

Approved 2 June 2020



IDAHO WING COVID-19 REMOBILIZATION PLAN Version 2.0

Headquarters, Idaho Wing, Civil Air Patrol
Blackfoot, ID
2 June 2020

OPERATIONS PLAN 2020-1

New material denoted in blue

1. SITUATION.

The outbreak and spread of the novel coronavirus known as COVID-19 has resulted in termination of most in-person CAP unit meetings and operational activities. References 1,2, and 4 contain the direction provided to CAP by the National Commander. On 23 APR 2020 the Governor of the State of Idaho released GUIDELINES FOR OPENING UP IDAHO. The Governor outlined the guidelines for a staged opening beginning on 1 MAY 2020. Reference 4 extends the restrictions on certain CAP activities to 30 JUN 2020.

2. MISSION.

This Operations Plan (OPLAN), when approved, will become the IDWG guidance for resuming meetings and one-day training activities. Air Operations will be addressed when additional guidance is available.

Squadron Commanders will make remobilization decisions for their unit. They may also suspend training and one-day activities if they feel that there has been a change in local conditions that may present additional risk to their personnel.

3. EXECUTION.

a. Safety

(1) Operational Risk Management (ORM)

(a) All meetings or one-day activities require completion of a CAP Form 160S, Real Time Risk Assessment Worksheet, prior to the start of the event. This form, along with a great deal of additional information, is on the NHQ web site at <https://www.gocivilairpatrol.com/covid-19-information-cena>

(b) Prior to participating in any in-person meeting or one-day activity, all members must participate in a training session or reading of the IDWG CAP Remobilization Safety Brief (Attachment 1) (Distributed separately)

(c) All meetings or one-day activities must have a “check in” location established and the location must be sent to all personnel prior to the start of the event. All participating personnel will check in at the designated location. (Reference 4 - CAP Temperature Screening Guidelines)

(d) Personnel will complete the IDWG Health Screening Questionnaire (Attachment 2) and leave it at the check in. A roster will be established and maintained. This must be done for each event. Units may wish to use some method, e.g., adhesive dot or label, to identify who has been cleared to participate. [Per chapter 3, CAPR 160-1, all Health Screening Questionnaires will be temporarily stored in a secure location and destroyed at the start of the next training or activity.](#)

(e) At the check in location all personnel will have their temperature taken and recorded on the event roster and IDWG Health Screening Questionnaire.

(f) Any individual who answers “yes” to questions 1,2, or 3 on the Health Screening Questionnaire will not be able to participate in the event.

(g) Cleaning and disinfecting of commonly touched surfaces such as light switches, door handles, tables, chairs, etc. should be completed before or at the very beginning of the event and should be repeated at the conclusion. Guidance is available at: <https://www.cdc.gov/coronavirus/2019-ncov/prepare/disinfecting-building-facility.html?>

(h) Hand washing and/or sanitizing materials must be available.

(i) Instruct attendees to self-observe for signs of illness, use cough etiquette, and refrain from touching their face.

(j) Only members that are participants are allowed inside of CAP facilities. Parents or other drivers should be requested to drop off members away from the building entrances or check in locations.

(k) Do not allow members to share objects or items. If a common contact surface, e/g. computer keyboard or mouse, must be shared, it must be disinfected between users.

(l) CAP vehicles being used to support the training or activity must be cleaned and disinfected prior to being driven.

(2) Unit Meetings and One-day Training Activities.

(a) All events must comply with the appropriate Stage of the State of Idaho Rebounds guidelines shown in paragraph 3c below. Events must also comply with any county or municipal guidelines or rules for the location in which the event takes place.

(b) Units are encouraged to continue to make maximum use of webinars or other electronic meeting sites.

(c) In person events should be planned, organized, and conducted with the concept of social distancing in mind (6 feet minimum). Indoor formations are strongly discouraged. Outdoor formations may be conducted as long as all personnel are at least 6 or more feet apart.

(3) Personal Protective Equipment (PPE)

(a) All personnel will wear a mask or other face covering while participating in activities, both indoor and out-of-doors. Commanders may suspend for required physical fitness tests provided Cadets maintain at least 6 foot spacing all around.

(b) For any cleaning, disinfecting, or sanitizing tasks, individuals performing the task should wear impervious, non-latex (preferably nitrile) gloves.

