

**Approved: 12 June 2020**

Robert Sobotka <rsobotka@kywg.cap.gov>

Covid 19 links

1 message

Robert Sobotka <rsobotka@kywg.cap.gov>

Sun, May 24, 2020 at 12:11 PM

To: Cory Felts <cfelts@kywg.cap.gov>, Nick Birt <nbirt@kywg.cap.gov>, Evan Jones <ejones@kywg.cap.gov>, George Stinson <gstinson@kywg.cap.gov>, Keith Noe <knoe@kywg.cap.gov>, Thomas Wendlegast <mwendlegast@kywg.cap.gov>

Cc: Darrel Williamson <dwilliamson@kywg.cap.gov>, Richard Murphy <rmurphy@kywg.cap.gov>, Robert Sobotka <Rsobotka@kywg.cap.gov>

Please review the following websites Dr. Murphy has identified as relevant to our remobilization:

<https://www.cdc.gov/coronavirus/2019-ncov/community/community-faith-based/faq.html>

<https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html>

<https://www.gocivilairpatrol.com/programs/emergency-services/aircraft-operations/self>

<https://www.gocivilairpatrol.com/programs/emergency-services/education-and-training/operational-risk-management>

**Lt Col Bob Sobotka, CAP**

Kentucky Wing Vice Commander

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U.S. Air Force Auxiliary

gocivilairpatrol.comkywg.cap.gov

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Robert Sobotka <rsobotka@kywg.cap.gov>

COVID re-opening safety discussion

Richard Murphy <rmurphy@kywg.cap.gov>

Tue, May 26, 2020 at 12:43 PM

To: Keith Noe <knoe@kywg.cap.gov>, Evan Jones <ejones@kywg.cap.gov>, Robert Sobotka <rsobotka@kywg.cap.gov>

I just talked with Keith Noe about safety issues and reactivating activities in the era of COVID. We spent a lot of time agreeing on things, so nothing controversial I think.

We want all members and participants to consider CAP values and safety practices when planning or attending CAP activities. To do this CAP membership needs to be informed so that they can make their own best decisions.

In summary:

1. Available guidelines are the minimum. We each need to be following current state and national guidance. This varies from state to state, but we should have a common guiding principle of making our own risk assessment and mitigation strategies that may be more cautious than state or national guidelines.
2. Higher risk activities are those that place larger numbers of people in closer proximity. One risk mitigation strategy is to limit the numbers of people in close proximity.
 - a) Increase the distance between individuals
 - b) Postpone gatherings if they are high risk
 - c) Conduct gatherings via teleconferencing
 - d) As activities resume, consider not just numbers of people in each gathering, but all of the other risks and risk mitigation as a whole in ORM fashion.
3. Transmission is person to person, and on surfaces. Use barriers to transmission.
 - a) Masks at all times in gatherings
 - b) Use gloves when possible
 - c) Wipe down and disinfect surfaces or objects
4. Higher risk individuals are those over 65, but also those 65 and under with certain medical problems.
 - a) Ensure higher risk individuals know who they are
 - b) Some activities require senior members who are high risk. Such activities may need to be cancelled or postponed.
 - c) Higher risk individuals may still consider participating in lower risk activities, e.g. only two members (Form 5, ELT mission, etc), but may want to refrain from the initial "re-opening" of larger gatherings.
5. Stay home if sick.
 - a) Use a symptom checklist to check that you are well. Subtle symptoms may indicate an infection.
 - b) Please consider informing CAP leadership (Wing Medical Officer) if you have symptoms, or if you are confirmed to be sick. This is confidential, but will allow us to alert membership and public health services about any need to increase our efforts to reduce risk in certain areas.
 - c) This is not specific personal medical advice. As always, if you feel you may be sick, please do also consult with your own doctor.



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>.

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).

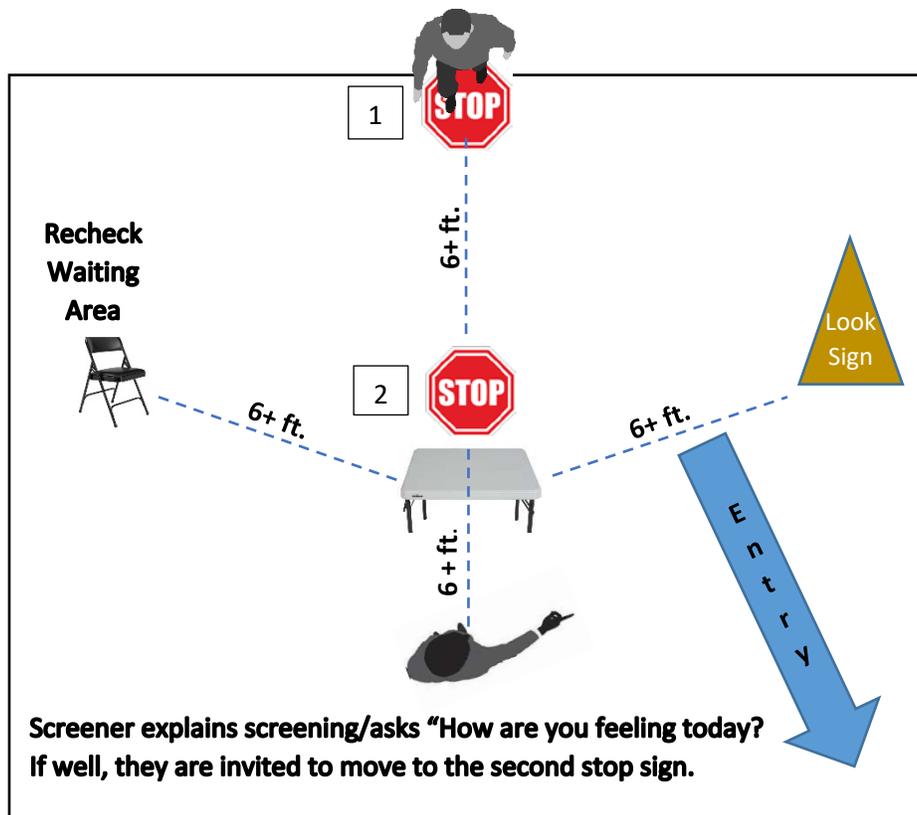
**CIVIL AIR PATROL
COVID-19 Temperature Screening Guideline**

