

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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Primary Email: trapp@cap.gov

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.

Plan Completed By: Lt Col Timothy Rapp, HIWG/CV

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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.

XX JUN 2020

MEMORANDUM FOR All Hawaii Wing Members, Parents, and Sq/CCs

SUBJECT: Hawaii Wing Remobilization Guidance

- 1. Remobilization.** Hawaii Wing will conduct a conditions-based, phased approach to resuming in-person meetings and other activities. Transition to Phase I will occur on XX June 2020 for Squadrons in XXXX, with other locations and other Phases to follow. It will likely be some time before we can fully return to unrestricted operations. It is important for all members and parents to be aware of the following aspects of our plan:
 - a. Our plan is in accordance with CAP National Headquarters (NHQ) guidance, which is derived from White House “Opening Up America Again” guidance.
 - b. We have ensured and will continue to ensure that our activities are in compliance with State and County guidance. State and County guidance will always take precedence if it becomes more restrictive.
 - c. We will continuously monitor key public health data for COVID-19 in Hawaii and its Counties to ensure our activities do not pose undue risk to members.
 - d. Members’ ability to participate in in-person events, particularly during the early phases, depends on their self-assessed COVID-19 risk category—Low or High. Hawaii Wing and our Squadrons will strive to provide the fullest participation possible for High Risk members using the virtual tools we have developed during the pandemic. Members will determine their own risk category, in consideration of CDC guidance.
 - e. During the pandemic we have been in Phase 0 of our plan, and have limited in-person activities to Essential Operations. Based on conditions in each county, and upon my approval, Squadrons will begin to transition to Phase I on XX June 2020. Phase I will allow some additional in-person interactions for Low Risk Senior Member personnel in groups of 10 or less, allowing Squadrons to resume some in-person training and to begin preparing for resumption of larger scale meetings. Full descriptions of activities allowed and risk mitigation during Phase 0 and Phase I are attached, and are directive.
 - f. Hawaii Wing will continue to develop its plan for Phase II and eventually Phase III. I will release that guidance once approved. Phase II currently envisions meetings, flying opportunities, and day-long activities with up to 50 Low Risk members, including cadets. Phase III currently envisions a return to multi-day activities and intermittent inclusion of High Risk members in all activities.
 - g. It is possible that Policy and Health considerations will vary across Counties and that conditions may mandate a return to a lower Phase. In order to maximize readiness and member experience, Hawaii Wing will allow for Squadrons in different counties to be in different phases. It is important that Sq/CCs and all Members remain aware of their current phase and that of other Counties.

2. All Members.

- a. Conduct a self-assessment of your COVID-19 risk category (Low or High), in accordance with CDC guidelines and in consideration of others with whom you live or have daily contact. The attached "Hawaii Wing Health Guidelines for Phase I" includes a summary of CDC guidance. **When asked**, notify your Sq/CC of your risk category. Hawaii Wing will not question your self assessment and will strive to provide maximum participation in for High Risk members via virtual means throughout all phases.
- b. Maintain awareness of which Phase your Squadron/County is in. If planning to attend a CAP event or mission that is in another County, verify that your participation is allowed and appropriate.

3. Squadron Commanders.

- a. Follow attached Hawaii Wing guidance for all phases. Acknowledge Wing notifications on Wing Phase transitions for ALL Counties and immediately transmit that notification to squadron members and parents. Squadrons will follow Wing's Phase guidance for meetings and activities in their county and other counties to which they may travel. Members will conduct a risk assessment and receive Wing/CC approval prior to travel on CAP to a location in a different Phase, other than on Essential Missions (see Phase 0 guidance for Essential Missions).
- b. Communicate with members and parents of cadets to reinforce themes in this memo and address any questions. Relay questions that cannot be answered at the squadron level to HIWG/CV-S (Lt Col Rapp).
- c. Wing Headquarters Building is available for all Squadrons, particularly those on Oahu, to use for meetings, training, and other activities. The HQs building is larger than most squadron facilities, contains multiple rooms, and may provide options to spread out attendees to meet social distancing and maximum group-size requirements.
- d. Squadrons will continue to provide maximum opportunity for high-risk personnel to participate in CAP activities virtually during all phases.
- e. Conduct Safety and Risk Assessments. Unit Safety officers will:
 - o Review existing and new CAPFs 160, 160S, and 160HL to be sure COVID-19 risks are considered and mitigated. See CAP NHQ's COVID-19 Risk Management site: <https://www.gocivilairpatrol.com/members/cap-national-hq/safety/covidrm>. Squadrons are not required to conduct a Risk Assessment simply to resume normal meetings.
 - o Emphasize continued use of face coverings, gloves, and hand sanitizer, as well as social distancing, hand washing and surface cleaning/disinfection. See attached Hawaii Wing Guidance for Phase 0 and Phase I, as well as the Hawaii Wing COVID-19 Phase 0/I Health Guidelines.
- f. Develop and maintain procedures and kits for disinfecting assigned facilities, vehicles, and aircraft.

