.	Lt Col McLaughlin	10 June	24 June		Some of this is tasked directly in the Wg/CC memo to all members and commanders.
1.10.1	Identify flight operations permitted during Phase I	Lt Col McLaughlin	10 June	24 June		Some of this is tasked directly in the Wg/CC memo to all members and commanders.
1.10.2.	Identify requirements (Currency, etc) for senior members	Lt Col McLaughlin	10 June	24 June		
1.10.3.	Identify requirements for cadets that have earned their Private Pilot's License to return to flying	Lt Col McLaughlin	10 June	24 June		
1.10.4.	Identify requirements for cadets training to earn their Private Pilot's License	Lt Col McLaughlin	10 June	24 June		This will occur no earlier than Phase II. The primary requirement, unrelated to COVID, is to develop Hawaii Wing’s IP cadre.
1.10.1.	Identify cleaning standards for aircraft and vehicles before and after use	Lt Col McLaughlin	10 June	24 June		Tasked directly in the Wg/CC memo to all members and commanders.