

Approved: 26 June 2020



Post-COVID-19 Remobilization of the Membership Plan

Phase II: Resuming One-Day Special Activities (AE Events, SAREXs, etc)

IOWA WING

Completed 15 June 2020

Template Updated 14 May 2020

COVID-19 Remobilization of the Membership Plan – Phase II

This plan has been developed for **Iowa Wing**, using the template provided by the Civil Air Patrol National Headquarters to enter Phase II, Resuming One-Day Special Activities.

Additional staffing and resources have been coordinated with **North Central Region**, 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.

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Primary Email: **JLartigue@cap.gov**

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

As of 15 June 2020 the state of Iowa had administered 227,407 tests with 202,996 negative results and 24,039 positive results for a cumulative positive rate of 10.6%. On 14 June 2020 only 136 positive cases were recorded statewide (3.9% of those tested or retested). More than one out of every 14 Iowans has been tested. Additionally, Iowa has screened a total of 686,041 individuals (**21.7% of the population**) through its Test Iowa initiative.

State of Iowa Screening and Testing Data by County (as of 15 June 2020):

| County | Individuals Screened | Individuals Tested | Total Cases (% of pop.) | Active Cases | Recovered Cases |
|------------------|------------------------|-----------------------|-------------------------|--------------|-----------------|
| Polk | 135,327 | | 5,173 (1.06%) | 2,780 | 2,393 |
| Linn | 42,001 | | 1,018 (0.45%) | 183 | 835 |
| Scott | 23,024 | | 406 (0.23%) | 50 | 356 |
| Dubuque | 16,934 | | 385 (0.40%) | 55 | 220 |
| Muscatine | 7,465 | | 574 (0.57%) | 85 | 489 |
| Cass | 324 | | 14 (0.1%) | 1 | 13 |
| Mitchell | 807 | | 8 (0.08%) | 4 | 4 |
| Statewide | 686,041 (21.7%) | 227,407 (7.2%) | 24,039 (0.7%) | 9,616 | 14,423 |

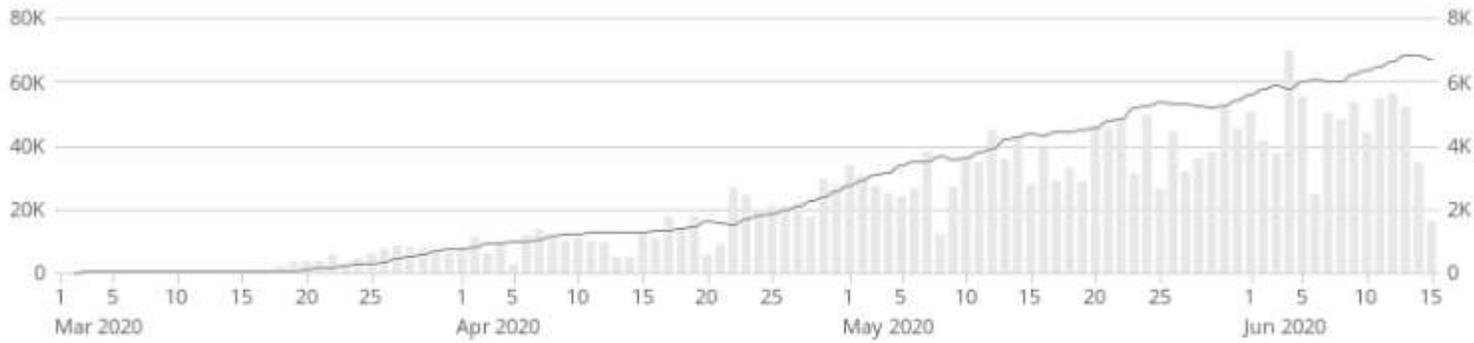
Plan Completed By: Col Jonathan W. Lartigue