- 4. Back to Business--Safely!** We all want to resume the full extent of the various CAP activities we enjoyed prior to this pandemic, and back to fully preparing to serve our community in an emergency. If we all stick to the plan that our team has developed

DRAFT, 12 June

and follow the common sense risk mitigation measures, we should be able to get there as safely and expeditiously as possible, while protecting our most valuable resource—our members. Your Wing has big plans to advance our activities on all fronts...from Encampment to a Wing Conference to expanding flight activities. I have great respect for each and every one of you, and look forward to seeing you in person as soon as conditions allow.

CHANTAL LONERGAN, Colonel, USAF Auxiliary
Commander, Hawaii Wing

DRAFT, 12 June

Hawaii Wing Phase 0 Guidance (12 Jun 2020)

***This document is directive for all Hawaii Wing squadrons in COVID-19 Phase 0.**

STANDARD: Essential Missions Only

- Self-Identified Low-Risk Senior Members perform essential missions with minimal staffing, social distancing, hygiene and wearing of cloth face coverings.

Meetings, Cadet Programs, Aerospace Education, Professional Development, and Other Training

- Conducted Virtually. Waivers in place for physical testing, drill testing, achievement testing, and other aspects of Cadet Programs.
- Exception: In-person Emergency Services training allowed if needed to prepare for specific essential missions.

Emergency Services and Aviation

- DoD Flights, Ground and Air SAR/UDF Missions: minimum numbers of low-risk members
- Aircraft Maintenance movements and weekly engine run flights: Solo or members from same household

COVID-19 Risk Mitigation:

- **In person events:** only when mission essential; hygiene education; hand sanitizer available; routine hand washing breaks; daily cleaning of workspaces; wearing of cloth face coverings when unable to maintain 6' separation; social distancing (seats 6 feet apart); temperature checks; and asking members if they feel well before entering a facility or mission.
- **Aviation:** Face masks (when more than one member from different household), aviation gloves, and disinfection between sorties. See Hawaii Wing Phase I Health Guidelines for more detail. Units will develop specific procedures and maintain disinfection kits.
- **Vehicles:** Face masks (when more than one member from different household) and daily disinfection before and after use. Units will develop specific procedures and maintain disinfection kits.
- **See Hawaii Wing Phase I Health Guidelines for more detail.**

Member Risk assessment: Members will determine their COVID Risk Category (Low or High) for themselves and should notify their Sq/CC of their assessment when asked. Members should use CDC guidelines to make this assessment and consider a "High" assessment if they live with or have daily contact with High risk personnel. CAP will not question a member's self assessment, even if it appears to differ from CDC guidelines. See Hawaii Wing Phase 0/I Health Guidelines for a summary.

Hawaii Wing Phase I Guidance (12 Jun 2020)

***This document is directive for all Hawaii Wing squadrons in COVID-19 Phase I.**

STANDARD: ≤ 10 Low Risk Senior Member Meetings

- Phase 0 PLUS: Self-Identified Low Risk Senior Members may return to in-person meetings, following COVID-19 risk mitigation measures listed below and in the Hawaii Wing Phase I Health Guidelines.
- 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

Meetings, Cadet Programs, Aerospace Education, Professional Development, and Other Training

- All Phase 0 activities, plus:
 - Up to 10 Low Risk Senior Members may meet to conduct activities such as training and planning, including preparations to resume larger meetings in Phase II.
- Emergency Services priorities: small group training for SAR/UDF (air and ground), water survival.
- Continue virtual meetings, training and all other activities for cadets and High Risk Senior Members.