30APR2020

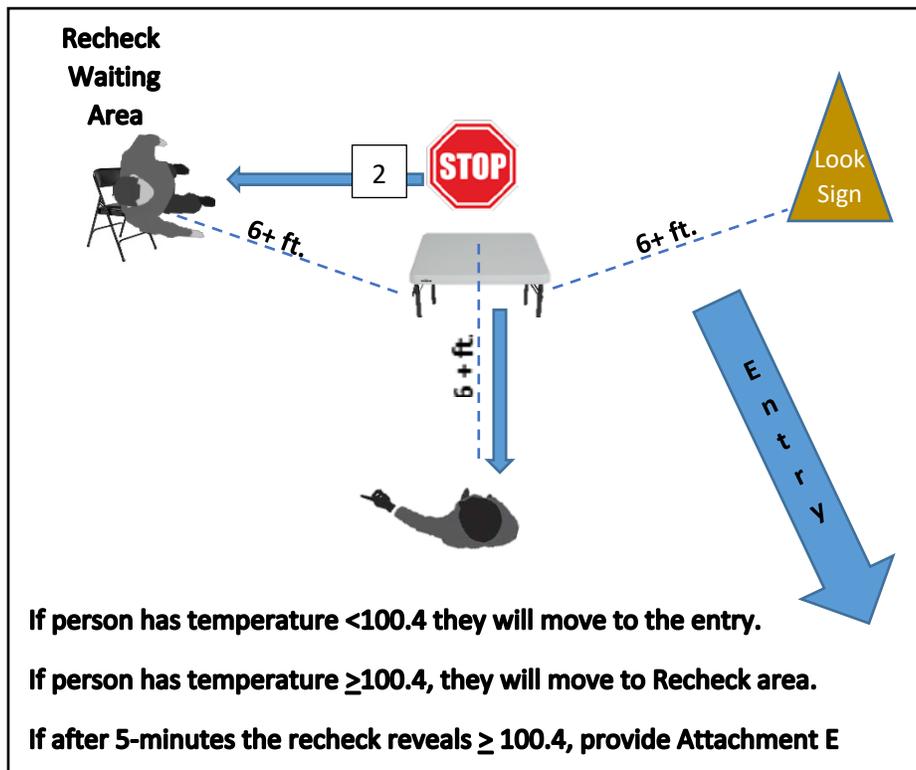
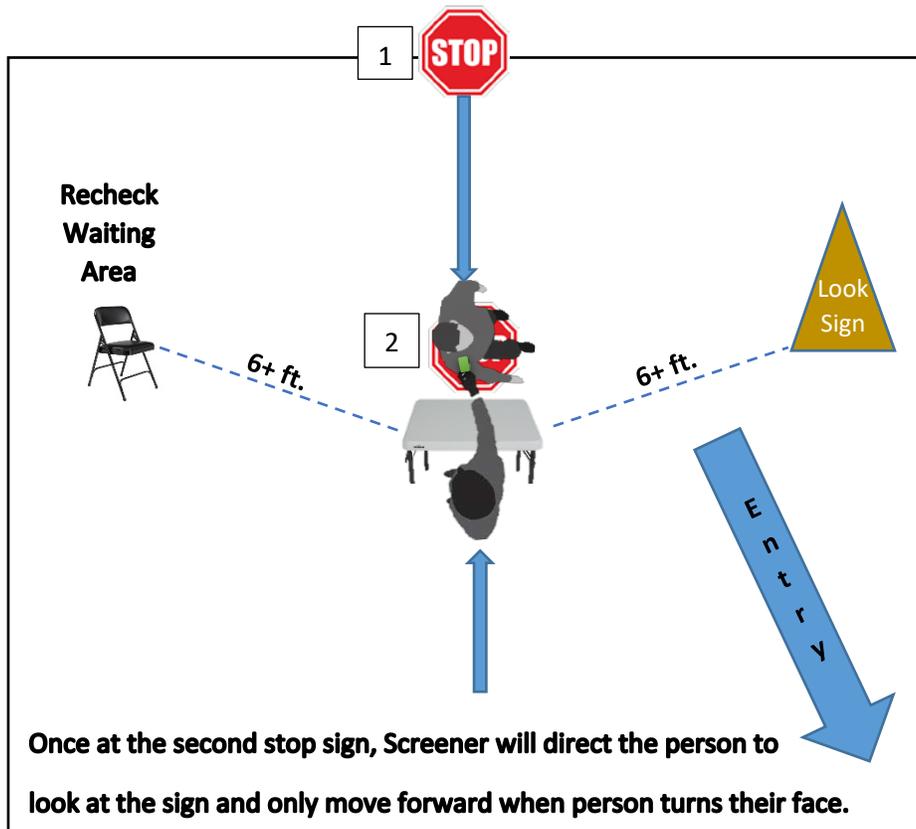
3. **Note:** Person may elect to speak with the local unit commander, activity director, incident command, or health service officer for an appeal or for more information.

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)



