Post-COVID-19 Remobilization of the Membership Plan

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

INWG
Completed 27 JUN 2020

Template Updated 8 June 2020
This plan has been developed for _Indiana 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 _None_, 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 Brian Schmuck

Primary Phone: (812) 598 - 8520

Primary Email: brian.schmuck@inwg.cap.gov

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

- Distributed NHQ Approved Phase I plan to INWG Squadron Commanders and Wing Staff, 12 Jun 20
- Indiana has increased the availability of testing and expanded testing to non-symptomatic citizens
- Indiana’s ICU Headroom used is reported by COVID ACT NOW at 19% used, an infection rate of 0.91, and a positive test rate of 3.6%.
- According to Indiana Department of Health information new positive cases have decreased from 17 June to present, with 550 new cases on 17 June and 488 on 26 June. Several dates in between the new positive tests were below 400 and below 300.
- Indiana Department of Health reports statewide tests by day have steadily increased over time.
- Indiana Governor’s “Back on Track Indiana” program enters the final phase (Phase 5) on 4 July 2020, removing all restrictions on gathering sizes and reopening all establishments to 100% capacity
- According to the Johns Hopkins Coronavirus Resource Center’s data, Indiana’s new positive cases is trending downward for the past two week period ([https://coronavirus.jhu.edu/data/new-cases-50-states/indiana](https://coronavirus.jhu.edu/data/new-cases-50-states/indiana)) which substantiates the information from the Indiana Department of Health’s Coronavirus page.
COVID-19 Remobilization of the Membership Plan – Phase II

Today's Statewide ICU Bed Usage

- 52.1% ICU Beds in Use - Non-COVID
- 10.1% ICU Beds in Use - COVID
- 37.8% ICU Beds Available

Total Capacity: 2,535

Today's Statewide Ventilator Usage

- 13.3% Ventilators in Use - Non-COVID
- 2.8% Ventilators in Use - COVID
- 83.9% Ventilators Available

Total Capacity: 2,964
**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).

<table>
<thead>
<tr>
<th>Item#</th>
<th>Task</th>
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<th>Date Completed</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.1.</td>
<td>Wing Commanders should review their wing calendar for previously-postponed and upcoming day-only events</td>
<td>Lt Col Schmuck</td>
<td>19Jun20</td>
<td>19Jun20</td>
<td>19Jun20</td>
<td>Lt Col Schmuck will check calendar and report back to wing commander any activities that may be able to be reinstated pending approval of Phase II plan.</td>
</tr>
<tr>
<td>2.1.1</td>
<td>Wing priorities for training events should be coordinated with unit commanders’ needs</td>
<td>1st Lt McGregor</td>
<td>19Jun20</td>
<td>19Jun20</td>
<td>19Jun20</td>
<td>DO and ES have coordinated.</td>
</tr>
<tr>
<td>2.1.2</td>
<td>Task staff officers to provide input on list of events and priorities:</td>
<td>Lt Col Schmuck</td>
<td>19Jun20</td>
<td>23Jun20</td>
<td>23Jun20</td>
<td></td>
</tr>
<tr>
<td>2.1.2.1</td>
<td>Director of Aerospace Education</td>
<td>Lt Col Merrill</td>
<td>27Jun20</td>
<td>27Jun20</td>
<td>27Jun20</td>
<td>No AE activities are planned</td>
</tr>
<tr>
<td>2.1.2.2</td>
<td>Director of Cadet Programs</td>
<td>Maj Mearse</td>
<td>19Jun20</td>
<td>19Jun20</td>
<td>19Jun20</td>
<td>CP is a member of the team</td>
</tr>
<tr>
<td>2.1.2.3</td>
<td>Director of Operations/Emergency Services</td>
<td>1st Lt McGregor</td>
<td>19Jun20</td>
<td>19Jun20</td>
<td>19Jun20</td>
<td>DO and ES have coordinated.</td>
</tr>
<tr>
<td>2.1.2.4</td>
<td>Director of Professional Development</td>
<td>Maj John Wright</td>
<td>27Jun20</td>
<td>27Jun20</td>
<td>27Jun20</td>
<td>PD programs have been virtual and that will likely continue where appropriate</td>
</tr>
<tr>
<td>2.1.2.5</td>
<td>Plans and Programs Officer</td>
<td>Maj Chris Holland</td>
<td>27Jun20</td>
<td>27Jun20</td>
<td>27Jun20</td>
<td></td>
</tr>
<tr>
<td>2.2.</td>
<td>Coordinate with subordinate unit leaders to deconflict calendar events to the greatest extent possible</td>
<td>Lt Col Schmuck</td>
<td>27Jun20</td>
<td>27Jun20</td>
<td>27Jun20</td>
<td>No subordinate unit activities are planned</td>
</tr>
<tr>
<td>2.3.</td>
<td>Publish updated event listings to the Wing calendar and promote these dates to the units for their planning and participation</td>
<td>Lt Col Schmuck</td>
<td>27Jun20</td>
<td>27Jun20</td>
<td>27Jun20</td>
<td>Ongoing, as activity planning resumes the calendar will be updated</td>
</tr>
<tr>
<td>2.4.</td>
<td>Task the Director of Safety to coordinate with Activity Directors</td>
<td>Lt Col Chastain</td>
<td>27Jun20</td>
<td>27Jun20</td>
<td>27Jun20</td>
<td>SE will coordinate with HS as activities are planned</td>
</tr>
</tbody>
</table>