Emergency Services and Aviation

- **Goal: Get members current and mission ready.**
- All Phase 0 activities, plus:
 - Proficiency flights, flight evaluations and checkrides
 - Flight instruction for all positions
 - UDF and SAR Training

COVID-19 Risk Mitigation:

- **In person events:** no more than 10 Low Risk Senior Members in a room; hygiene education; hand sanitizer available; routine hand washing breaks; daily cleaning of workspaces; wearing of cloth face coverings when unable to maintain 6' separation; social distancing (seats 6 feet apart); temperature checks; and asking members if they feel well before entering a facility or mission.
- **Aviation:** Face masks (when more than one member from different household), aviation gloves, and disinfection between sorties. See Hawaii Wing Phase I Health Guidelines for more detail. Units will develop specific procedures and maintain disinfection kits.
- **Vehicles:** Face masks (when more than one member from different household) and daily disinfection before and after use. Units will develop specific procedures and maintain disinfection kits.
- **See Hawaii Wing Phase 0/I Health Guidelines for more detail.**

Member Risk assessment: Members will determine their COVID Risk Category (Low or High) for themselves and should notify their Sq/CC of their assessment when asked. Members should use CDC guidelines to make this assessment and consider a "High" assessment if they live with or have daily contact with High risk personnel. CAP will not question a member's self assessment, even if it appears to differ from CDC guidelines. See Hawaii Wing Phase I Health Guidelines for a summary.



Purpose: Provide a template for CAP Health Services Officers (or their designee) to conduct temperature screening operations for the protection of the force to identify individuals who are potentially ill and should not be allowed into a CAP activity. **Note:** this is a voluntary screening, but failure to conduct a screening may result in non-entry to the work site. Screeners may only be senior members.

I. Authorities: The U.S. Centers for Disease Control and Prevention (CDC) has recommended that temperature checks may be instituted in some areas where there have been acute COVID-19 outbreaks, per <https://www.cdc.gov/coronavirus/2019-ncov/php/risk-assessment.html>.

II. Essential Equipment (see attachment A)

- A. Minimum of: (1) table and (1) chair and (1) place for a sign
- B. Two paper Stop signs (Attachment B)
- C. One paper "Instructions" sign (Attachment C)
- D. One paper "Look here" sign (Attachment D)
- E. No touch thermometer (2)
- F. Pass marker system (colored dots, tags, markers, wristbands, etc.)
- G. Hand sanitizer
- H. EPA approved sanitizing solution and wipes for equipment, chair, and table cleaning
- I. Instruction card for a person who does not meet the standard for the recheck (Attachment E).
- J. Clock or timer that can measure 5-minutes
- K. Appropriately sized examination gloves (wash hands after duty is completed).
- L. Face covering for temperature taker

III. Competency

- A. Thermometer screener will review the manufacturer's instructions and a supervisor will review the protocol below with the temperature screener and be shown proficiency with the protocol.

IV. Voluntary Screening Protocol

- A. Set-Up: Establish screening area using table and chairs at a set distance apart. Place a marker halfway between and perpendicular to the location where the person is being screened so they can look at the item when being screened and if they cough, the cough will not be in the screener's direction. When possible, remove cover/hat and have person being screened remain in room temperature environment for ten minutes before screening. Ensure people awaiting screening maintain 6-foot social distancing.
- B. Greeting: Upon approach of personnel, ask two initial statements to the individual:
- 1) "Hello, we are screening people for elevated temperatures and COVID symptoms."
 - 2) "How are you feeling today?"
 - a. If the person is feeling ill, inform them that they should not participate today and ask the person to leave the screening area.
 - b. If the person states that they are feeling well, proceed to temperature check and invite the person to voluntarily be screened for fever.
- C. Temperature Check: Take the person's temperature using the "no touch thermometer" with the table as a barrier between the temperature-taker and the person. A temperature at or above 100.4°F is the CDC recognized point where there is a fever.
1. If the temperature is less than 100.4°F, place a colored indicator on the person's ID Badge and welcome the person to enter.
 2. If the temperature is greater than or equal to 100.4°F, have the person wait in the secondary waiting area for five (5) minutes before rechecking the temperature.
- D. Temperature Recheck: After five (5) minutes, recheck the person's temperature reading.
1. If the temperature is now less than 100.4°F, place a colored indicator on the person's ID Badge and welcome the person to enter.
 2. If the temperature is still greater than or equal to 100.4°F, the temperature taker will explain that the person is being recommended for non-entry and provide them with the temperature at or above 100.4 °F Card (attachment E).