Last Updated: 15 June 2020

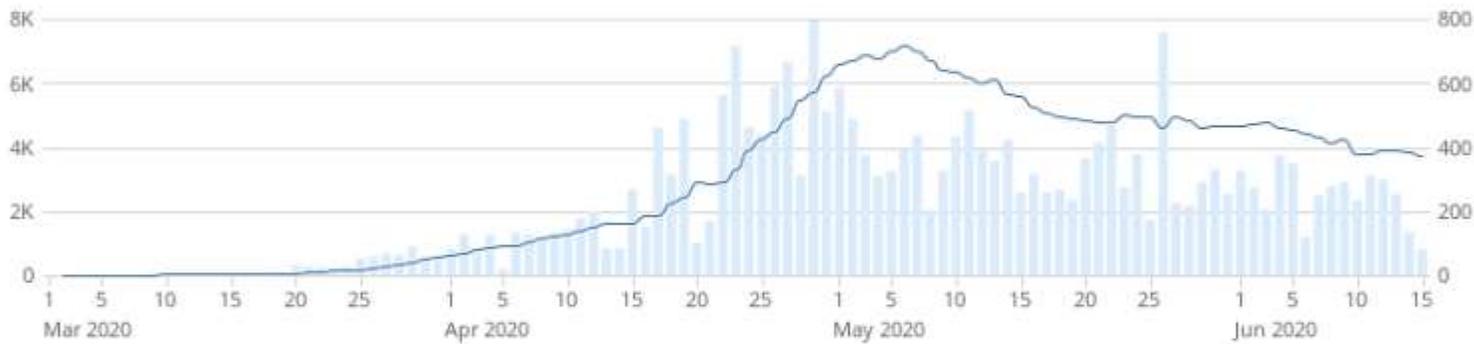
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COVID-19 Remobilization of the Membership Plan – Phase II