Attachment B: Stop Sign



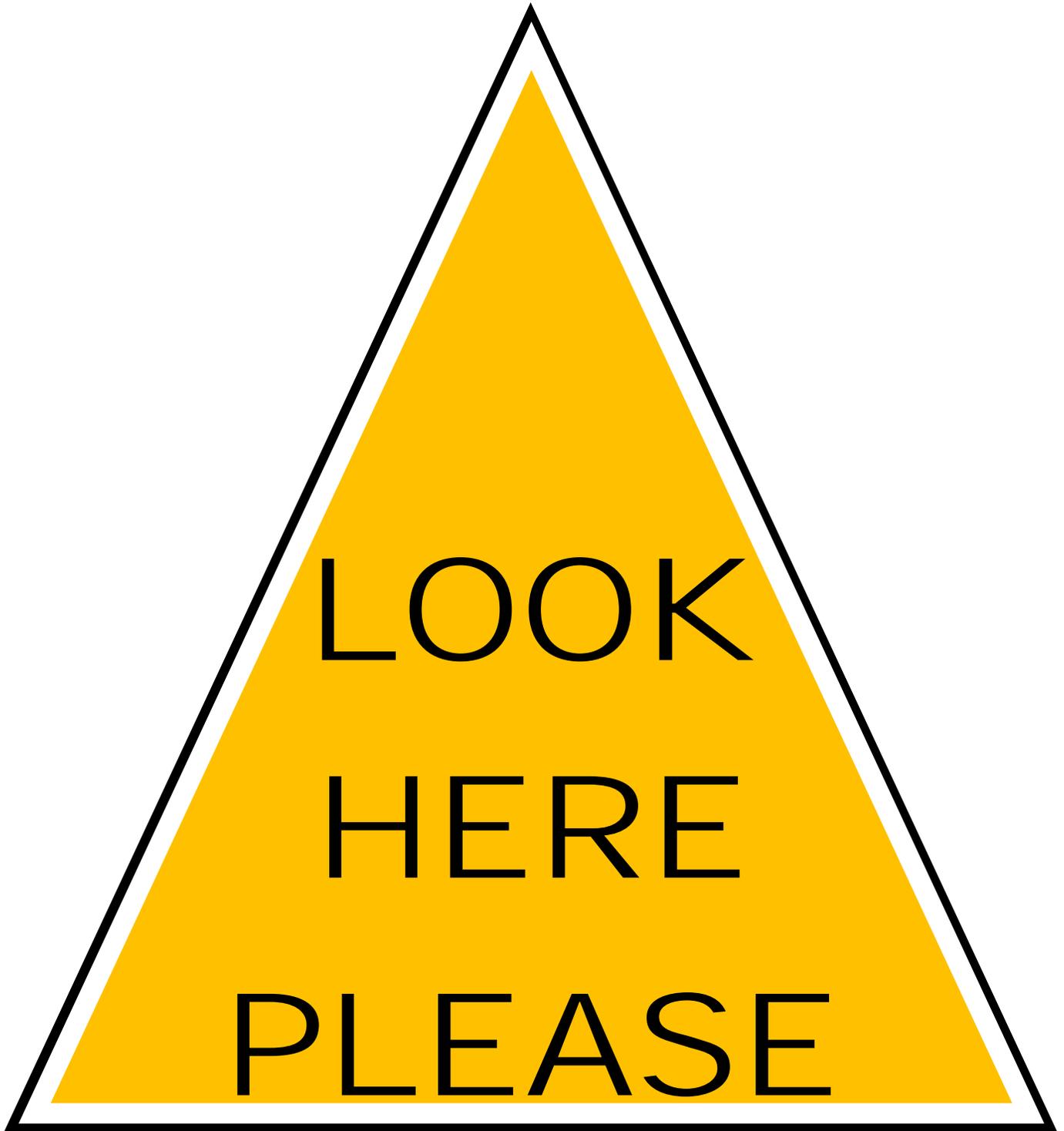
Attachment B: Stop Sign (continued)



Attachment C: Voluntary Instructions Sign

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



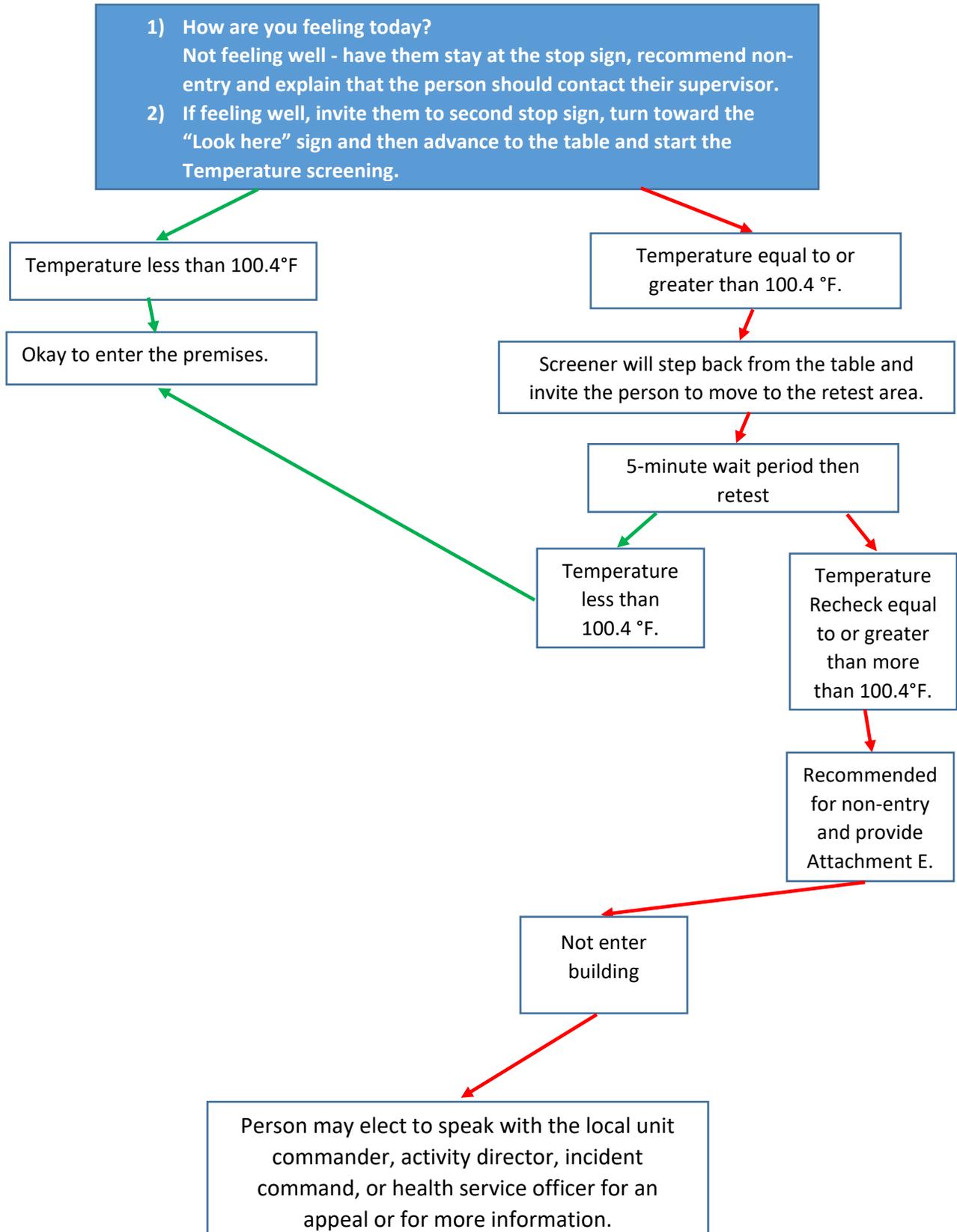
CIVIL AIR PATROL
COVID-19 Temperature Screening Guideline

