



APPROVED 08 FEB 2021

# Post-COVID-19 Remobilization of the Membership Plan

## Phase I: Resuming Regularly Scheduled Meetings

KSWG  
Completed 05 Feb 2021

Template Updated 8 June 2020

## COVID-19 Remobilization of the Membership Plan – Phase I

This plan has been developed for Kansas 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  (other wing or region, if applicable) , 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](mailto:COVID-19Plans@capnhq.gov).

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

(Complete below, and on additional pages as-needed.)

Kansas Wing has closely monitored the situation since 12 March 2020, when we started augmenting the state's Emergency Operations Center. Since 10 May 2020, the Kansas infection rate has been below 1.0 which means the number of cases is decreasing. The current rate is .94.

On 4 May, the entire State of Kansas moved to Phase 1 which allowed, among other things, gatherings of 10 persons or less.

On 22 May, the entire State of Kansas moved to Phase 2 which allowed, among other things, gatherings of 15 persons or less.

On 24 May, following the Wing Commander Change of Command, the first KSWG CoVID Planning Group meeting was held.

Between 25 May and 30 May, additional staff officers were appointed and tasked to support the KSWG CoVID Planning Group.

On 8 June, some counties in the State of Kansas moved to Phase 3 which allowed, among other things, gatherings of 45 persons or less.

On 8 June, final Phase 1 KSWG Covid Planning Group was held.

The wing entered Phase 1 on 14 June.

On 18 June, the planning team met to review the calendar and plan for Phase 2.

On 08 Nov, the wing moved to Phase 1, due to increase infection rates across Kansas.

Plan Completed By: Col Roger Eaton

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On 19 Nov, the wing moved to Phase 0

During the last two weeks in January 2021, the infection rates in Kansas declined.

On 2 Feb 2021, the Remobilization Committee (renamed from CoVID Planning Group), agreed to petition a move to Phase 1 protection measures

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Phase I: Resuming Regularly Scheduled Meetings

Item#	Task	OPR/Assigned Personnel	Date Tasked	Suspense	Date Completed	Notes
1.1.	Verify state government guidance currently allows or will allow gatherings on the date proposed for resuming meetings (Review of overall directives in impacted state)	Col Roger Eaton	02 Feb 21	02 Feb 21	02 Feb 21	
1.2.	Hold meeting with between Plan Coordinator and Health Services Officer	Maj Uri Alon	02 Feb 21	02 Feb 21	02 Feb 21	Email exchange
1.2.1.	Wing priorities for training events should be coordinated	Lt Col Doug Dutton	05 Feb 21	15 Feb 21		Capt Tim Graham – training officer
1.2.1.1.	Check state and local health guidance regarding gatherings (Review of each jurisdiction impacted by this plan)	Col Roger Eaton	05 Feb 21	05 Feb 21		
1.2.1.2.	Prepare information for subordinate units on temperature screening, health education, and sanitation	Col Roger Eaton	02 Feb 21	05 Feb	05 Feb 21	Protection Measures Matrix
1.2.2	Consult with Wing Legal Officer about resuming meetings	Col Roger Eaton	05 Feb 21	12 Feb 21		
1.2.3	Coordinate with Wing Director of Safety	Col Roger Eaton	05 Feb 21	12 Feb 21		
1.2.3.1	Verify proper risk planning tools are available to units	Col Roger Eaton	05 Feb 21	05 Feb 21		
1.2.3.2	Prepare to communicate with subordinate units on Safety-related matters (see 1.7. below)	Col Roger Eaton	05 Feb 21	05 Feb 21		Wing-wide email message
1.2.4	Coordinate with Wing Director of Cadet Programs	Lt Col Doug Dutton	05 Feb 21	05 Feb 21		
1.2.4.1	Prepare recommendations for units regarding meeting activities and alternatives to maintain optimal distance while at meetings	Col Roger Eaton	05 Feb 21	05 Feb 21		Protection Measures Matrix
1.2.4.2	Prepare bullets for units to incorporate when sending messages to parents about the resumption of meetings	Col Roger Eaton	05 Feb 21	05 Feb 21		Protection Measures Matrix

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Phase I: Resuming Regularly Scheduled Meetings (Continued)