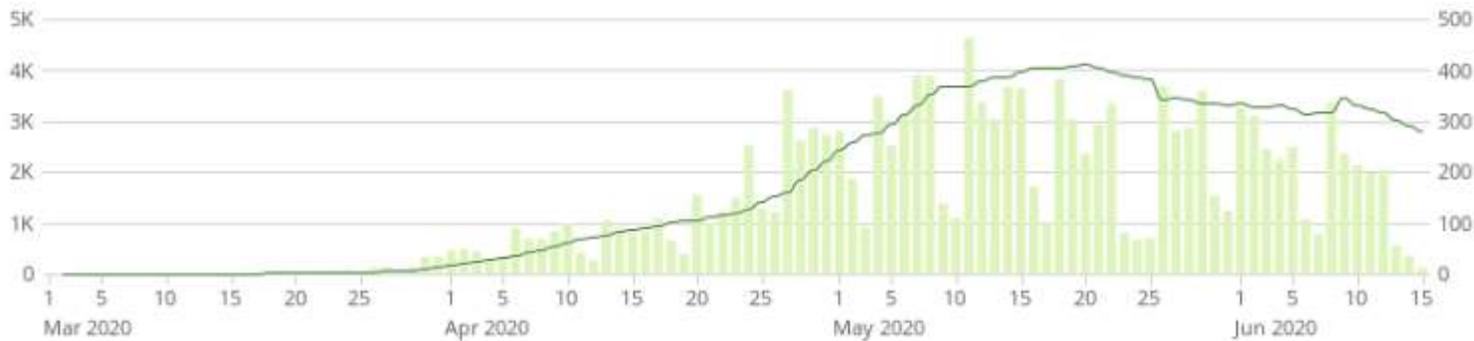
Individuals Tested



Individuals Positive

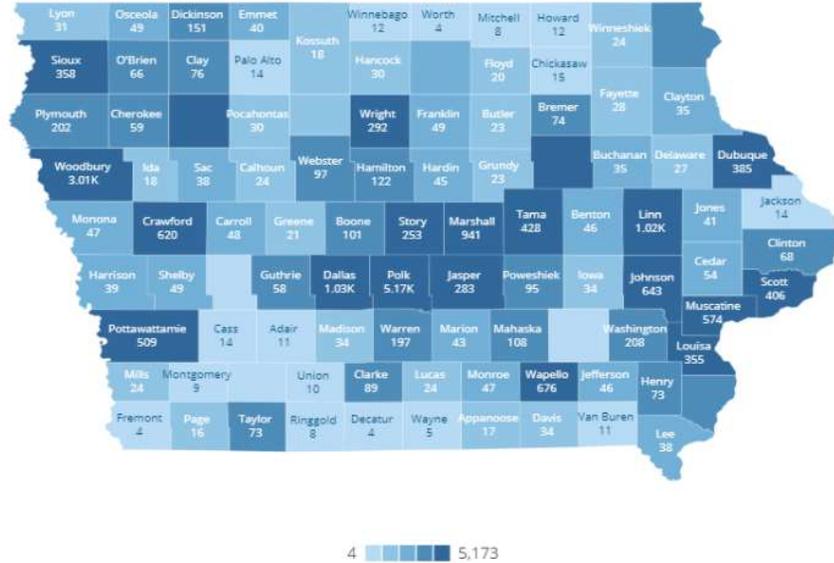


Total Recovered

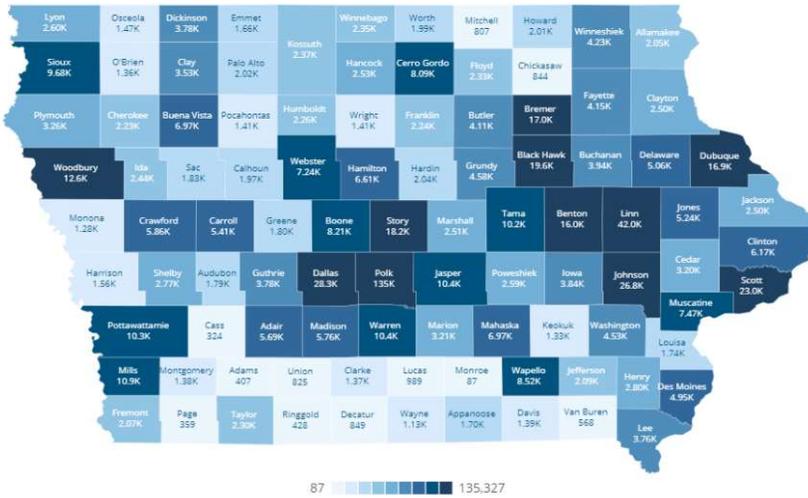


COVID-19 Remobilization of the Membership Plan – Phase II

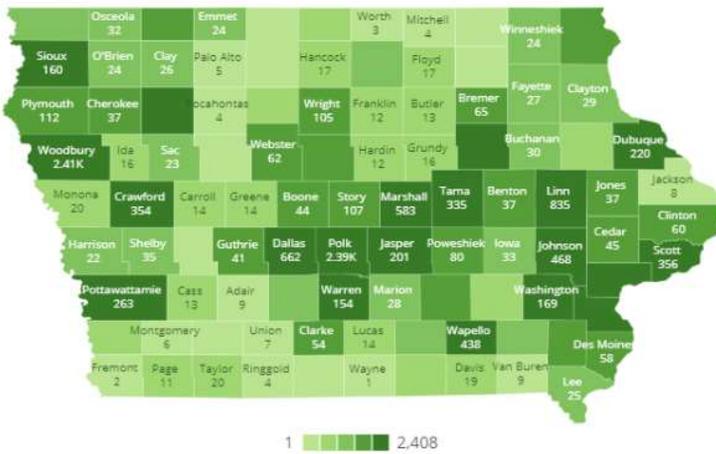
Positive Cases by County



Assessments by County



Recovered Cases by County



COVID-19 Remobilization of the Membership Plan – Phase II

Iowa Wing's Training and Activity Priorities:

27 June – Iowa Wing Orientation Flight Day

11 July - Mission Pilot and Mission Observer Flight Clinic

18 July – New Glider Pilot, CFGI, and DPE onboarding

25 July – Disaster Relief Exercise (priority for Airborne Photographers and Mission Base Staff)

August Date TBD – Aerospace Education Field Day

15 August - VFR and G1000 Pilot Flight Clinic

22 August - Aerospace Education Field Trip – Pal Dows Observatory

Date TBD – North Central Region SAR Exercise

Various Dates – TAA Transition Training for VFR Pilots

Date TBD – IAWG/NCR Drone Ground School & Flight Clinic

1 September – Duane Arnold Energy Center Evaluated Exercise

Specific actions IAWG has taken to prepare for Phase 2:

- State of Iowa COVID-19 data is being constantly monitored and the governor's declaration of 10 June is being adhered to.
- Iowa Wing COVID-19 Remobilization Team continues to meet weekly, or more often if needed.
- Phase 2 remobilization memorandum to all members has been prepared.
- Activity Safety Officer training is being strongly encouraged for all unit leadership, AEOs, CP and activity officers, and operations and ES officers to further prepare these members to function as activity directors.
- Major Phase II activities (e.g. Orientation flight day, SAR/DR exercises) are being planned as distributed activities at multiple locations to reduce the need for member travel.
- Non-critical training and activities have been postponed to FY21 Q1.

COVID-19 Remobilization of the Membership Plan – Phase II

Phase II: Resuming One-Day Special Activities (AE Events, SAREXs, etc)

NOTE: Resuming one-day special activities will not be done before it has been deemed appropriate to resume regularly scheduled meetings (i.e., this will start in Phase II).