30APR2020

Attachment E: Recheck Temperature equal to or above (\geq) 100.4°F card

<p>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.</p>	<p>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.</p>
<p>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.</p>	<p>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.</p>
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<p>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.</p>	<p>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.</p>

Attachment F: Overall Paradigm



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 ($\geq 100.4^{\circ}\text{F}$):**
 - **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.**

10 STEPS TO FIGHT COVID-19

TEAM KENTUCKY

KYCOVID19.KY.GOV
#TEAMKENTUCKY
#COVID19KY
#KYSAFER

- ✓ **Stay Healthy at Home**
Leave only for essential items such as groceries, once a week.
- ✓ **Avoid Crowds & Gatherings**
Avoid crowds of any size, including home visits, recreational areas or crowded shopping.
- ✓ **Practice Social Distancing**
Maintain 6 feet between you and others at all times.
- ✓ **Know When to Seek Care**
Follow the "When to Seek Care" guidelines available at [KYCOVID19.KY.GOV](https://www.ky.gov/covid19).
- ✓ **KYCOVID19.KY.GOV**
Stay up-to-date through reliable sources, such as [KYCOVID19.KY.GOV](https://www.ky.gov/covid19).
- ✓ **Wash Hands & Surfaces**
Use soap and warm water and wash hands for 20+ seconds. Frequently disinfect regularly used surfaces.
- ✓ **Apply for Benefits**
Kentucky has expanded unemployment benefits. If you have not applied, visit [KCC.KY.GOV](https://www.kcc.ky.gov).
- ✓ **Prioritize Mental Health**
Seek out virtual social opportunities and maintain a routine. Other practices can be found at [KYCOVID19.KY.GOV](https://www.ky.gov/covid19).
- ✓ **Do Not Travel**
The safest place for you and others is at home. Do not travel by car or plane.
- ✓ **Report Non-Compliance**
If you see individuals or businesses not complying with COVID-19 guidelines, report to the KYSAFER hotline at 1-800-KYSAFER.

10 RULES

To Re-opening
#HealthyatWork



TEAM
KENTUCKY

KY GOV AND ITS KY GOV
#TEAMKENTUCKY
#TOGETHERKY
#HEALTHYATWORK

- ✓ Continue telework where possible
- ✓ Phased return to work
- ✓ Onsite temperature/health checks
- ✓ Universal masks and any other necessary PPE
- ✓ Close common areas (waiting rooms, cafeterias, break rooms, etc.)
- ✓ Enforce social distancing
- ✓ Limit face-to-face meetings
- ✓ Sanitizer/hand wash stations
- ✓ Special accommodations
- ✓ Testing plan

HEALTHYATWORK.KY GOV

TEAM KENTUCKY

GATHERINGS OF UP TO 10 PEOPLE

The Department for Public Health recommends people remain **Healthy At Home** to the greatest extent practicable and that they continue to socialize via internet, telephone, and other modes of communications that allow people to engage in appropriate social distancing.



If you host or attend a gathering of up to 10 people, please consider the following recommendations:

Hold the gatherings outside whenever possible.

Continue social distancing, remain 6 feet apart from others not in your immediate family.

Wear a face mask or cloth face covering.

Do not share food, drink, containers, plates, napkins or utensils.

Wash hands frequently before, during and after the gathering.

Avoid touching your eyes, nose or mouth.

If you are a member of a group particularly vulnerable to COVID-19 (individuals with conditions identified by the CDC as higher risk or those over 65 years old) avoid any in-person gatherings and remain Healthy At Home.



COVID-19 Employee Health Self-Assessment Form

Employee Name:		PERNR or Employee ID:	
Agency:			

Each day, before beginning your shift, please self-assess for the below symptoms. If you check “Y” for yes, please contact your supervisor and do not proceed to your duty location until directed otherwise. At the end of each pay period, please sign the form and turn it in to your agency Human Resources (HR) office.

Date	Fever of 100.5 ° F or more	Cough	Shortness of Breath	Chills	Muscle Pain	Sore Throat	New loss of taste or smell	Gastrointestinal Symptoms (Vomiting, Diarrhea, etc.)
	<input type="checkbox"/> Y <input type="checkbox"/> N							
	<input type="checkbox"/> Y <input type="checkbox"/> N							
	<input type="checkbox"/> Y <input type="checkbox"/> N							
	<input type="checkbox"/> Y <input type="checkbox"/> N							
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	<input type="checkbox"/> Y <input type="checkbox"/> N							
	<input type="checkbox"/> Y <input type="checkbox"/> N							
	<input type="checkbox"/> Y <input type="checkbox"/> N							

Employee Signature: _____

Date: _____

HEALTHY AT WORK

HealthyatWork.Ky.Gov



Please help us all stay healthy at work by practicing the following:



- **DO NOT ENTER** THE PREMISES IF YOU HAVE FELT SICK IN THE LAST 24 HOURS
- **REMAIN SIX (6) FEET APART** WHENEVER POSSIBLE
- **WEAR A CLOTH MASK** WHENEVER YOU'RE AROUND OTHERS, IF IT IS SAFE TO DO SO
- **WASH HANDS** AND USE HAND SANITIZER FREQUENTLY
- **DO NOT GATHER** IN COMMON AREAS
- **CHECK YOUR TEMPERATURE** AND FOR ANY COVID-19 SYMPTOMS DAILY AND GET TESTED IF YOU HAVE ANY SYMPTOMS
- REPORT ANY COMPLIANCE CONCERNS TO THE HEALTHY AT WORK OFFICER OR **(833) KYSAFER**

TEAM
KENTUCKY



GUIDANCE FOR CLEANING & DISINFECTING

PUBLIC SPACES, WORKPLACES, BUSINESSES, SCHOOLS, AND HOMES



SCAN HERE
FOR MORE
INFORMATION

1 DEVELOP YOUR PLAN

DETERMINE WHAT NEEDS TO BE CLEANED.

