



HEADQUARTERS INDIANA WING
CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY
955 South Petercheff Street
Terre Haute IN 47803

Approved: 20 Oct 2021

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MEMORANDUM FOR INDIANA WING MEMBERS

FROM: INWG/CV

SUBJECT: Remobilization of Membership – Phase 3

1. Considering the current COVID-19 situation in the State of Indiana, Indiana Wing is transitioning to Phase 3 of post-COVID re-mobilization. This memo along with the attached guidance will help the membership transition.

2. Squadron meetings and activities may resume following the guidelines below.

- a. All in-person meetings or activities must be of 250 persons or less, if allowed by local restrictions. For appropriate guidance on activities outside of normal meetings, see paragraph 3 (below). Squadron Commanders should coordinate with their local health department regarding local restrictions - units that meet in areas with more restrictive guidance from county or municipal governments will adhere to the county/municipal restrictions. County-level restrictions are based on county metrics reported by the State Department of Health and can be found [here](https://www.coronavirus.in.gov/2393.htm) (<https://www.coronavirus.in.gov/2393.htm>) by looking at the state map and selecting “advisory level.” Advisory level restrictions are found [here](https://www.in.gov/gov/files/Feb-1-to-Feb-28-Coronavirus-Response-Requirements.pdf) (<https://www.in.gov/gov/files/Feb-1-to-Feb-28-Coronavirus-Response-Requirements.pdf>). Unit meetings and wing activities will follow the state guidelines based on the advisory level in the county where the meeting or activity will take place: Red: 25 people or 25% of the facility capacity; Orange: 50 people or 25% of the facility capacity; Yellow: 100 people or 50% of the facility capacity; and Blue 250 people or not more than 100% of the facility capacity.
- b. Temperatures must be taken prior to entering the meeting area using a touch-free device where practical and available. Members should take their temperatures prior to leaving home and refrain from attending meetings if they have a fever, feel ill, have been exposed to someone who is ill, or have a known exposure to COVID-19. Members will be screened for symptoms and possible exposure before entry to any meeting or activity.
- c. Units should continue to practice social distancing and arrange class and meeting rooms to allow for adequate social distancing IAW CDC guidelines.
- d. Members should wear a good quality, well-fitted mask when indoors. When out of doors, those who are unvaccinated (or non-disclosing) should wear a mask when strict physical distancing of at least 6’ cannot be maintained, while those who are vaccinated are free to choose to wear a mask.
- 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. Personnel considered “high risk” as defined by the CDC may resume meetings at their discretion. Units should continue to provide virtual options for members who are not comfortable returning to in-person meetings.
- g. Formations and drill is authorized and masks will be utilized per local governance. If color guard equipment is to be used it must be cleaned and sanitized before and after each use.

- h. Cadet Physical Fitness Testing is prohibited. Units may conduct physical activities where social distancing can be maintained and when masks/face coverings if required by local governance won't interfere with activity or safety. Masks may be removed during physical activity where participants can maintain social distancing in an open-air environment (such as running outdoors).
 - i. Unit PT nights should include classroom health and fitness training.
 - 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 3.
 - k. High-touch surfaces must be cleaned and sanitized before and after each meeting.
3. For multi-day or overnight activities, the activity director must coordinate in advance, with INWG/HS and INWG/SE to ensure appropriate risk mitigation is in place. At least two-weeks of advanced coordination is requested to ensure adequate time for review and assistance with risk mitigation.
- a. For multi-day activities it is encouraged to have personnel return home at the end of each duty-day.
 - b. When returning home isn't possible, members will be housed individually or with members of their own household (where appropriate).
 - c. If individual housing is not available, personnel may billet in a barracks environment provided capacity doesn't exceed a percentage that allows for greater than 6' between bunks. Personnel in a barracks environment will wear masks or face-coverings at all times except when sleeping or conducting personal hygiene such as showering, shaving, and brushing teeth. In those instances, the member must be alone or with members of their own household (where appropriate).
 - d. Masks will be worn if required by local governance when personnel are together for training or social time. Masks may be removed during meals or when alone as noted in paragraph 3(c).
 - e. Dining will be arranged to ensure appropriate social distancing.
 - f. Group showering is prohibited.
 - g. High-touch surfaces must be cleaned and sanitized before and after the activity, and frequently throughout.
 - h. Activity directors will ensure that activity participation doesn't exceed the current State of Indiana or any local, more restrictive limits on gatherings.
 - i. Frequent hand washing or sanitizing is required. Extra time for breaks will be allowed to ensure adequate time for proper hygiene.
4. Operations and emergency services activities will continue to practice social distancing and wearing of masks if required by local governance. Operations and emergency services activities will follow the activity guidelines and restrictions listed in paragraph 3 (above).
- a. Aircraft and vehicles will continue to be cleaned and sanitized before and after each use.

- b. Aviation gloves and masks are worn if required by local governance. During flight, masks may be removed if the wearing of the mask interferes with safe operations.
 - c. Cadet orientation flights should continue to practice social distancing by scheduling cadets so as to avoid large groups arriving at the same time.
 - d. Teacher Orientation Program and AFROTC/AFJROTC flights may continue. Flights should be scheduled to avoid large groups arriving to the airport at the same time and aircraft will be cleaned as noted above. Gloves and masks will be worn during the flight if required by local governance. Masks may be removed if they interfere with safe operations.
 - e. Vehicles should be cleaned and sanitized between each use. When transporting personnel in a vehicle all personnel should wear masks or face-coverings (may be removed if they interfere with safe operations) if required by local governance. Make every effort to transport members of the same household. When that isn't possible, drivers will space members out as best they can to increase social distancing.
5. Our member's health and safety continues to be our primary concern. Indiana Wing has done an exceptional job offering virtual options for training and being creative in the way in-person training and activities are offered. Through our member's continued diligence and effective risk mitigation we will continue to progress and return to normal operations once it is determined to be safe to do so.



Jamie L. Griffith, Lt Col, CAP
Vice Commander

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