| Item# | Task | OPR/Assigned Personnel | Date Tasked | Suspense | Date Completed | Notes |
|----------|---|-------------------------------|-------------|----------------------|----------------|---|
| 2.1. | Wing Commanders should review their wing calendar for previously-postponed and upcoming day-only events | IAWG/CC | 29 May | | 5 June | |
| 2.1.1. | Wing priorities for training events should be coordinated with unit commanders' needs | IAWG/CC UNIT/CC | 5 June | | Ongoing | Many events are being re-planned as distributed events; some activities deferred to FY21 Q1. |
| 2.1.2. | Task staff officers to provide input on list of events and priorities: | IAWG/CC | 5 June | Beginning of Phase 3 | Ongoing | IAWG/CP, IAWG/AE, IAWG/SE, IAWG/DO, IAWG/DP are members of wing COVID-19 remobilization team, which meets at least weekly until the wing reached Phase 3. |
| 2.1.2.1. | Director of Aerospace Education | | | | | |
| 2.1.2.2. | Director of Cadet Programs | | | | | |
| 2.1.2.3. | Director of Operations/Emergency Services | | | | | |
| 2.1.2.4. | Director of Professional Development | | | | | |
| 2.1.2.5. | Plans and Programs Officer | N/A | N/A | | N/A | None assigned for IAWG. Delegated to directors of cadet programs and aerospace education. |
| 2.2. | Coordinate with subordinate unit leaders to deconflict calendar events to the greatest extent possible | IAWG/CC | 5 June | Ongoing | Ongoing | De-confliction is accomplished through regularly scheduled commander's calls and as-needed COVID-19 calls. |
| 2.3. | Publish updated event listings to the Wing calendar and promote these dates to the units for their planning and participation | Director of Technology | 5 June | Ongoing | Ongoing | Director of Technology maintains the wing calendar and will update important events. |
| 2.4. | Task the Director of Safety to coordinate with Activity Directors | IAWG/SE | 5 June | Beginning of Phase 3 | Ongoing | |
| NOTE: | <i>The term "Activity Directors" may include Incident Commanders that are directing exercises. Incident Commanders should use existing operational guidance for real-world missions and taskings. Use good judgement.</i> | | | | | |
| 2.4.1. | Activity Directors will use Post-COVID-19 produced Risk Management (RM) forms to mitigate local risks | Individual Activity Directors | 5 June | Beginning of Phase 3 | Ongoing | |
| 2.4.2. | Activity Directors identify sources for face coverings, gloves, & sanitizer to use in case of a return to increased risk | Individual Activity Directors | 5 June | Beginning of Phase 3 | Ongoing | |

COVID-19 Remobilization of the Membership Plan – Phase II

Phase II: Resuming One-Day Special Activities (AE Events, SAREXs, etc; continued)

| Item# | Task | OPR/Assigned Personnel | Date Tasked | Suspense | Date Completed | Notes |
|--------|--|-------------------------------|-------------|----------------------|----------------|--|
| 2.5. | Task the Health Service Officer to coordinate with Activity Directors | HSOs | 5 June | Beginning of Phase 3 | Ongoing | NCR Health Services Officer and unit HSOs will assist. |
| 2.5.1. | Health Service Officers consider screening with no-touch thermometers at events (if such equipment is available and practical) | HSOs, UNIT/CC, Act. Directors | 29 May | Beginning of Phase 3 | Ongoing | Screening guidelines will continue as outlined in Phase 1 plan and IAWG/CC memorandum of 3 June. |
| 2.5.2. | Health Service Officers remind members that identify as High-risk to remain home, but participate virtually | HSOs, UNIT/CC, Act. Directors | 29 May | Beginning of Phase 3 | Ongoing | Screening guidelines will continue as outlined in Phase 1 plan and IAWG/CC memorandum of 3 June. |
| 2.5.3. | Health Service Officers ensure that there is a cleaning/sanitizing plan for commonly touched surfaces, a hand washing plan, a face covering plan, a temperature check plan (either performed prior to entering the activity with a no-touch thermometer or performed at home prior to coming to the activity), and a social distancing plan. | HSOs, UNIT/CC, Act. Directors | 29 May | Beginning of Phase 3 | Ongoing | Screening guidelines will continue as outlined in Phase 1 plan and IAWG/CC memorandum of 3 June. |
| 2.6. | Ensure Activity Directors have plans in place to communicate last-minute cancellations of events to participants | Activity Directors | 5 June | Beginning of Phase 3 | Ongoing | Activity directors will work as-needed with wing COVID-19 remobilization team. |
| 2.7. | Ensure Activity Directors have plans in place to conduct verification of local public health guidance, local weather, and any other information that may lead to event cancellation (Continuation Check) | Activity Directors | 5 June | Beginning of Phase 3 | Ongoing | Activity directors will work as-needed with wing COVID-19 remobilization team. |
| 2.7.1. | 45 Days Prior Continuation Check | Activity Directors | 5 June | Beginning of Phase 3 | Ongoing | Activity directors will work as-needed with wing COVID-19 remobilization team. |
| 2.7.2. | 14 Days Prior Continuation Check | Activity Directors | 5 June | Beginning of Phase 3 | Ongoing | Activity directors will work as-needed with wing COVID-19 remobilization team. |
| 2.7.3. | 7 Days Prior Continuation Check | Activity Directors | 5 June | Beginning of Phase 3 | Ongoing | Activity directors will work as-needed with wing COVID-19 remobilization team. |
| 2.7.4. | 1 Day Prior Continuation Check | Activity Directors | 5 June | Beginning of Phase 3 | Ongoing | Activity directors will work as-needed with wing COVID-19 remobilization team. |