Areas unoccupied for 7 or more days need only routine cleaning. Maintain existing cleaning practices for outdoor areas.

DETERMINE HOW AREAS WILL BE DISINFECTED. Consider the type of surface and how often the surface is touched. Prioritize disinfecting frequently touched surfaces.

CONSIDER THE RESOURCES AND EQUIPMENT NEEDED. Keep in mind the availability of cleaning products and personal protective equipment (PPE) appropriate for cleaners and disinfectants.

Follow guidance from state, tribal, local, and territorial authorities.

2 IMPLEMENT

CLEAN VISIBLY DIRTY SURFACES WITH SOAP AND WATER prior to disinfection.

USE THE APPROPRIATE CLEANING OR DISINFECTANT PRODUCT. Use an EPA-approved disinfectant against COVID-19, and read the label to make sure it meets your needs.

ALWAYS FOLLOW THE DIRECTIONS ON THE LABEL. The label will include safety information and application instructions. Keep disinfectants out of the reach of children.

3 MAINTAIN AND REVISE

CONTINUE ROUTINE CLEANING AND DISINFECTION.

Continue or revise your plan based upon appropriate disinfectant and PPE availability. Dirty surfaces should be cleaned with soap and water prior to disinfection. Routinely disinfect frequently touched surfaces at least daily.

MAINTAIN SAFE PRACTICES such as frequent handwashing, using cloth face coverings, and staying home if you are sick.

CONTINUE PRACTICES THAT REDUCE THE POTENTIAL FOR EXPOSURE. Maintain social distancing, staying six feet away from others. Reduce sharing of common spaces and frequently touched objects.

For more information, please visit [CORONAVIRUS.GOV](https://www.cdc.gov/coronavirus)



MAKING YOUR PLAN TO CLEAN AND DISINFECT

Cleaning with soap and water removes germs, dirt, and impurities from surfaces. It lowers the risk of spreading infection.

Disinfecting kills germs on surfaces. By killing germs on a surface after cleaning, it can further lower the risk of spreading infection.



Is the area indoors?

YES

It is an indoor area.

NO

Maintain existing cleaning practices.

Coronaviruses naturally die in hours to days in typical indoor and outdoor environments. Viruses are killed more quickly by warmer temperatures and sunlight.

Has the area been occupied within the last 7 days?

YES

Yes, the area has been occupied within the last 7 days.

NO

The area has been unoccupied within the last 7 days.

The area will need only routine cleaning.



Is it a frequently touched surface or object?

YES

Yes, it is a frequently touched surface or object.

NO

Thoroughly clean these materials.

Consider setting a schedule for routine cleaning and disinfection, as appropriate.



What type of material is the surface or object?

Hard and non-porous materials like glass, metal, or plastic.

Visibly dirty surfaces should be cleaned prior to disinfection.

Consult EPA's list of disinfectants for use against COVID-19, specifically for use on hard, non-porous surfaces and for your specific application need. More frequent cleaning and disinfection is necessary to reduce exposure.

Soft and porous materials like carpet, rugs, or material in seating areas.

Thoroughly clean or launder materials.

Consider removing soft and porous materials in high traffic areas. Disinfect materials if appropriate products are available.





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

Continuous cleaning	Cleaning > twice per day	Cleaning twice per day	Cleaning once per day	No
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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.

Yes				No
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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.

Yes, advised via phone		Yes, advised via email		No
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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

Yes, 1:9 ratio achieved				No
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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>

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*.

No	Yes, but using strategy above*	Yes	
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MANAGEMENT AND ACCEPTENCE 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\(I\)](#). Discretion and judgment should be used to make decisions with what is available.

Emergency services missions or essential tasks			
Training activities or meetings difficult to conduct virtually			



Robert Sobotka <rsobotka@kywg.cap.gov>

[KY Commanders} [KYWG Safety] The Safety Chain for June 2020 is attached

1 message

Keith Noe <knoe@kywg.cap.gov>
Reply-To: knoe@kywg.cap.gov
To: Safety <safety@kywg.cap.gov>

Sun, May 31, 2020 at 2:48 PM

To ALL Commanders and Safety Officers in the Kentucky Wing:

Many members as I am are wanting to get back to meetings and other CAP activities. I know the Commonwealth of Kentucky as well as the states of Ohio and Indiana are re-opening businesses.

A remobilization team has been appointed for the Kentucky wing and this committee is working on the remobilization plans. This copy of the Safety Chain is part of the plan.

This issue contains the basic guidelines all members are expected to follow. More information will be forth-coming as we approach nearer to the effective date when the Kentucky wing can remobilize.

I am requesting all unit commanders and safety officers in the Kentucky wing to distribute this copy of the Safety Chain to all of your unit members immediately. I want to emphasize that all members are important participants in the remobilization of the Kentucky wing.

The Kentucky wing will abide by direction as given both by the Commonwealth of Kentucky and Civil Air Patrol National Headquarters. Review of all available resources from National HQ can be found using this link: <https://www.gocivilairpatrol.com/covid-19-information-cena>

As the Kentucky wing moves closer to the our remobilization date more information will be forth-coming.

In the mean-time please stay safe.

Should you have questions please feel free to contact me. I can be reached at 812.207-5350 or knoe@kywg.cap.gov

Thank you for your help and patience.



Lt Col Keith W. Noe, CAP
Director of Safety
Kentucky Wing
GLR-KY-001
(C) 812.207-5350

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Kentucky Wing Safety Chain June 2020.pdf

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The Safety Chain

June 2020

Kentucky Wing CAP
Lt Col Keith W. Noe, CAP

Commanders and Safety Officers, please share this with all of your members.