**NOTE:** 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.

| 2.4.1 | Activity Directors will use Post-COVID-19 produced Risk Management (RM) forms to mitigate local risks | Lt Col Chastain | 27Jun20 | 27Jun20 | 27Jun20 | SE will work with activity directors to ensure appropriate RM forms are completed |
| 2.4.2 | Activity Directors identify sources for face coverings, gloves, & sanitizer to use in case of a return to increased risk | Lt Col Chastain | 27Jun20 | 27Jun20 | 27Jun20 | SE provided a resource for acquiring face masks and touch-free thermometers |
## COVID-19 Remobilization of the Membership Plan – Phase II

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

<table>
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<tr>
<th>Item#</th>
<th>Task</th>
<th>OPR/Assigned Personnel</th>
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<th>Date Completed</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.5.</td>
<td>Task the Health Service Officer to coordinate with Activity Directors</td>
<td>Lt Col Bryan</td>
<td>27Jun20</td>
<td>27Jun20</td>
<td>27Jun20</td>
<td>HS will coordinate with SE as activities are planned</td>
</tr>
<tr>
<td>2.5.1</td>
<td>Health Service Officers consider screening with no-touch thermometers at events (if such equipment is available and practical)</td>
<td>Lt Col Bryan</td>
<td>27Jun20</td>
<td>27Jun20</td>
<td>27Jun20</td>
<td>HS has provided guidance on temperature screening</td>
</tr>
<tr>
<td>2.5.2</td>
<td>Health Service Officers remind members that identify as High-risk to remain home, but participate virtually</td>
<td>Lt Col Bryan</td>
<td>27Jun20</td>
<td>27Jun20</td>
<td>27Jun20</td>
<td></td>
</tr>
<tr>
<td>2.5.3</td>
<td>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.</td>
<td>Lt Col Bryan</td>
<td>27Jun20</td>
<td>27Jun20</td>
<td>27Jun20</td>
<td></td>
</tr>
<tr>
<td>2.5.4</td>
<td>Units will ensure no more than 50 members are together at gatherings. Squadrons with more than 50 members must submit a plan on how they will comply with restrictions</td>
<td>Lt Col Bryan</td>
<td>27Jun20</td>
<td>27Jun20</td>
<td>27Jun20</td>
<td>Unit CC’s may submit their plan for compliance via e-mail to their group commander’s for forwarding to INWG/CSM.</td>
</tr>
<tr>
<td>2.6.</td>
<td>Ensure Activity Directors have plans in place to communicate last-minute cancellations of events to participants</td>
<td>Lt Col Bryan</td>
<td>27Jun20</td>
<td>27Jun20</td>
<td>27Jun20</td>
<td></td>
</tr>
<tr>
<td>2.7.</td>
<td>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)</td>
<td>Lt Col Bryan</td>
<td>27Jun20</td>
<td>27Jun20</td>
<td>27Jun20</td>
<td></td>
</tr>
<tr>
<td>2.7.1</td>
<td>45 Days Prior Continuation Check</td>
<td>Lt Col Bryan</td>
<td>27Jun20</td>
<td>27Jun20</td>
<td>27Jun20</td>
<td></td>
</tr>
<tr>
<td>2.7.2</td>
<td>14 Days Prior Continuation Check</td>
<td>Lt Col Bryan</td>
<td>27Jun20</td>
<td>27Jun20</td>
<td>27Jun20</td>
<td></td>
</tr>
<tr>
<td>2.7.3.</td>
<td>7 Days Prior Continuation Check</td>
<td>Lt Col Bryan</td>
<td>27Jun20</td>
<td>27Jun20</td>
<td>27Jun20</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>2.7.4.</td>
<td>1 Day Prior Continuation Check</td>
<td>Lt Col Bryan</td>
<td>27Jun20</td>
<td>27Jun20</td>
<td>27Jun20</td>
<td></td>
</tr>
<tr>
<td>2.7.5.</td>
<td>Day-Of Continuation Check</td>
<td>Lt Col Bryan</td>
<td>27Jun20</td>
<td>27Jun20</td>
<td>27Jun20</td>
<td></td>
</tr>
</tbody>
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### Phase II: Resuming One-Day Special Activities (AE Events, SAREXs, etc; continued)