COVID-19 Remobilization of the Membership Plan – Phase II

| Item# | Task | OPR/Assigned Personnel | Date Tasked | Suspense | Date Completed | Notes |
|--------|--|--------------------------|-------------|----------------------|--------------------|--|
| 2.7.5. | Day-Of Continuation Check | Activity Directors | 5 June | Beginning of Phase 3 | Ongoing | Activity directors will work as-needed with wing COVID-19 remobilization team. |
| 2.8. | Ensure Unit Commanders are aware of and following the same procedures for unit-only single-day activities (i.e., they are the Activity Director for the purposes of this checklist, for unit events) | UNIT/CC | 5 June | Beginning of Phase 3 | Ongoing | UNIT/CCs and Activity directors will work as-needed with wing COVID-19 remobilization team. |
| 2.9. | Email this plan to signal intentions to resume single-day events to the CAP COVID-19 Planning Team at COVID-19Plans@capnhq.gov , and copy the Region Commander | IAWG/CC | 5 June | N/A | Pending | Pending |
| 2.9.1. | Briefly describe/summarize previous coordination accomplished (i.e., 2.1 through 2.8 above) | IAWG Remobilization Team | | | | Please see narrative above. |
| 2.9.2. | Verify no jurisdictional restrictions are in place from State or Local Governments | IAWG/CC | 3 June | Phase 3 | Ongoing | IAWG COVID-19 Remobilization Team is closely monitoring State of Iowa COVID-19 websites. The governor's proclamation of 26 May is still the most current guidance in Iowa. |
| 2.9.3. | Set date to resume one-day special activities | | | | | Target date is 26 June 2020 |
| 2.9.4. | Receive approval from the CAP COVID-19 Planning Team to resume one-day special activities. Plan for one-week lead time. | IAWG/CC | 5 June | N/A | Pending | Pending |
| 2.10. | Publish the date that one-day special activities will resume to subordinate units | IAWG/CC | 5 June | N/A | Upon plan approval | Target Date is 19 June |



IOWA WING HEADQUARTERS
CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY
P.O. Box 65191
WEST DES MOINES, IOWA 50265-0191



20 June 2020

MEMORANDUM FOR: ALL MEMBERS

FROM: IAWG/CC

SUBJECT: Iowa Wing Phase 2 Remobilization

1. Effective 26 June 2020, Iowa Wing will transition to Phase 2 of the national COVID-19 remobilization plan. This will allow the wing and units to hold one-day events such as aerospace education activities, field trips, training exercises, flight clinics, community support events, fundraising activities and similar activities.
2. Resumption of one-day activities is subject to the following limitations and safety requirements:
 - a. In accordance with guidance from national headquarters, meetings and activities must be limited to a maximum 50 persons while maintaining six-foot social distancing.
 - b. Wear of facial coverings is mandatory at any time six-foot social distancing cannot be maintained. For activities during which social distancing is impractical (e.g. pilot or aircrew training, travelling in corporate vehicles, etc.), members must wear facial coverings and continue to sanitize commonly touched surfaces before and after use.
 - c. All activities, exercises, or other activities involving more than 10 individuals will require the assignment of an activity director, whose responsibilities will include: familiarizing him- or herself with Phase 2 remobilization procedures and limitations; completion of required COVID-19 Risk Management forms; securing necessary supplies such as face coverings, sanitizing wipes, hand washing facilities, etc.; coordinating with health services officers for proper screening and temperature checks of all attendees; and developing and communicating plans and dates for go/no-go decisions for each event.
 - d. A written attendance log is mandatory for all activities involving more than 10 persons and must be retained for future review.
 - e. Participation is limited to members whose general health places them at lower risk for COVID-19 vulnerability. Members who consider themselves in a high-risk category should refrain from attending activities. Members exhibiting a temperature of 100.4 degrees Fahrenheit, flu-like symptoms, or who have come in contact with individuals exhibiting COVID-19-like symptoms shall not be permitted to attend activities.
 - f. Non-essential travel in corporate vehicles or aircraft may resume with due consideration of appropriate risk mitigation.
 - g. Normal CAP flight activities may resume provided that all crew members wear facial coverings and that commonly touched surfaces are disinfected before and after each flight.
 - h. Overnight events are prohibited at this time.
3. The Governor of Iowa's Declaration of Public Health Emergency of 10 June, which is scheduled to expire on 25 June, is less restrictive than guidance from CAP national headquarters. In the event of a new declaration, any additional restrictions set forth shall by the state shall supersede those listed here as of the effective date of the new proclamation. In such an event, Iowa Wing will communicate additional guidance to unit leadership.