(c) For one-day activities, other PPE may be required by the Commander or activity leader.

b. Commanders and Unit Leaders.

(1) Once permission to remobilize is given to IDWG by Rocky Mountain Region (RMR) and National Headquarters (NHQ), the IDWG Commander (CC) will notify Squadron Commanders to proceed in accordance with (IAW) this OPLAN.

(2) Unit Commanders must approve the ORM matrix prior to an event.

(3) Ensure all Cadet Protection Program requirements are met.

(4) Work with older members and members of any age who have serious underlying medical conditions might be at higher risk for severe illness from COVID-19 (per CDC guidance) to determine if they are willing to participate.

(5) Be familiar with “The 5 M’s for Coronavirus”, available from the CAP NHQ web site provided above.

(6) Ensure water lines inside buildings have been flushed prior to re-opening CAP facilities.

(7) Be familiar with any coronavirus related county or municipal guidelines or rules applicable to the location of planned events.

(8) Draft and distribute a local message to parents to inform them about what CAP is doing to keep Cadets safe while they participate.

c. State of Idaho. Idaho Rebounds – Guidelines For Opening Up Idaho contains information for various groups and organizations.* Commanders should be familiar with this document and the companion Protocols For Youth Activities. These Guidelines are subject to change with little notice. (*) Assuming state established criteria are met.

(1) Stage 1. 1-15 May 2020

(a) No in-person meetings or activities.

(2) Stage 2. 16-29 MAY

(a) Gatherings, both public and private, of less than 10 people, where appropriate physical distancing and precautionary measures are observed can occur.

(b) Minimize non-essential travel and adhere to Center for Disease Control (CDC) guidelines regarding isolation following travel.

(c) Large venues (e.g. movie theaters and sporting venues) are closed.

(3) Stage 3. 30 MAY – 12 JUN

(a) Gatherings, both public and private, of 10-50 people, where appropriate physical distancing and precautionary measures are observed can occur.

(b) Non-essential travel can resume to locations that allow it and do not have ongoing transmission (adhere to CDC guidelines regarding isolation following travel).

(c) Discontinue the 14-day self-quarantine for people entering Idaho.

(d) Large venues (e.g. movie theaters and sporting venues) remain closed,

(4) Stage 4. 13-26 JUN

(a) Gatherings, both public and private, of more than 50 people, where appropriate physical distancing and precautionary measures are observed can occur.

(b) Non-essential travel continues to locations that allow it and do not have ongoing transmission (adhere to CDC guidelines regarding isolation following travel).

(c) Large venues (e.g. movie theaters and sporting venues) can operate under limited physical distancing protocols.

OPR: DOH (Vorachek)

APPROVED:

ROBERT M. BOST
Colonel, CAP
Commander

Annexes

A – Air Operations

B – Ground Operations

Attachments.

1. CAP Safety Brief 2020 COVID-19 Rebound Plan (Distributed separately)
2. IDWG Health Screening Questionnaire
3. CAP Post-COVID-19 Remobilization of the Membership Plan – Phase 1: Resuming Regularly Scheduled Meetings
4. Helpful Links and Publications (IDOEM)

References.

1. CAP/CC Memo 14 MAR 2020 SUBJECT: Coronavirus COVID-19 Travel and Meeting Guidance
2. CAP/CC Memo 14 APR 2020 SUBJECT: COVID-19 Risk Management for Multi-Day Training Activities & Follow-Up Planning
3. State of Idaho GUIDELINES FOR OPENING UP IDAHO 23 APR 2020 and Stage 1: PROTOCOLS FOR YOUTH ACTIVITIES (www.rebound.idaho.gov)
4. CAP COVID-19 Temperature Screening Guidelines 30 APR 2020
5. CAP/CC Memo 7 MAY 2020 Extending Restrictions.
6. CAP/CC Memo 12 MAY 2020 SUBJECT: Remobilization of the Membership

ANNEX A (FLIGHT OPERATIONS) TO IDAHO WING COVID-19 REMOBILIZATION PLAN

1. SITUATION.

The outbreak and spread of the novel coronavirus known as COVID-19 has continued to result in restrictions on many CAP activities. IDWG is working to incrementally remobilize CAP flight operations as may be permitted by NHQ.