Kentucky's "Healthy at Home" began on March 26, 2020 requesting all Kentuckians to remain at home to stay healthy. By the time this issue of The Safety Chain is distributed Kentuckians have been living under this request for more than two months. Many are looking forward to getting outside more, looking to dining out, seeing a movie, getting back to Civil Air Patrol unit meetings. I know I am. As a member of the team working to make this happen for Kentucky wing members, a reopening plan has to be developed and approved by National Headquarters. We are working on that at this very moment. But, this is not just a team of a few individuals on wing staff. All 800+ members in the Kentucky wing are active participants in this endeavor.

We want all members and participants to consider C.A.P. values and safety practices when planning or attending C.A.P. activities. Our Core Values are Integrity, Respect, Service and Volunteerism. In short, integrity can be summed up as doing the *right thing* when no one is looking. The Kentucky wing will be publishing guidelines to help you make the right decisions. Respect comes in when those decisions are implemented by each and every member.

To do this C.A.P. membership needs to be informed so that your unit commander, safety officer and you can make the best decisions when it comes to attending C.A.P. functions. Sometimes the decision to delay an activity beyond guidelines from the state or higher authorities may be necessary. There are many additional factors that we must take into account. To help guide everyone in this process the Remobilization Committee is here to assist your unit.

No two states have the same criteria when it comes to reopening. For example, Kentucky may only allow for 10 people to group while Indiana may allow 100. We simply cannot use what another state or wing is doing as our guidelines. Each state and wing is unique.

In summary:

1. Available guidelines are the minimum. We each need to be following current state and national guidance. This varies from state to state, but we should have a common guiding principle of making our own risk assessment and mitigation strategies that may be more cautious than state or national guidelines.

2. Higher risk activities are those that place larger numbers of people in closer proximity. One risk mitigation strategy is to limit the numbers of people in close proximity.
 - a) Increase the distance between individuals
 - b) Postpone gatherings if they are high risk
 - c) Conduct gatherings via teleconferencing
 - d) As activities resume, consider not just numbers of people in each gathering, but all of the other risks and risk mitigation as a whole in ORM fashion.

3. Transmission is person to person, and on surfaces. Use barriers to transmission.
 - a) Masks at all times in gatherings
 - b) Use gloves when possible
 - c) Wipe down and disinfect surfaces or objects

4. Higher risk individuals are those over 65, but also those 65 and under with certain medical problems.
 - a) Ensure higher risk individuals know who they are
 - b) Some activities require senior members who are high risk. Such activities may need to be cancelled or postponed.
 - c) Higher risk individuals may still consider participating in lower risk activities, e.g. only two members (Form 5, ELT mission, etc), but may want to refrain from the initial "re-opening" of larger gatherings.

5. Stay home if sick.
 - a) Use a symptom checklist to check that you are well. Subtle symptoms may indicate an infection.
 - b) Please consider informing C.A.P. leadership (Wing Medical Officer) if you have symptoms, or if you are confirmed to be sick. This is confidential, but will allow us to alert membership and public health services about any need to increase our efforts to reduce risk in certain areas.
 - c) This is not specific personal medical advice. As always, if you feel you may be sick, please do also consult with your own doctor.

Should you need assistance I can be reached by telephone at 812.207-5350 and through eMail at knoe@kywg.cap.gov

Semper Vigilans

Lt Col Keith W. Noe, CAP
Director of Safety
Kentucky Wing



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1 June 2020

MEMORANDUM FOR KYWG Squadron Commanders and Safety Officers

FROM: Lt Col Keith W. Noe – KYWG Director of Safety

SUBJECT: KYWG Re-opening

In anticipation of the re-opening of the Kentucky wing, please reference the following guidance to keep our membership safe during all of the phases of the plan. In person, meetings to be allowed beginning <DATE>. Prior to this date you will need to familiarize yourself with the following guidance material:

1. Guidance memo to the KYWG squadron commanders from Dr. (Maj) Richard Murphy, KYWG/HSO. This document provides guidance for each unit for the Phase 1 re-opening.
2. Review the June 2020 issue of Kentucky wing's The Safety Chain from Lt Col Keith W. Noe, KYWG/SE. This document provides guidance for each unit for the Phase 1 re-opening.
3. The COVID-19 resource material that CAP National has developed for our use. This material includes Post-VOVID-19 ORM forms to mitigate local risks and are available at <https://www.gocivilairpatrol.com/members/cap-national-hq/safety/covidrm>
4. The document 'The "5 M's" for Coronavirus – Special Risk Considerations During COVID-19 Crisis'. This document as well as a copy of the CAPF 160F are included with this memo.

Units also will need to identify sources for face-to-face coverings, gloves, hand sanitizer, and surface disinfectant top use for preparing meeting locations and for actual meetings and activities. Follow the guidance of the KYWG Commander and KYWG Medical Officer as to what level of protection is needed for each phase of re-opening. Also ensure you adhere to attendance limits set for meetings and activities. Ensure you have adequate supplies of PPE, sanitizer, and disinfectant PRIOR to any activity.

The number one priority is the SAFETY of all cadet and senior members. These requirements are enacted to help ensure safety as we begin the re-opening process and are only effective if we properly adhere to them.

Please contact me if you have any questions or concerns. My email address is knoe@kywg.cap.gov. My cell phone number is 812.207-5350

Stay safe!

Keith W. Noe, Lt Col, CAP
Director of Safety



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1 June 2020

Vehicle Cleaning/Sanitizing Guidance

1. This guidance is for Kentucky wing CAP Corporate vehicles.
2. All high-touch surfaces **MUST** be sanitized **BEFORE** and **AFTER** using the CAP Corporate vehicle. The vehicle will be sanitized when switching drivers. The following are examples of high-touch surfaces...
 - a. Steering wheel, associated column and controls
 - b. Radio controls (both standard radio and CAP FM radio, including front & back of microphone and transmit/receive button/switch)
 - c. Seat belt buckles (both ends)
 - d. Door handles (including rear doors), locks or electric lock controls, window controls, (don't forget about the rear "pop out" windows)
 - e. Seat adjustment controls (fore/aft, up/down, lumbar support)
 - f. Hood opening handle
 - g. Brake handle
 - h. Ignition key and key chain
 - i. Other surfaces which have been touched
3. Using a minimum of a 60% alcohol-based solution, wipe all surfaces down and allow to air dry. In case of door handles and seat belts, sanitize all handles and seat belts before the first use of the day and thereafter. Only the ones that were used will need re-sanitizing.
4. Drivers are required to wear facial covering and are encouraged to wear gloves while operating CAP corporate vehicles.
5. This directive will be in place until rescinded Wing, Regional, or National Headquarters and replaced with a directive for Phase 2 of the remobilization of the KY Wing.

