

# How Wings Transition Between Phases

1

- Monitor your state information on Covid Act Now and use the tools on the Civil Air Patrol COVID-19 Remobilization page to determine when the wing should transition. Wings should transition to more restrictive phases within one week of metrics meeting the criteria.
- Review local guidance related to COVID-19.
- Review Centers for Disease Control guidance for masking and other COVID-19 topics.

2

- Coordinate with the wing staff (Safety, Legal, Health Services, Cadet Programs, Operations, etc.) to prepare to shift phases.
- Utilize planning tools to prepare and draft communications for the wing.

3

- Communicate your desire to shift phases and a date for the transition to the Civil Air Patrol COVID-19 Planning Team by emailing [COVID-19Plans@capnhq.gov](mailto:COVID-19Plans@capnhq.gov) and copying your region commander. Please choose a Tuesday or a Thursday for your transition day.
- The Civil Air Patrol COVID-19 Planning Team will review the metrics and phase change request, confirm the wing meets the criteria, approve the date for the transition, and update the website.