2. MISSION.

This Annex to the Operations Plan (OPLAN), when approved, will become the IDWG guidance for resuming limited flight operations. This Annex outlines guidance for local operations. Multi-unit and multi-sortie operations such as planned exercises will be addressed later.

Squadron Commanders will make remobilization decisions for their unit. They may also suspend flight operations, training, and one-day activities if they feel that there has been a change in local conditions that may present additional risk to their personnel.

3. EXECUTION.

s. Safety.

(1) Operational Risk Management (ORM)

(a) Normal planning (ORM, flight release, etc.) and procedures for flight operations will be followed. Coronavirus (COVID-19) risk should be considered when planning the sortie.

(b) Prior to participating in any flight activity, all members must participate in a training session or reading of the IDWG CAP Remobilization Safety Brief (Attachment 1) (Distributed separately)

(c) Hand washing and/or sanitizing materials should be available.

(d) Instruct flight crew to self-observe for signs of illness, use cough etiquette, and refrain from touching their face.

(2) Personal protective equipment (PPE)

(a) All aircrew and ground support personnel should wear face masks. The masks must not interfere with aircrew communications, e.g. boom microphones on headsets.

(b) Wearing of protective gloves while flying will be an individual decision.

(3) Sanitizing aircraft and equipment.

(a) All aircrew members must review the NHQ video at https://youtu.be/NOEs_jip-nU

(b) Aircrew members may desire to sanitize their seating/working areas prior to boarding the aircraft. The seating/working areas of the aircraft that were occupied during the flight must be sanitized at the conclusion of the sortie. Do not share items such as pens or pencils.

(c) Do not use bleach solution on aircraft displays. Alcohol wipes are recommended.

(d) Bleach or Lysol solutions/wipes are recommended for common touch surfaces/controls.

(e) Objects or items that were used during the flight, e.g., laminated checklists, AIM binder cover, headsets, cameras, portable repeaters, etc., should be sanitized before and after the flight.

(f) Further guidance is available on the NHQ web site.

(4) Common use surfaces

(a) Cleaning and sanitizing of commonly touched surfaces such as light switches, door handles, tables, chairs, etc. should be done when the aircrew enters the hanger and prepares for the flight. As a courtesy to other members, those surfaces that were touched/used should be sanitized at the conclusion of the operation.

(b) Guidance is available at: <https://www.cdc.gov/coronavirus/2019-ncov/prepare/disinfecting-building-facility.html>

ANNEX B (GROUND OPERATIONS) TO IDAHO WING COVID-19 REMOBILIZATION PLAN

1. SITUATION.

The outbreak and spread of the novel coronavirus known as COVID-19 has continued to result in restrictions on many CAP activities. IDWG is working to incrementally remobilize CAP ground operations as may be permitted by NHQ.

2. MISSION.

This Annex to the Operations Plan (OPLAN), when approved, will become the IDWG guidance for resuming ground operations. This Annex outlines guidance for local operations. Multi-unit and multi-vehicle operations such as planned exercises will be addressed later.

Squadron Commanders will make remobilization decisions for their unit. They may also suspend ground operations, training, and one-day activities if they feel that there has been a change in local conditions that may present additional risk to their personnel.

3. EXECUTION.

s. Safety.

(1) Operational Risk Management (ORM)

(a) Normal planning (ORM, etc.) and procedures for ground operations will be followed. Coronavirus (COVID-19) risk should be considered when planning the operation.

(b) Prior to participating in any ground activity, all members must participate in a training session or reading of the IDWG CAP Remobilization Safety Brief (Attachment 1) (Distributed separately)

(c) Hand washing and/or sanitizing materials should be available.

(d) Instruct ground personnel to self-observe for signs of illness, use cough etiquette, and refrain from touching their face.

(2) Personal protective equipment (PPE)

(a) All vehicle occupants and ground support personnel should wear face masks. The masks must not interfere with verbal communications, e.g. microphones or portable radios.

(b) Wearing of protective gloves while driving will be an individual decision.

(3) Sanitizing vehicles and equipment.

(a) All vehicle occupants and ground support members must review the NHQ video at https://youtu.be/NOEs_jip-nU

(b) Prior to sanitizing efforts, vehicles should be washed and the interior cleaned with commercially available processes or cleaning materials.