Keith W. Noe, Lt Col, CAP
Director of Safety



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9 June 2020

This document is to provide guidance to cleaning and sanitizing CAP aircraft before and after use. Until further notice, all high-touch surfaces **MUST** be sanitized **BEFORE** and **AFTER** each flight or operations involving a pilot or crew change. The following are examples of high touch surfaces:

- Control yokes
- Parking brake handle
- G1000 buttons and knobs (NOT the screen – If screen was touched, see note below*)
- Any additional radio controls, including mission radio
- Seat belt buckles and shoulder restraints
- Door handles (including cargo door latch)
- Window latches, visors and vent controls
- Seat adjustment controls
- Throttle, propeller and mixture controls
- Master and Avionics switches, Standby battery switch
- Taxi and Landing light, nav light, beacon light and strobe switches
- Fuel selector, flap switch, trim wheels/controls, cowl flap selector
- Wipe down any circuit breakers that were manually checked during pre-, post- and during flight
- Fuel sample collector cup
- Wipe down all pages of the plastic laminated onboard checklist
- Ignition Key and any keychains
- Dispatch binder upon return to the hangar

Pilots and crews are required to wear a facial covering and are encouraged to wear aviation, latex, or nitrile gloves during flight and cleanup operations.

When selecting cleaners, the following guidance has been provided by the manufacturers.

***GARMIN (Avionics):**

- Cleaners containing ammonia will harm the anti-reflective coating on many Garmin aviation display lenses.
- Disinfecting using a solution of 70% isopropyl alcohol that does not contain ammonia is preferred. Solutions of up to 91% isopropyl alcohol are also acceptable.
- Clean the display lens using a clean lint-free cloth and a cleaner that is specified as safe for anti-reflective coatings.
- For other exposed surfaces such as knobs, buttons, and bezels, a damp cloth with soap and water is acceptable. Garmin does not recommend bleach-based cleaners, ammonia-based cleaners, or other harsh chemicals on any surface.
- Remove all soap/soap residue to prevent buttons and knobs from gumming up or becoming slippery.
- Many aviation products are not rated as waterproof. Spraying or wetting the units to the extent where moisture could go beyond the exterior surfaces could damage the unit.

Textron (Aircraft and Hardware):

Textron Aviation is closely aligned with the guidance of government and local public health authorities in the regions we operate to ensure all necessary actions and precautions are taken.

Disinfecting your aircraft:

Zip-Chem Calla 1452 and Netbiokem DSAM may be used to disinfect an aircraft interior.¹ In testing performed by Textron Aviation's materials engineering team, these products did not adversely affect samples of hard surfaces, interior leather, or windows. Aircraft interiors furnished with custom-based materials may need further evaluation by spot-testing on an inconspicuous area.

If you're unable to attain these disinfectants due to shortages, we recommend these alternative cleaning options (Please note, cleaning may remove germs, viruses and other contaminants from surfaces, but may not be effective to kill them):

Aircraft furnishings: We recommend using isopropyl alcohol (IPA)/water mix (60% IPA/40% water, by volume). For best results, wipe the surface with an IPA/water mix and let it dry. This mix can also be sprayed onto soft surfaces, like carpet, but do not use this IPA/water mix on aircraft leather and windows.

Leather and windows: Any commercially available soap and water, such as dishwashing soap, can be used.

Electronic displays (USE GARMIN GUIDANCE ABOVE FOR THE G1000): For glass products with anti-reflective (AR) coating, use a concentration of greater than 50% Isopropyl Alcohol (IPA) with a micro-fiber cloth to prevent scratches. Do not use bleach or Lysol® wipes, or any cleaners with Citric Acid or Sodium Bicarbonate as these can etch the coating on these displays. AR glass is used on displays and touchscreens in the Garmin G1000, G3000, and

G5000 systems, as well as Collins Proline21 and Proline Fusion. Do not use IPA on acrylic, Lexan, or Polycarbonate screens such as the Garmin GNS 430/530.

The following options are not approved for use in Textron Aviation aircraft:

Ozone generators: Ozone can be highly reactive to organic materials. Depending on its degree of ozonation, this method may degrade surfaces or rubber hoses.

Hydrogen Peroxide: any solution of hydrogen peroxide may evaporate when used as a mist, degrading leathers, acrylic, or polycarbonate window coatings.

This directive will be in place until rescinded by Wing, Regional, or National Headquarters or replaced with a directive for Phase 2 of the remobilization of the KY wing.

Keith Noe, Lt Col , CAP
Director of Safety



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2 June 2020

Squadron Commanders:

I have been asked to reach out to all the squadrons to for phase one reopening for cadets.

To keep cadets engaged in CAP during the Coronavirus emergency and during the phased remobilization and reopening of the Kentucky Wing, the accommodations for the cadet learning and promotion systems are still in effect. Make sure you are using all tools available to you and keep yourself aware of all waivers and accommodations that are being offered and suggested. Below is some guidance and references to aid you in your decisions on how to safely bring the cadet program back to an in person program.

https://www.gocivilairpatrol.com/media/cms/WVWG_Post_COVID19_Phase_I_Remobiliz_F264F76758C98.pdf#page=9

As you know, during this first phase there are to be no more than ten people at a meeting. That being said, during the opening days I think we should limit the meetings for planning purposes. I would say the Squadron Commanders, Health officers, Cadet programs and necessary Cadet Staff such as Cadet Commanders and Flight Officers (Sergeants as allowed). All will need to follow the CDCs recommendations of social distancing and washing of hands. Also, if personnel are feeling sick they must stay at home. This will lead gradually into a more inclusive schedule which for many of you will require more than one meeting per week.