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<tr>
<td>2.8.</td>
<td>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)</td>
<td>Maj Mearse</td>
<td>27Jun20</td>
<td>27Jun20</td>
<td>27Jun20</td>
<td></td>
</tr>
<tr>
<td>2.9.</td>
<td>Email this plan to signal intentions to resume single-day events to the CAP COVID-19 Planning Team at <a href="mailto:COVID-19Plans@capnhq.gov">COVID-19Plans@capnhq.gov</a>, and copy the Region Commander</td>
<td>Lt Col Schmuck</td>
<td>27Jun20</td>
<td>30Jun20</td>
<td></td>
<td>Will submit upon final review of this plan by the planning team and wing commander.</td>
</tr>
<tr>
<td>2.9.1.</td>
<td>Briefly describe/summarize previous coordination accomplished (i.e., 2.1 through 2.8 above)</td>
<td>Lt Col Schmuck</td>
<td>27Jun20</td>
<td>27Jun20</td>
<td>27Jun20</td>
<td>Coordination accomplished via email and use of MS Teams. Implementation of Phase I was successful.</td>
</tr>
<tr>
<td>2.9.2.</td>
<td>Verify no jurisdictional restrictions are in place from State or Local Governments</td>
<td>Lt Col Bryan</td>
<td>27Jun20</td>
<td>27Jun20</td>
<td>27Jun20</td>
<td>No local counties have greater restrictions than those allowed by CAP’s Phase II plan. School squadrons are exempt from this plan as they are out for the summer.</td>
</tr>
<tr>
<td>2.9.3.</td>
<td>Set date to resume one-day special activities</td>
<td>Lt Col Schmuck</td>
<td>27Jun20</td>
<td>27Jun20</td>
<td>27Jun20</td>
<td>Date to resume 1-day activities will be announced upon approval of this plan.</td>
</tr>
<tr>
<td>2.9.4.</td>
<td>Receive approval from the CAP COVID-19 Planning Team to resume one-day special activities. Plan for one-week lead time.</td>
<td>Lt Col Schmuck</td>
<td>27Jun20</td>
<td></td>
<td>27Jun20</td>
<td>This plan will be submitted for approval upon final review of the wing team and wing commander.</td>
</tr>
<tr>
<td>2.10.</td>
<td>Publish the date that one-day special activities will resume to subordinate units</td>
<td>Lt Col Schmuck</td>
<td>27Jun20</td>
<td></td>
<td></td>
<td>This will be published upon approval of this plan.</td>
</tr>
<tr>
<td>2.11.</td>
<td>Task Wing Director of Operations to communicate the following to subordinate units</td>
<td>Lt Col Schmuck</td>
<td>27Jun20</td>
<td>27Jun20</td>
<td>27Jun20</td>
<td>DO has provided training priorities and developed a scheduling methodology to allow for flight training to occur. This information will be published upon approval of this plan.</td>
</tr>
<tr>
<td>2.11.1.</td>
<td>Identify flight operations permitted during Remobilization Phase II</td>
<td>1st Lt McGregor</td>
<td>21Jun20</td>
<td>21Jun20</td>
<td>21Jun20</td>
<td>See attached</td>
</tr>
<tr>
<td>2.11.2.</td>
<td>Identify requirements (Currency, etc) for Senior members</td>
<td>1st Lt McGregor</td>
<td>21Jun20</td>
<td>21Jun20</td>
<td>21Jun20</td>
<td>See attached</td>
</tr>
<tr>
<td>2.11.3.</td>
<td>Identify cadet training requirements that may be different than Phase I requirements</td>
<td>Maj Mearse</td>