Item#	Task	OPR/Assigned Personnel	Date Tasked	Suspense	Date Completed	Notes
1.3.	Have subordinate unit commanders verify that local governments do not have more restrictive social-distancing guidelines than those at the state level	Lt Col Neil Taylor	05 Feb 21			
1.4.	Send copy of planning documents to the CAP COVID-19 Planning Team at <a href="mailto:COVID-19Plans@capnhq.gov">COVID-19Plans@capnhq.gov</a> , and copy the Region CC to reinstate meetings.	Col Roger Eaton	05 Feb 21	05 Feb 21		
1.4.1.	Briefly describe/ summarize previous coordination accomplished	Col Roger Eaton	05 Feb 21	05 Feb 21	05 Feb 21	Included in this plan
1.4.2.	Verify no jurisdictional restrictions are in place from State or Local Governments	Lt Col Don Whitney	05 Feb 21	07 Feb 21		
1.4.3.	Set date to resume meetings; this is also the start of Phase II.	Col Roger Eaton	05 Feb 21	07 Feb 21		Target 08 Feb 21
1.5.	Receive approval from the CAP COVID-19 Planning Team to reinstate meetings. Plan for one-week lead time.	Col Roger Eaton	05 Feb 21	12 Feb 21		
1.6.	Publish the date that meetings may resume to subordinate units	Col Roger Eaton	05 Feb 21	07 Feb 21		Notify Wing staff, squadron commanders, then Wing-wide email message
1.7.	Task Wing Director of Safety to communicate the following to subordinate units	Lt Col Eric Davis	05 Feb 21	08 Feb 21		
1.7.1.	Units will review CAPFs 160, 160S, and 160HL to be sure COVID-19 risks are considered and mitigated	Lt Col Neil Taylor	05 Feb 21	10 Feb 21		
1.7.2.	Unit Safety Officers s will emphasize continued use of face coverings, gloves, and hand sanitizer, as well as social distancing, hand washing and surface cleaning/disinfection	Lt Col Eric Davis	05 Feb 21	12 Feb 21		
1.8.	Task Wing Health Service Officer to communicate the following to subordinate units:	Maj Uri Alon	05 Feb 21	12 Feb 21		

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Phase I: Resuming Regularly Scheduled Meetings (Continued)

Item#	Task	OPR/Assigned Personnel	Date Tasked	Suspense	Date Completed	Notes
1.8.1.	Units will ensure no members or guests with a temperature of 100.4 or greater are admitted (a temperature at or above 100.4°F is the CDC recognized point where there is a fever). Units will require members to take their temperature at home or may screen with no-touch thermometers prior to entry.	Lt Col Neil Taylor	05 Feb 21	12 Feb 21		Each subordinate unit has received two touchless thermometers
1.8.2.	Educate members on their stratified level of risk (i.e., Low-risk vs. High-risk)	Maj Uri Alon	05 Feb 21	12 Feb 21		
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)	Lt Col Neil Taylor	05 Feb 21	12 Feb 21		
1.8.4	Units will ensure no more than 10 members are together at gatherings. Squadrons with more than 10 members must submit a plan on how they will comply with restrictions	Lt Col Neil Taylor	05 Feb 21	12 Feb 21		
1.9.	Task Wing Director of Cadet Programs to communicate the following to subordinate units:	Lt Col Doug Crockett	05 Feb 21	12 Feb 21		
1.9.1.	Units identify ways to meaningfully engage and fully participate in meetings without formations, drill, or other close-distance activities	Lt Col Doug Crockett	05 Feb 21	12 Feb 21		
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	Lt Col Doug Crockett	05 Feb 21	12 Feb 21		Protection Measures Matrix

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1.10.	Task Wing Director of Operations to communication the following to subordinate units.	Lt Col Doug Dutton	05 Feb 21	12 Feb 21		
1.10.1	Identify flight operations permitted during Phase I	Lt Col Doug Dutton	05 Feb 21	12 Feb 21		
1.10.2.	Identify requirements (Currency, etc) for senior members	Lt Col Doug Dutton	05 Feb 21	28 Feb 21		
1.10.3.	Identify requirements for cadets that have earned their Private Pilot's License to return to flying	Lt Col Doug Dutton	05 Feb 21	28 Feb 21		
1.10.4.	Identify requirements for cadets training to earn their Private Pilot's License	Lt Col Doug Dutton	05 Feb 21	28 Feb 21		
1.10.1.	Identify cleaning standards for aircraft and vehicles before and after use	Lt Col Doug Dutton	05 Feb 21	12 Feb 21		