An idea maybe to bring have the meetings run by flights with two one hour meetings separated by a minimum of 30 minutes to allow for disinfecting of the building. This way we can ease the cadets back into the meetings and still comply with how many people can be at a meeting. Please send me an outline of your squadron plan for resuming in person meetings before we enter Phase one.

As County, Sate, Nation, and CAP HQ puts out new guidance's we will reevaluate our approach to cadet activities and pass information along to you.

If you have any questions or concerns, feel free to contact me.

Captain Nick Birt
Director of Cadet Programs



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2 June 2020

Dear Parent,

As many of you are being notified of the strategic reopening of the Kentucky Wing, I want to reassure you that the safety of your cadet is our top priority. I want everyone to understand that in the next weeks and months it is imperative everyone takes responsible actions to prevent further spread of COVID-19. Have a conversation with your cadets on the way that they feel, if possible, take their temperature, and if anyone in your home is exhibiting COVID-19 symptoms, seriously consider keeping your cadet home and not allow them to attend the meeting that day. If you are not aware of what the symptoms are please visit the CDC's site by clicking this link:

<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

Your Squadron Commander will be notifying you of their approach to creating a safe environment for all. On the subject of State and National cadet activities. At this time virtually all NCSAs and Encampments have either been cancelled, or indefinitely postponed. Those cancellations are beyond the cadets' control; therefore, we will waive related promotion requirements so as not to unfairly stall their progression. If your cadet applied for these activities and was accepted, you will have to reapply for them again when it is announced that the activity has a new date.

If you have any questions or concerns, feel free to contact me.

Captain Nick Birt
Director of Cadet Programs



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9 June 2020

**Kentucky Wing Civil Air Patrol
COVID-19 Aviation Safety Measures**

As part of the Kentucky Wing's Implementation of the CAP NHQ Covid-19 Remobilization Plan dated 9 J 2020 (the Remobilization Plan), the following steps will be taken during all flights:

- 1) All air crews shall consist of the minimum number required to accomplish the purpose of the flight. No ride-alongs shall be allowed. Unless approved by the Wing Director of Operations, the Wing Vice-Commander, or the Wing Commander, there shall be no more than three crew members aboard any flight.
- 2) Allowable aviation activities shall be those specified in the Remobilization Plan for the current remobilization phase as declared by the Kentucky Wing Commander.
- 3) The pilot in command shall request each crew member's self-assessed or NHQ-specified risk category to insure that they are eligible to participate as an air crew member during the currently declared remobilization phase.
- 4) The pilot in command shall review the Kentucky Wing COVID-19 Symptom Checklist with each crew member prior to calling for a flight release.
- 5) The FRO shall confirm that each member (including the PIC) does not exhibit any of the symptoms on the Symptom Check List as part of the IMSAFE check list question.
- 6) Each member of the air crew shall wear a facemask and aviation gloves.
- 7) Aircraft shall be disinfected after each sortie using the Kentucky Wing Aircraft Disinfection Guidelines. Yellow "Aircraft Disinfected" placards shall be provided in Aircraft Information File. These placards shall be placed in the pilot's seat to confirm to the next crew that disinfection was completed. If the placard is not present and the PIC cannot confirm disinfection with the PIC of the previous flight, the plane shall be disinfected prior to flight.
- 8) When notifying the FRO of the aircraft's safe return, the PIC shall confirm to the FRO that the last flight or crew change disinfection checklist has been completed.
- 9) Each Squadron with an assigned aircraft shall insure that the required materials are readily available to disinfect their aircraft as specified in the Aircraft Disinfection Guidelines.
- 10) These Safety Measures, the Symptom Checklist, and the Disinfection Guidelines shall be revised as necessary to comply with any new guidance from CAP National Headquarters.

Lt Col George Stinson
Director of Operations



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28 May 2020

**Kentucky Wing Civil Air Patrol
Aircraft Disinfection Checklist**

The aircraft should be disinfected using the checklist below whenever the aircrew changes or after the last flight of the day.

Each squadron with an aircraft assigned shall equip their aircraft with a disinfecting kit consisting of a spray bottle containing a disinfecting solution of at least 70% ethyl or isopropyl alcohol and either microfiber (preferred) or paper towels.

Unless specified by the checklist, the disinfecting solution shall not be sprayed directly on the item to be disinfected. Spray it on the towel and wipe the surface to be disinfected.

- Wipe all knobs and pushbuttons on the GPS (both PFD and MFD on G1000 models).
- Wipe the knobs and pushbuttons on the audio control panel(s).
- Wipe the entire plastic surface of both yokes
- Wipe all circuit breaker panels
- Wipe all switches
- Wipe throttle, prop, mixture control, any fuel shutoff controls, and parking brake handle.
- Wipe air vents.
- Wipe cabin air, heat, and defroster controls.
- Wipe ELT direction finder controls and CAP FM radio controls if used.
- Wipe cowl flap control knobs (if equipped) and fuel selector.
- Wipe seat belt buckles (including rear seat belts if used) and seat belt airbags. Spray solution directly onto seat belts with belt extended from retractor.
- Spray solution directly onto seats.
- Wipe any headsets used for orientation rides after each ride. Remove microphone wind cuffs and place them in the headphone bag.
- Wipe inside door and window handles.
- Wipe outside door handles.
- Wipe key lock box.

Lt Col George Stinson
Director of Operations



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9 June 2020

**Kentucky Wing Civil Air Patrol
COVID-19 Symptom Checklist**

You will be asked these by your activity leader at the beginning each day of CAP activity. If you experience any of these symptoms during the activity, you should report this to your activity leader and isolate yourself from the other participants.

- Do you have a new cough unrelated to season allergies?**
- Do you have new muscle aches/pain?**
- Do you have new shortness of breath?**
- Do you have a new sore throat (not associated with seasonal allergies)?**
- Do you have Vomiting or Diarrhea?**
- Do you have a fever of 100.5° or greater?**
- Have you experienced a loss of taste or smell?**

Lt Col George Stinson
Director of Operations