<td>27Jun20</td>
<td>27Jun20</td>
<td>27Jun20</td>
<td></td>
</tr>
<tr>
<td>2.11.4</td>
<td>Identify cleaning standards for aircraft and vehicles before and after use</td>
<td>Lt Col Chastain</td>
<td>27Jun20</td>
<td>27Jun20</td>
<td>27Jun20</td>
<td></td>
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</table>
MEMORANDUM FOR SQUADRON COMMANDERS

FROM: INWG/CSM

SUBJECT: Remobilization of Membership – Phase 2

1. Indiana Wing is prepared to enter Phase 2 of post-COVID re-mobilization and this letter along with the attached guidance will help the membership transition into the second phase. Additional guidance will be forthcoming as the wing obtains the approval to enter subsequent phases of remobilization.

2. As we enter Phase 2, squadron meetings for units with less than 50 members may resume following the guidelines below.

   a. All in-person meetings must be of 50 persons or less. Units with more than 50 members must submit a plan via e-mail to their group commander on how they will comply with Phase II restrictions. The Group Commander will forward subordinate unit plans to INWG/CSM for review.

   b. Temperatures must be taken prior to entering meeting area using a touch-free device where practical and available. Units should make efforts to acquire touch-free thermometers using guidance previously distributed by INWG/CSM.

   c. Follow CDC social distancing guidelines and remain 6 ft away from one another. Chairs and tables should be set up to ensure adequate social distancing.

   d. Members must continue to wear facemasks unless there is an underlying medical issue or the face covering interferes with safe operations.

   e. Frequent hand washing, hand sanitizer, and/or sanitizing wipes must be used. Units should provide hand sanitizer or ensure members have hand sanitizer that could be used throughout the meeting or activity.

   f. Members in a high-risk medical category are encourage not to resume attending in-person meetings during Phase II.

   g. Units will not hold formations or conduct drill and ceremonies, including color guard training.

   h. Cadet Physical Fitness Testing will not be conducted during Phase II. Units should encourage members to remain physically active during this phase by discussing suitable and safe methods for socially distant exercise: such as walking or running.

   i. Unit PT nights should include classroom health and fitness training but will not include physical activity. Performing physical activity with a facemask could increase member risk.

   j. Members who choose not to participate in in-person meetings or activities for health and safety concerns will not be penalized. Units are encouraged to provide virtual options to engage any members who choose not to participate during Phase II.
3. Any activities conducted outside of a normal meeting, up to one-day in length, must be coordinated in advance with INWG/HS. INWG/HS will assist the activity director in planning implementation of necessary controls.