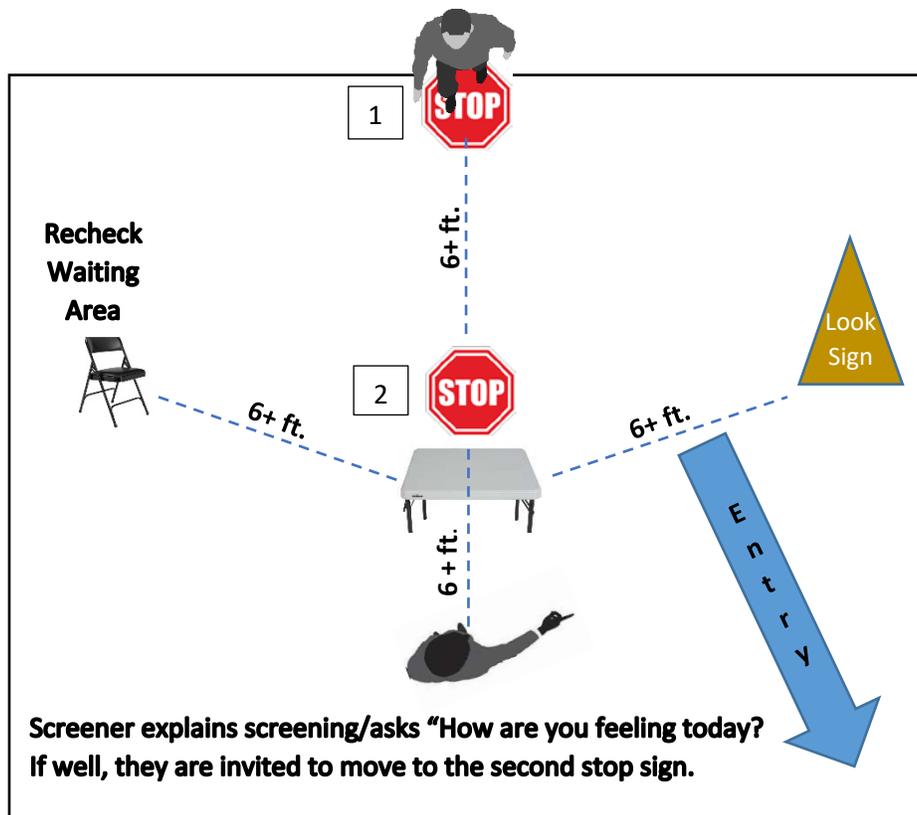
**CIVIL AIR PATROL
COVID-19 Temperature Screening Guideline**