4. Squadron and Flight commanders shall have the discretion to determine when and if it is in the best interests of their members to resume one-day unit activities.
5. It is important that all members familiarize themselves with the information on the CAP Remobilization of the Membership Tools website, guidance from the State of Iowa, and relevant federal guidance:
<https://www.gocivilairpatrol.com/covid-19-remobilization>
<https://coronavirus.iowa.gov/pages/guidance>
<https://www.whitehouse.gov/openingamerica>
<https://www.cdc.gov/coronavirus/2019-ncov/index.html>
6. Wing leadership is already working on a timetable to transition to Phase 3 of the remobilization plan, which will allow for a full return to normal CAP activities. We will communicate further information to the wing as it becomes available.

//SIGNED//
JONATHAN W. LARTIGUE
Colonel, CAP
Commander

cc:
Wing Administrator
file

The “5 M’s” for Coronavirus

Special Risk Considerations During COVID-19 Crisis

This document is meant to supplement the [“5 M’s” Guide to Risk Assessments](#). The Coronavirus demands that we look at a new set of hazards so we can reduce the risk of being exposed to the virus or inadvertently spreading the virus. These are just a few of the areas to consider as you fill out

Using the 5 M’s in A Risk Assessment:

Here is what you will see when you look at Steps 4 & 5 of the CAPF 160:

Step 1: The Plan. Look at the whole plan for the entire activity. You may want to go through in order and write down *every* task that may have a chance of exposing you to the coronavirus ... everything you touch or people you encounter.

Step 2: The Hazards. Using the 5 M’s, as described below, ask yourself “what can go wrong?” How does this task expose you to the virus? Then you’ll be able to apply a risk control to each of those exposure risks.

| 4. SUB- ACTIVITY or SPECIFIC TASK | 5. HAZARD |
|--|--|
| Note: Each sub-activity or task will probably have multiple hazards/risks associated with it. Each one should be assessed. | Consider Hazards from each of the “5-M” categories in CAPP 163: <ul style="list-style-type: none">- Member- Media- Machine- Mission/Activity- Management |

Member: Take a look at all the information about the members themselves. A few examples:

- Is the member “mission essential?”
- Has the member been anywhere that may have exposed them to the virus?
- Is the member over the age of 65, or does them member have any health conditions like diabetes, heart disease, respiratory illness, lung problems, or anything else that may increase the risk of a bad income if they catch COVID-19?
- Does the member live with anyone who may have the conditions listed above?

Medium: This refers to the environment you’ll be facing.

- Will multiple members be in close proximity (in a vehicle? In an airplane?)
- Does the mission area allow for adequate social distancing?
- Has the area been sanitized? Is the area equipped with adequate hand-washing or sanitizing resources?

Machine: This applies to the airplane, the vehicle, the gear that will be used.

- Has the aircraft or vehicle been cleaned IAW with [CAP/LG guidelines](#)?
- Does the plan include cleaning all equipment following its use and prior to storing?

Mission: This looks at the plan itself and the complexity of the mission.

- Is the mission essential?
- Is the mission or activity included in CAP/CCs list of approved activities and missions?
- Is there a way of completing the activity online, on the phone, or through virtual meeting?

Management: This refers to the organizational factors that influence our activities and missions.

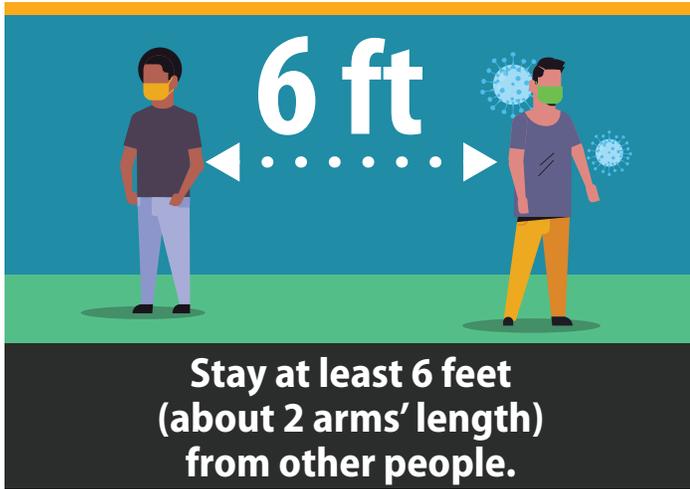
- Are you complying with the current guidance from CAP NHQ and the National Commander?
- Are you complying with all guidance from local, state, and national authorities?