4. Any one-day activities must also be coordinated with INWG/SE to ensure an appropriate risk management form is completed. INWG/SE can assist activity directors with this process.

5. Phase 2 does not allow overnight or weekend activities or any gatherings of more than 50 people. Please continue to provide the exceptional virtual programs you have been providing. Here are some ideas to help: guest speakers, jeopardy style games, leadership and AE labs or virtual tours, and online STEM activities.

6. We appreciate your continued support of operations during this difficult time. Please encourage your members that we are working diligently to move forward back to normal operations as quickly and safely as we can. Our member’s health and safety is our primary concern.

BRIAN W. SCHMUCK, Lt Col, CAP
Indiana Wing Chief of Staff - Missions
COVID-19 INWG Phase 2 Training Priorities

Air and ground training may take place provided all parameters for phase 2 meetings and activities described in this plan are followed. Remote and virtual options to participate should be provided where practical.

Immediate Actions
*These are prerequisites for other training and must be completed ASAP*

- Instructor pilot / check pilot requalification
- Pilot and aircrew proficiency to ensure mission readiness and safe training activities
  - Pilots are encouraged to fly with CAP Instructor Pilot

Most Important
*These should be the immediate focus for virtual and live training activities. A combo of virtual training to prevent large classes and small group evaluation sorties is expected.*

- Aircrew Training (MP, MO, MS, AP, DARRT)
- Ground Team Training
- Mission Base Staff Training

Very Important
*These are needed but can wait a bit while plans for most important items are completed.*

- Transition Training for G1000 / GA8
- CFI Training (2 pilots with GLR transition funding)
- sUAS Training and Certifications

NOTES:

- No Overnight Activities
- Members must clean and sanitize aircraft and vehicles before and after each sortie IAW NHQ / Garmin guidance.
- Members must wear face coverings unless they interfere with safe operations or they are exempt from wearing face coverings due to a medical condition.
COVID-19 INWG Phase 2 Flight Operations

Phase 1

- Flight Evaluations (F5/F91)
- Crew Proficiency
- Dual Instruction (including cadet flight instruction)
- Individual aircrew training

Phase 2

- Small Group Crew Training (units or groups of locally conducted training for members to earn crew qualifications)
- Carefully pre-scheduled local CAP Orientation Flights (Everyone does not show up for the day at one time, but rather, two cadets show up for an assigned flight block with plenty of time in between to wipe the aircraft clean and leave before the next cadets arrive). Everyone is wearing a mask. Pick locations where social distancing can still be done if for some reason people show up early.

NOT AUTHORIZED

- Traditional crew training using large Group/Wing class sessions
- CAP, AFROTC and AFJROTC Cadet Orientation Flights including large flying days
- TOP Flights

NOTES:

- No Overnight Activities
- Members must clean and sanitize aircraft before and after each sortie IAW NHQ / Garmin guidance.
- Face coverings must be worn at all times except in cases where the face covering interferes with communications or safety of flight (coverings may be removed in such cases).
- All FAA and CAPR 70-1 currency requirements must be met.
  - In cases of extended pilot downtimes pay particular attention to 90-day currency for carrying passengers. Remember, currency DOES NOT ensure proficiency and flying with CAP instructor is encouraged.
  - Pilots seeking relief under FAA COVID-19 SFAR MUST contact INWG/DO BEFORE FLYING to ensure compliance with CAP SFAR Implementation.
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.

**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?”

CAP Safety, Mar 20
SOCIAL DISTANCING: What does it mean?

Social distancing is the practice of reducing close contact between people to slow the spread of infections or diseases. Social distancing measures include limiting large groups of people coming together, closing buildings, and canceling events.