30APR2020

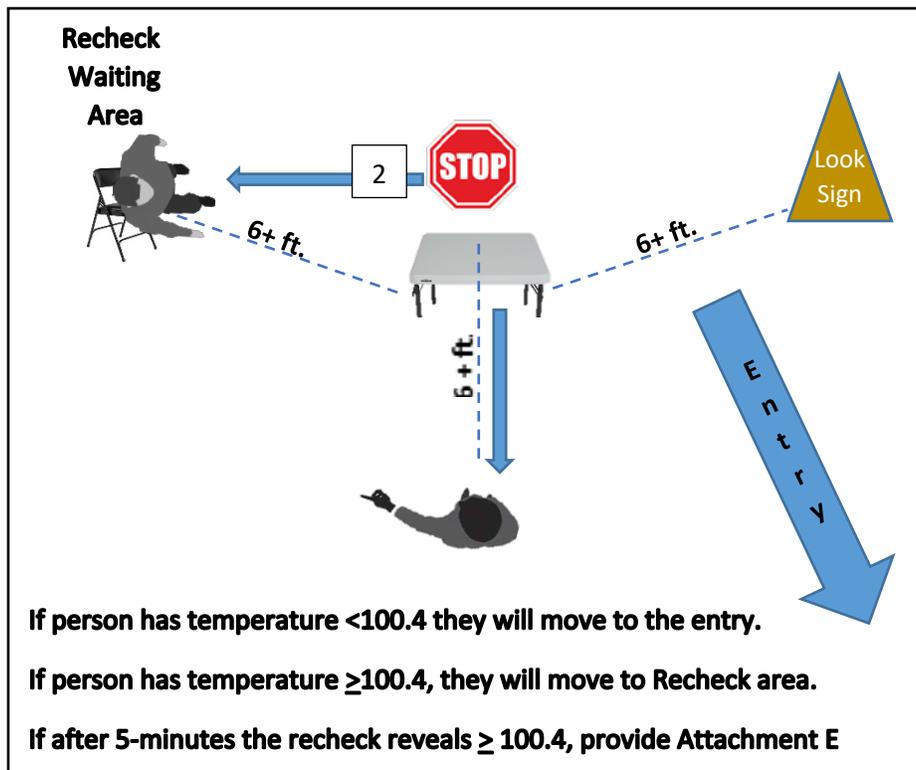
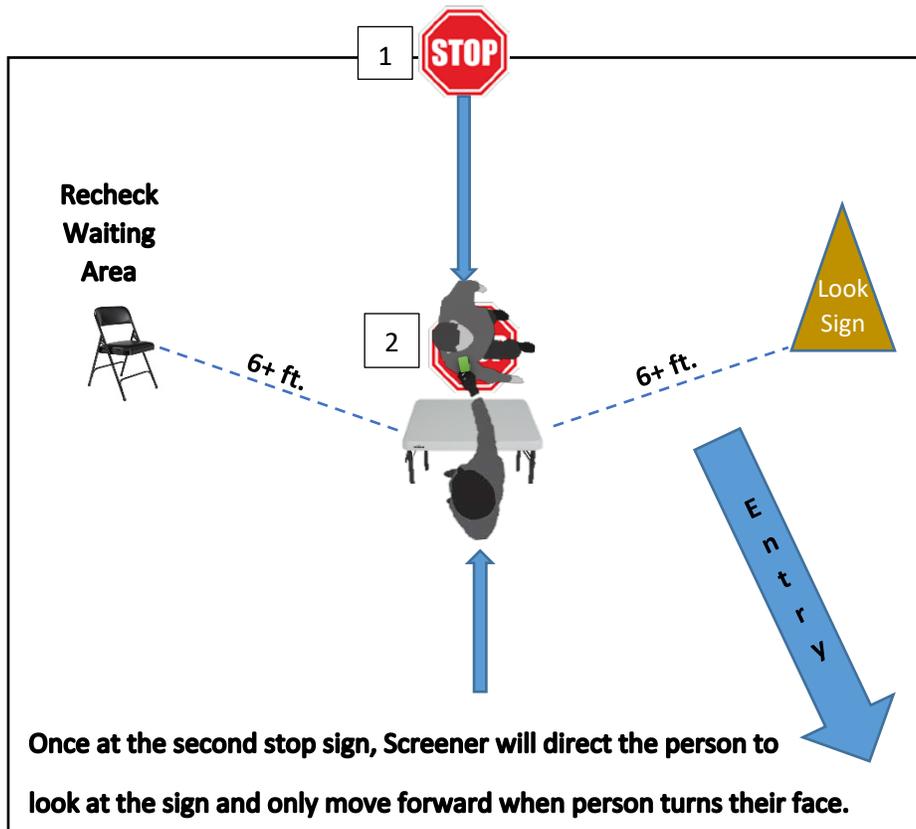
3. **Note:** Person may elect to speak with the local unit commander, activity director, incident command, or health service officer for an appeal or for more information.