IMPORTANT NOTE: These are just a starting point to help you look at all exposure risks. The goal through the entire activity is to actively ask, **and answer:**

“what can expose me to the virus, and what am I doing to prevent it?”

Stop the Spread of Germs

Help prevent the spread of respiratory diseases like COVID-19.



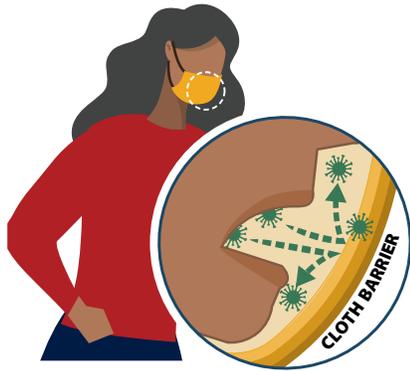
cdc.gov/coronavirus

How to Safely Wear and Take Off a Cloth Face Covering

Accessible: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>

WEAR YOUR FACE COVERING CORRECTLY

- Wash your hands before putting on your face covering
- Put it over your nose and mouth and secure it under your chin
- Try to fit it snugly against the sides of your face
- Make sure you can breathe easily
- Do not place a mask on a child younger than 2

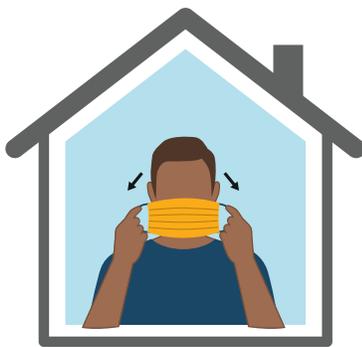


USE THE FACE COVERING TO PROTECT OTHERS

- Wear a face covering to protect others in case you're infected but don't have symptoms
- Keep the covering on your face the entire time you're in public
- Don't put the covering around your neck or up on your forehead
- Don't touch the face covering, and, if you do, clean your hands

FOLLOW EVERYDAY HEALTH HABITS

- Stay at least 6 feet away from others
- Avoid contact with people who are sick
- Wash your hands often, with soap and water, for at least 20 seconds each time
- Use hand sanitizer if soap and water are not available



TAKE OFF YOUR CLOTH FACE COVERING CAREFULLY, WHEN YOU'RE HOME

- Untie the strings behind your head or stretch the ear loops
- Handle only by the ear loops or ties
- Fold outside corners together
- Place covering in the washing machine
- Wash your hands with soap and water

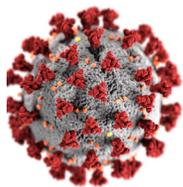


Cloth face coverings are not surgical masks or N-95 respirators, both of which should be saved for health care workers and other medical first responders.

For instructions on making a cloth face covering, see:

[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

What you should know about COVID-19 to protect yourself and others



Know about COVID-19

- Coronavirus (COVID-19) is an illness caused by a virus that can spread from person to person.
- The virus that causes COVID-19 is a new coronavirus that has spread throughout the world.
- COVID-19 symptoms can range from mild (or no symptoms) to severe illness.



Know how COVID-19 is spread

- You can become infected by coming into close contact (about 6 feet or two arm lengths) with a person who has COVID-19. COVID-19 is primarily spread from person to person.
- You can become infected from respiratory droplets when an infected person coughs, sneezes, or talks.
- You may also be able to get it by touching a surface or object that has the virus on it, and then by touching your mouth, nose, or eyes.



Protect yourself and others from COVID-19

- There is currently no vaccine to protect against COVID-19. The best way to protect yourself is to avoid being exposed to the virus that causes COVID-19.
- Stay home as much as possible and avoid close contact with others.
- Wear a cloth face covering that covers your nose and mouth in public settings.
- Clean and disinfect frequently touched surfaces.
- Wash your hands often with soap and water for at least 20 seconds, or use an alcohol-based hand sanitizer that contains at least 60% alcohol.



Practice social distancing

- Buy groceries and medicine, go to the doctor, and complete banking activities online when possible.
- If you must go in person, stay at least 6 feet away from others and disinfect items you must touch.
- Get deliveries and takeout, and limit in-person contact as much as possible.