AVOID
- Group gatherings
- Sleepovers
- Playdates
- Crowded retail stores
- Visitors in your house
- Non-essential workers in your house
- Mass transit systems

USE CAUTION
- Visit a grocery store
- Get take-out
- Pick up medications
- Play tennis in a park
- Take a walk
- Go for a hike
- Yard work
- Play in your yard
- Clean out a closet
- Read a good book
- Listen to music
- Cook a meal
- Family game night
- Go for a drive
- Group video chats
- Stream a favorite show
- Check on a friend
- Check on an elderly neighbor
Civil Air Patrol Guideline for Gatherings

Coronavirus Risk Assessment

Directions: Commanders, Activity Directors, and Incident Commanders (ICs) should perform an initial and routine Coronavirus (COVID-19) risk assessment for gatherings (e.g., meetings, training events, operational missions or conferences) with their safety and health services team. While this guideline provides a generalized risk assessment, each item does not have a weight and leaders must use this tool in concert with the **CAPF 160 Deliberate Risk Assessment Worksheet** for the activity or Operations Plan and Incident Action Plan for Missions. As a reminder, for most in the U.S., the immediate risk is thought to be low, per the U.S. Centers for Disease Control and Prevention (CDC). This Guideline will expire on April 15, 2020 because of the evolving situation.

RISK #1 SURFACE CLEANING: Can routine environmental cleaning of frequently touched surfaces be assured by using CDC guidance [https://www.cdc.gov/coronavirus/2019-ncov/prepare/disinfecting-building-facility.html]?  
**Mitigation Strategy** – Leaders should prioritize environmental cleaning/sanitation with EPA approved cleansers on commonly touched surfaces to reduce COVID-19 transmission. [https://www.epa.gov/sites/production/files/2020-03/documents/sars-cov-2-list_03-03-2020.pdf]

<table>
<thead>
<tr>
<th>Continuous cleaning</th>
<th>Cleaning &gt; twice per day</th>
<th>Cleaning twice per day</th>
<th>Cleaning once per day</th>
<th>No</th>
</tr>
</thead>
</table>

RISK #2 SANITATION: Will there be sufficient hand washing stations for participants, hand sanitizer, hand washing facilities for food service workers, planned breaks for hand washing, facial tissues, and several surgical or dust masks (only to be used if someone becomes ill to cover their cough droplets) available for the full task period as well as opportunity planned in the schedule to wash hands or use hand sanitizer? **Lastly, will there be ≤10 people present?**

**Mitigation Strategy** – Leaders should procure or direct members to procure soap, water and alcohol-based hand rubs and ensure adequate supplies are maintained. CDC recommends hand sanitizer and sanitizing wipes in commonly used areas to encourage hand hygiene.

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

RISK #3 OPT OUT FOR ILLNESS: Will all attendees be instructed that they may not attend WITHOUT REPERCUSSION, if: feverish, coughing, or having difficulty breathing and turned away from the meeting if they arrive ill?

**Mitigation Strategy** – Leaders should ensure that attendees will be directly advised not to attend if they have any symptoms consistent with an infectious disease. Direct phone is preferred because symptoms of illness may be more easily identified during a conversation.

<table>
<thead>
<tr>
<th>Yes, advised via phone</th>
<th>Yes, advised via email</th>
<th>No</th>
</tr>
</thead>
</table>

RISK #4 OBSERVING FOR SYMPTOMS: Will there be one health services officer or designee to instruct and observe for every 9 people attending?:

- **Attendees to avoid contact closer than 6-feet** with anyone who is ill and properly wash their hands;
- Instruct attendees to self-observe for signs of illness, use cough etiquette, and refrain from touching their face;
- Supervise or perform environmental cleaning and;
- Observe and report to the local Commander any attendee who has signs of illness

**Mitigation Strategy** – Leaders should ensure that health reminders are regularly briefed to all attendees

<table>
<thead>
<tr>
<th>Yes, 1:9 ratio achieved</th>
<th>No</th>
</tr>
</thead>
</table>
Civil Air Patrol Guideline for Gatherings

Coronavirus Risk Assessment

**RISK #5 MORE SEVERE RISK FOR SOME**: Will there be attendees who are older adults (commonly defined as ≥65 years of age) or those with serious chronic medical needs such as heart conditions, lung conditions, or diabetes at the gathering?