Attachment A: Essential Equipment Recommended Set-up

1. Person stops at first stop sign and the screener states “Hello, we are screening people for elevated temperatures and respiratory symptoms” and then asks “How are you feeling today?” (Attachment B).
2. Person is invited to walk to the second stop sign (Attachment B).
3. Person is instructed that this is a voluntary temperature screening (Attachment C)
4. Person is asked to look at the “Look here” sign (Attachment D).
5. Only once the person looks to the side will the temperature taker advance to the table.
6. The person’s temperature will be taken, while they continue to look at the “Look here” sign.
7. If the person’s temperature is less than 100.4° F, they are invited to enter the building, while if the temperature is greater than or equal to 100.4° F, they are asked to have a seat at the waiting chair and have a recheck.
8. If the recheck is greater than 100.4° F, they will be given a card and informed that they are being recommended for non-entry into the building (Attachment E).



Attachment A: Essential Equipment Recommended Set-up (continued)



Attachment B: Stop Sign



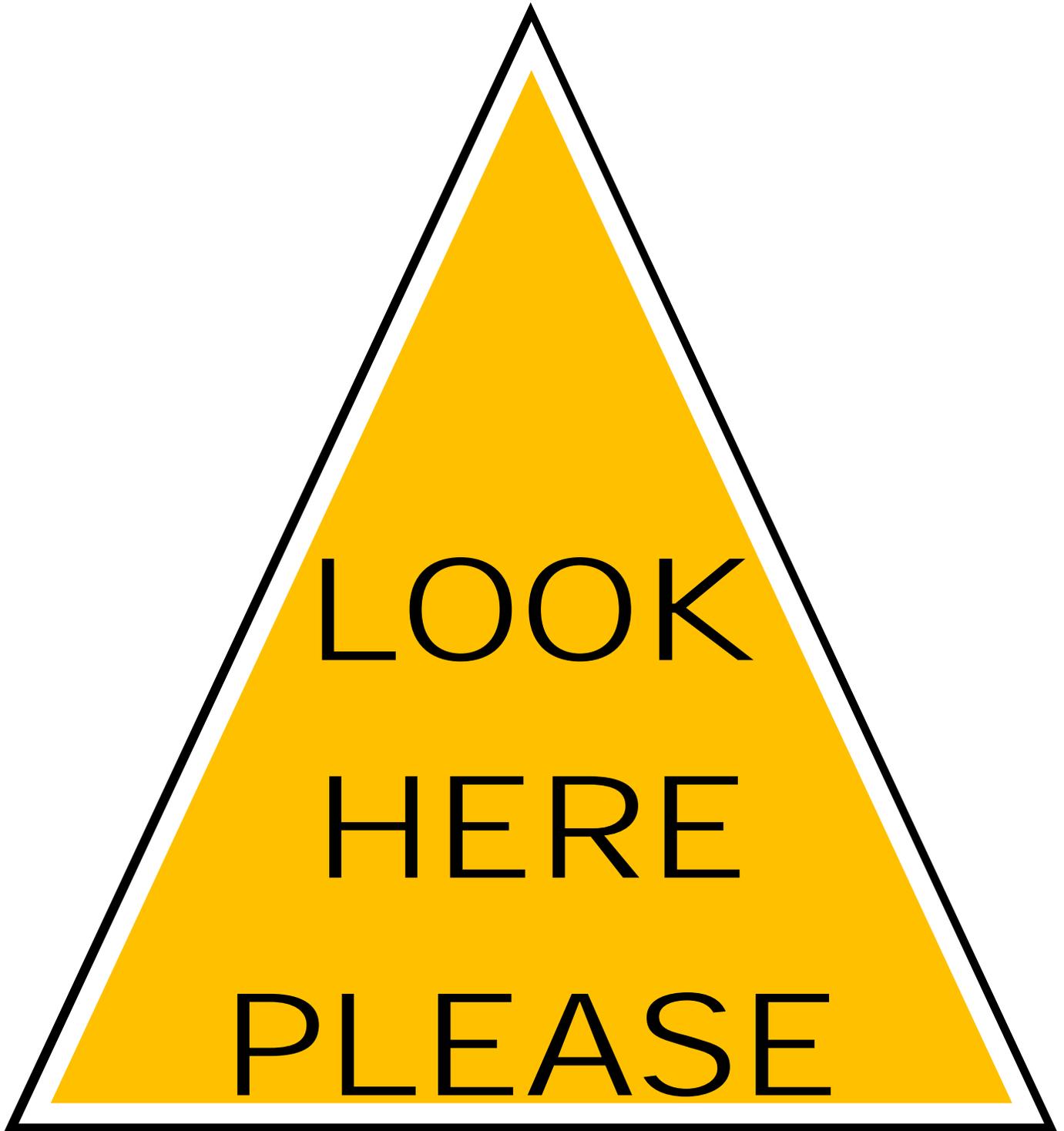
Attachment B: Stop Sign (continued)



Attachment C: Voluntary Instructions Sign

This is a Voluntary
Temperature
Check to protect
our members.
Failure to do so
may result in
non-entry.