Prevent the spread of COVID-19 if you are sick

- Stay home if you are sick, except to get medical care.
- Avoid public transportation, ride-sharing, or taxis.
- Separate yourself from other people and pets in your home.
- There is no specific treatment for COVID-19, but you can seek medical care to help relieve your symptoms.
- If you need medical attention, call ahead.



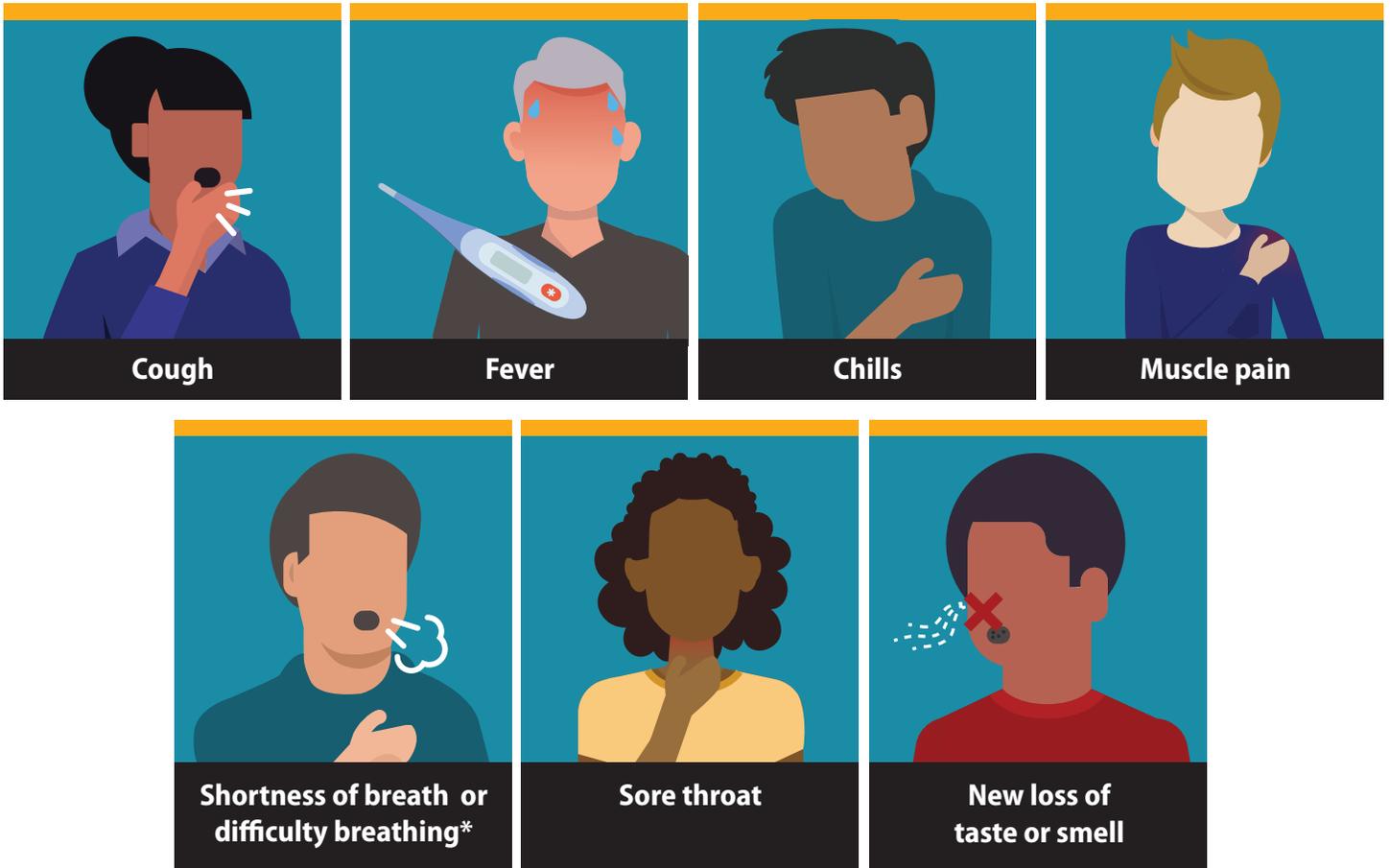
Know your risk for severe illness

- Everyone is at risk of getting COVID-19.
- Older adults and people of any age who have serious underlying medical conditions may be at higher risk for more severe illness.



Symptoms of Coronavirus (COVID-19)

Know the symptoms of COVID-19, which can include the following:



Symptoms can range from mild to severe illness, and appear 2-14 days after you are exposed to the virus that causes COVID-19.

***Seek medical care immediately if someone has emergency warning signs of COVID-19.**

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

This list is not all possible symptoms. Please call your medical provider for any other symptoms that are severe or concerning to you.