(c) Vehicle occupants and/or ground support personnel may desire to sanitize their seating/working areas prior to boarding the vehicle. This is especially important if there is any question as to if or when the vehicle was last sanitized. The seating/working areas of the aircraft that were occupied during the flight must be sanitized at the conclusion of the sortie. Do not share items such as pens or pencils.

(d) Bleach or Lysol solutions/wipes are recommended for common touch surfaces/controls in the driver and passenger areas.

(e) Vehicle mounted and portable radios should be cleaned with alcohol-based wipes. If desired, a covering may be placed over microphones as long as it does not interfere with the acoustical characteristics of the microphone.

(f) Objects or items that were used during the movement, e.g., laminated checklists, vehicle binder cover, headsets, cameras, portable repeaters, etc., should be sanitized before and after the movement.

(g) The senior vehicle occupant or Commander should determine if the vehicle should be washed and undergo interior cleaning at the conclusion of the movement.

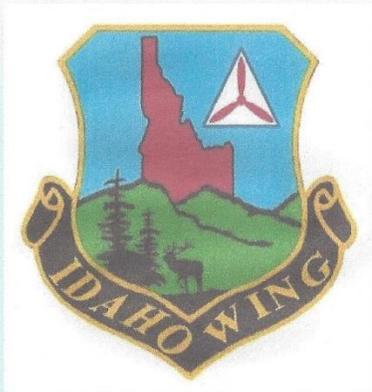
(h) Further guidance is available on the NHQ web site.

(4) Common use surfaces

(a) Cleaning and sanitizing of commonly touched surfaces such as light switches, door handles, tables, chairs, etc. should be done when the vehicle occupants enters a hanger or meeting space and prepares for the movement. As a courtesy to other members, those surfaces that were touched/used should be sanitized at the conclusion of the operation.

(b) Guidance is available at: <https://www.cdc.gov/coronavirus/2019-ncov/prepare/disinfecting-building-facility.html>?

Idaho Wing Civil Air Patrol



Remobilization Safety Briefing

Lt Col Sarah Lynch CAP

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**IDAHO WING CIVIL AIR PATROL
HEALTH SCREENING QUESTIONNAIRE**

Health Screening Questions for Members Upon Entry to CAP Meeting Space

(Must be completed each meeting or activity)

1. Do you now or have you had within the last two weeks any symptoms associated with COVID-19? No ___ Yes ___ *Circle letter(s) associated with symptom(s) if you said yes*
 - a. Cough
 - b. Fever over 100.4°
 - c. Shortness of breath/difficulty breathing
 - d. Sore throat
 - e. Chills
 - f. Loss of taste or smell
 - g. Muscle pain

2. Are you experiencing any flu-like symptoms? No ___ Yes ___

3. Have you had any contact with a known positive COVID-19 patient within the last two weeks? No ___ Yes ___

4. Have you traveled outside the U.S. or Idaho in the last two weeks? No ___ Yes ___

By answering “yes” to questions 1-3, access to the CAP Meeting will be declined until symptoms resolve. If you answered “yes” to question 4, please request a determination by the squadron safety officer or squadron commander before access is granted.

Name (printed): _____

Temperature: _____

Date: _____

Stay home if you are sick. You participate at your own risk. You must wear a mask. Your temperature must be recorded. Cover your coughs and sneezes. Wash your hands frequently. Do not touch other people. You must practice social distancing (6 feet). No sharing of anything. Parents must drop off and pick up cadets outside. Only members permitted in buildings. Building will be disinfected in according with CDC guidelines.

Attachment 3
Post-COVID-19 Remobilization of the Membership Plan – Phase 1

Note:

This is the plan template provided by CAP NHQ.

For version control purposes, the IDWG Plan will be maintained as a separate document. The template is provided for information only to allow members to understand what activities must be completed in order for the IDWG OPLAN to be approved.