Attachment D: Look Here Please Sign



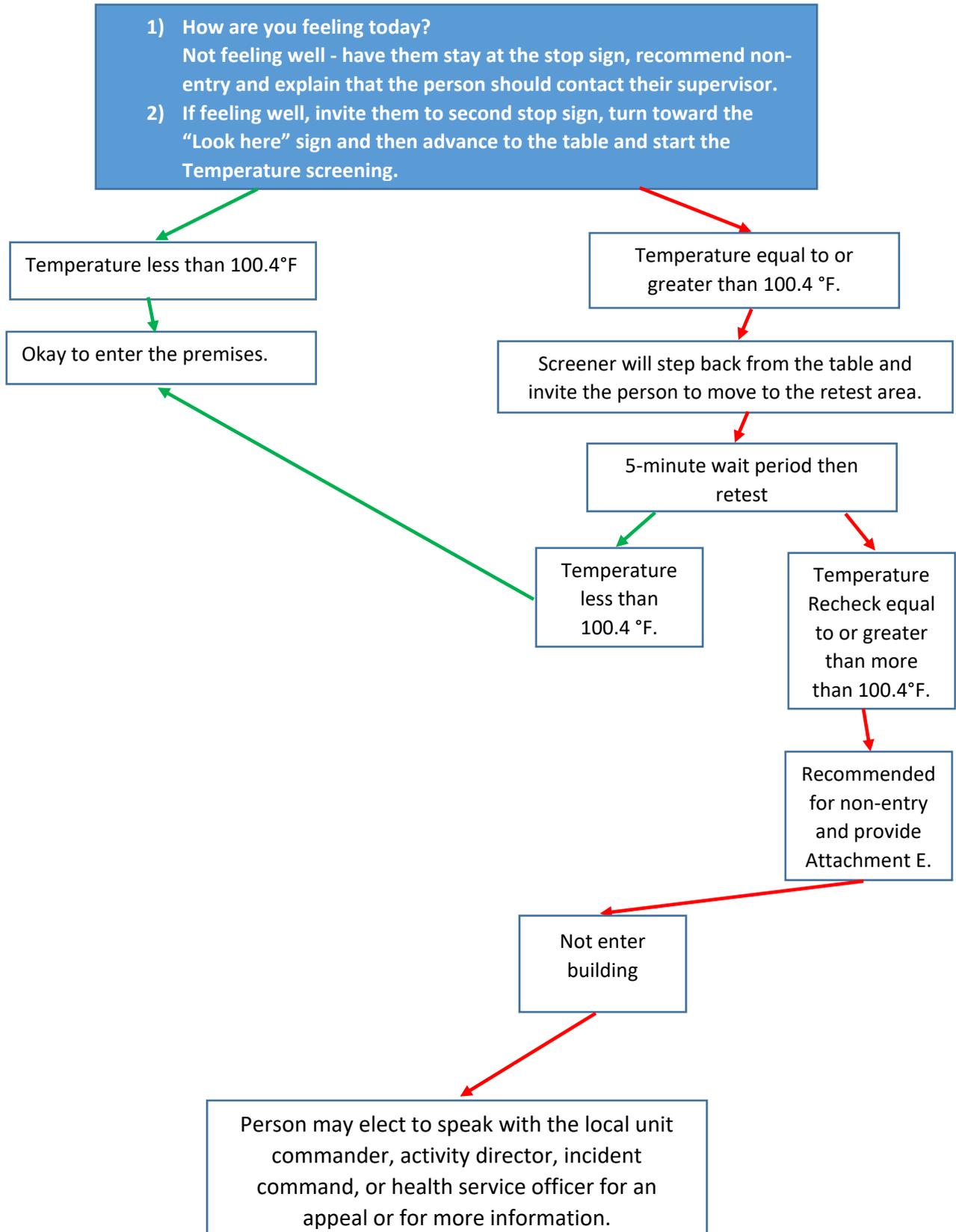
**CIVIL AIR PATROL
COVID-19 Temperature Screening Guideline**