*Mitigation Strategy* – Per U.S. CDC, early information shows that older adults or those with serious chronic medical conditions appear to be at higher risk of becoming seriously ill. They should take **everyday steps to keep space between themselves and others, keep away from others who are sick, limit close contact, wash hands often, avoid crowds as much as possible, avoid non-essential commercial air travel, and if there is an outbreak in the community, stay home as much as possible to reduce the risk of exposure**. [https://www.cdc.gov/coronavirus/2019-ncov/specific-groups/high-risk-complications.html](https://www.cdc.gov/coronavirus/2019-ncov/specific-groups/high-risk-complications.html)

As a reminder, no one may discriminate based on age, physical or mental disability, or other protected classes. Instead, work with the member to find a satisfactory position that provides reasonable risk reduction by using the mitigation strategy above*.

<table>
<thead>
<tr>
<th>No</th>
<th>Yes, but using strategy above*</th>
<th>Yes</th>
</tr>
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</table>

**MANAGEMENT AND ACCEPTANCE OF RISK**: In the context of the five risks (surface cleaning, human sanitation, opt out for illness, observing for symptoms, and more severe illness for some), what is the criticality of the planned task? – Mission essential tasks or essential tasks are prioritized.

*Mitigation Strategy* – Once leaders determine the overall exposure risks and the increased severity for any elderly or predisposed people who may attend based on activity applications or general knowledge of unit personnel, they should look at the overall need for the gathering or mission. If it is a routine meeting or gathering which is not an emergency or critical to an Air Force assigned mission, then consideration should be given to cancelling the gathering or finding a way to facilitate a virtual meeting or some other method of information exchange.

Health information available to leaders may be limited, but that is ok. It is not necessary or appropriate to ask members to provide detailed health information beyond that already required in health services regulations, [CAPR 160-1(I)](https://www.mil.mil/capr/capr160-1). Discretion and judgment should be used to make decisions with what is available.

<table>
<thead>
<tr>
<th>Emergency services missions or essential tasks</th>
<th>Training activities or meetings difficult to conduct virtually</th>
</tr>
</thead>
</table>
**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](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 persons 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 persons 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).
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)

Once at the second stop sign, Screener will direct the person to look at the sign and only move forward when person turns their face.

If person has temperature < 100.4 they will move to the entry.
If person has temperature ≥ 100.4, they will move to Recheck area.
If after 5-minutes the recheck reveals ≥ 100.4, provide Attachment E.
Attachment B: Stop Sign

STOP!
Attachment B: Stop Sign (continued)
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
## Attachment E: Recheck Temperature equal to or above (> 100.4°F card

<table>
<thead>
<tr>
<th>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.</th>
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Attachment F: Overall Paradigm

1) How are you feeling today?
   Not feeling well - have them stay at the stop sign, recommend non-entry and explain that the person should contact their supervisor.

2) If feeling well, invite them to second stop sign, turn toward the “Look here” sign and then advance to the table and start the Temperature screening.

- Temperature less than 100.4°F
  - Okay to enter the premises.

- Temperature equal to or greater than 100.4°F.
  - Screener will step back from the table and invite the person to move to the retest area.
  - 5-minute wait period then retest
  - Temperature less than 100.4°F.
  - Temperature Recheck equal to or greater than more than 100.4°F.
  - Recommended for non-entry and provide Attachment E.
  - Not enter building

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 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 (>100.4°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.