This plan has been developed for Idaho 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 Rocky Mountain 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.*

Plan Coordinator and Point of Contact: Col Mike Vorachek CAP, IDWG DOH

Primary Phone: 208.521.6882

Primary Email: mtnsar@cableone.net

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

Item#	Task	OPR/Assigned Personnel	Date Tasked	Suspense	Date Completed
1.1.	Verify state government guidance currently allows or will allow gatherings on the date proposed for resuming meetings				
1.2.	Hold meeting with between Plan Coordinator and Health Services Officer				
1.2.1.	Wing priorities for training events should be coordinated				
1.2.1.1.	Check state and local health guidance regarding gatherings				
1.2.1.2.	Prepare information for subordinate units on temperature screening, health education, and sanitation				
1.3.	Have subordinate unit commanders verify that local governments do not have more restrictive social-distancing guidelines than those at the state level				
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.				
1.4.1.	Briefly describe/ summarize previous coordination accomplished				
1.4.2.	Verify no jurisdictional restrictions are in place from State or Local Governments				
1.4.3.	Set date to resume meetings; this is also the start of Phase II.				
1.5.	Receive approval from the CAP COVID-19 Planning Team to reinstate meetings. Plan for one-week lead time.				
1.6.	Publish the date that meetings may resume to subordinate units				
1.7.	Task Wing Director of Safety to communicate the following to subordinate units				
1.7.1.	Units will use Post-COVID-19 ORM forms to mitigate local risks (available at https://www.gocivilairpatrol.com/covid-19-information-cena)				
1.7.2.	Units will identify sources for face coverings, gloves, hand sanitizer, and surface disinfectant to use in case of a return to increased risk				
1.8.	Task Wing Health Service Officer to communicate the following to subordinate units:				

1.8.1.	Units consider screening with no-touch thermometers prior to entry to the meeting or Units will require members to take their temperature at home prior to attending the activity				
1.8.2.	Educate members on their stratified level of risk (i.e., Low-risk vs. High-risk)				
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)				
1.9.	Task Wing Director of Cadet Programs to communicate the following to subordinate units:				
1.9.1.	Units identify ways to meaningfully engage and fully participate in meetings without formations, drill, or other close-distance activities				
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				

Attachment 4

Helpful Links and Publications

- Idaho Coronavirus Information <https://coronavirus.idaho.gov/>
- Idaho economy opening guidelines <https://rebound.idaho.gov/>
- White House Guidelines for Opening America <https://www.whitehouse.gov/wp-content/uploads/2020/04/Guidelines-for-Opening-Up-America-Again.pdf>
- Idaho COVID-19 Guide
<https://healthandwelfare.idaho.gov/Portals/0/Medical/Mental%20Health/COVID-19InteractiveConsumerGuide.pdf>
- Vendors and Donors can find resources for how to assist with the COVID-19 effort in Idaho <https://coronavirus.idaho.gov/how-to-help/>
- Help dispel prevalent rumors related to COVID-19 Individuals experiencing high levels of anxiety, <https://store.samhsa.gov/>
- CDC guidance Discontinuation of Home Isolation for Persons with COVID-19.
- Coronavirus (COVID-19) Pandemic: Addressing PPE Needs in Non-Healthcare Setting



**HEADQUARTERS IDAHO WING
CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY
1313 Airport Road
Blackfoot, Idaho 83221**



Letter of Information for: **Members, Volunteers and family of the Idaho Wing CAP**

FROM: (Squadron Commander)

SUBJECT: IDWG COVID-19 Safety Reporting Plan

Members, Volunteers and family members of the Idaho Wing,

First, we would like to thank all of you for your patience and understanding of the safety precautions we take, and we hope you and your families are well at this time. As you all know, the safety and wellbeing of our members and volunteers is our top priority.

While many of the wings in the nation are still on strict lockdowns, Idaho is one of the first wings to meet the criteria set by NHQ to start the three-phase process of reopening.

The state of Idaho and city guidelines are being vigilantly watched for each squadron's area. Each squadron will be encouraged to take specific measures to keep our members safe such as, no gatherings greater than 10 people, each member must wear a mask, temperature checks before arrival and before entrance into a building, etc. Members also may be asked about any flu or virus related symptoms prior to arrival at a meeting. If members show any symptoms, they may be asked not to attend the meeting for the safety of themselves and others. Phase 1 does not include regular meetings as we are still limited to 10 people and social distancing but small groups for training or planning are allowed.

As our team and local squadrons press on and plan for the reopening of the wing, we may progress to further stages or regress depending on the information from our local health department. Please keep in mind these guidelines are subject to change based on the updates of our local health officials. If you are still uncomfortable attending or allowing your cadet to attend possible training we understand and none are required.

We thank you for your patience and understanding. It is important through these non-ideal times to stay connected and maintain a strong Idaho Wing family.

V/R

Squadron Commander

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