30APR2020

Attachment E: Recheck Temperature equal to or above (\geq) 100.4°F card

<p>You have been found to have a temperature of at least 100.4° F or above and are being recommended for non-entry into this event/activity. Please contact your healthcare provider and notify them that you had a temperature or are feeling ill. If you have any questions, please contact your supervisor, health service officer, or commander.</p>	<p>You have been found to have a temperature of at least 100.4° F or above and are being recommended for non-entry into this event/activity. Please contact your healthcare provider and notify them that you had a temperature or are feeling ill. If you have any questions, please contact your supervisor, health service officer, or commander.</p>
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Attachment F: Overall Paradigm



Attachment G: Sanitization of Chair, Table, and/or Thermometer Process

- **Routinely during the Screening Process:**
 - **Spray table surface with sanitizing solution and wipe/rub for 10 seconds.**
 - **Wipe thermometer with sanitizing solution or a disinfecting wipe, place on the clean area of the table and wait for it to dry.**
 - **Spray chair and table legs with sanitizing solution and wipe from top to bottom, then wait to dry.**
 - **Remove gloves and wash hands with hand sanitizer routinely.**
- **After Someone Screens with a Temperature ($\geq 100.4^{\circ}\text{F}$):**
 - **Spray your gloves with sanitizing solution.**
 - **Sanitize areas:**
 - **Spray table surface with sanitizing solution**
 - **Wipe thermometer with sanitizing solution or a disinfecting wipe, place on the clean area of the table and wait for it to dry.**
 - **Spray chair and table legs with sanitizing solution and wipe from top to bottom**
 - **Remove gloves, wash hands with hand sanitizer, reapply a new pair of gloves and then continue.**



Hawaii Wing COVID-19 Phase 0 Health Guidelines

In-Person Activities:

- Essential Missions Only
- Minimum essential number Low-Risk Senior Members
- See Risk Category slide for risk determination
- Clean facilities before and after
- Hand sanitizer available
- Health/Temperature check prior to entry
- Facemasks
- 6-feet social distancing
- Handwashing breaks

Aircraft and Vehicles:

- Self –Assessment and temp check prior to mission
- IMSAFE tool pre-flight
- Decontamination of aircraft/vehicle pre/post operation
 - **DO NOT** use ammonia cleaners on aircraft glass screens
 - **DO** Use disinfecting solution of 70% isopropyl alcohol
- Surgical face masks if more than one person from different households (microphone easily fits under mask)
- Hand washing as needed using cleaner 70%+ ETOH

Resources:

- Cleaning Procedures and Gear: <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>
- List of recommended disinfectants: <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>
- Guide for control point entry setup and Screening Questions and Temperature Checks: https://www.gocivilairpatrol.com/media/cms/CAP_COVID_19_Temperature_Screening_29C5E049DA530.pdf
- CAP vehicle cleaning demonstration video: https://www.youtube.com/watch?v=NOEs_jip-nU&feature=youtu.be



Hawaii Wing COVID-19 Phase I Health Guidelines

In-Person Activities:

- Up to 10 Low-Risk Senior Members per Room
- See Risk Category slide for risk determination
- Clean facilities before and after
- Hand sanitizer available
- Health/Temperature check prior to entry
- Facemasks
- 6-feet social distancing
- Handwashing breaks

Aircraft and Vehicles:

- Self –Assessment and temp check prior to mission
- IMSAFE tool pre-flight
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Resources:

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Determining COVID-19 Risk Category

High Risk Personnel Definitions:

- People 65 years and older
- People who 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
 - People who have serious heart conditions
 - People who are 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 diabetes and liver disease
 - People with chronic kidney disease undergoing dialysis
- People who work in nursing homes, hospitals, and other health care facilities
- Members/parents will make the determination of high/low risk. Hawaii Wing will not question that determination

Please Note These are guidelines and the member or parent will make determination of low or high risk.

Ref: <https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html>

*Note: Consider personnel who live with in the above categories as potentially high risk.