

Approved 22 Feb 2021



Post-COVID-19 Remobilization of the Membership Plan

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

KYWG

Completed 22 Feb 2021

Template Updated 14 May 2020

COVID-19 Remobilization of the Membership Plan – Phase II

This plan has been developed for KENTUCKY 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 N/A 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 Bob Sobotka, KYWG/CV

Primary Phone: (615) 500 - 3946

Primary Email: rsobotka@kywg.cap.gov

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

Wing Remobilization Team comprised of:

- Lt Col Bob Sobotka KYWG/CV (Plan Coordinator)
- Dr. (Capt) Kate Sproul KYWG/HSO
- Dr. (Maj) Ronan Murphy KYWG/AHSO
- Lt Col Mike Wendlegast KYWG/CS
- Lt Col Keith Noe KYWG/SE
- Lt Col George Stinson KYWG/DO
- Maj Evan Jones KYWG/JA
- Capt Nick Birt KYWG/CP
- SMSgt Cory Felts KYWG/CCC, KYWG/DOS

KY State Covid website: <https://govstatus.egov.com/kycovid19>

12 June2020 – KYWG Phase 1 Plan approved.

Plan Completed By: Lt Col Bob Sobotka

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COVID-19 Remobilization of the Membership Plan – Phase II

15 June – KYWG/CC releases memo announcing Phase 1 operations to commence immediately.

15 June – KYEM SEOC reduces EOC level to 4, issues final COVID-19 SITREP unless SEOC increases to higher level.

15 June – KYWG/DO, /SE, /CP memos sent to membership according to Phase 1 plan.

21 June – Due to infection rate in Warren, Butler, and Muhlenberg counties, KY-057 and KY-300 in person meetings have been suspended. Additionally, only solo flight ops will be conducted out of BWG. Infection rate will be monitored daily. Affected unit commanders have been notified and have acknowledged.

29 June – KY Gov Executive Action to allow meetings over, but not more than, 50 members to go into effect.

20 July – Action of 29 June was rescinded for social, non-commercial gatherings. Maximum 10 attendees. Relief can be obtained from the ~~xxxxxx~~. Bars and restaurants continue to remain open.

6 Aug – Gov. Beshear issued an executive order mandating the wearing of face coverings.

24 Sep – Col Williamson issues Phase 1 meeting guidelines to address activities where more than 10 attend in order to comply with Phase 1 and state mandates.

1 Oct – Covid 19 infections rates in KY have remained steady between 14 and 16 cases/100K daily average for the last 8 weeks. The infection rate has remained below 1.1 during the same time. Positive test rates are in the low range since 24 Sep. (references: Covidactnow.gov)

1 Oct – Cadet Orientation Flights moved to Phase 1 activity by order of Gen Smith.

4 Nov – Col Williamson issues “operational pause” for KYWG suspending all in-person activities due to sharp rise in Covid infections rates.

28 Jan 2021 – Col Williamson lifts operational pause. Full Phase 1 operations resume due to dramatically decreasing Covid infection rates. (Memo dated 22 Jan 2021.)

COVID-19 Remobilization of the Membership Plan – Phase II

18 Feb – Covid rates in KY are as follows (reference CovidActNow.org):

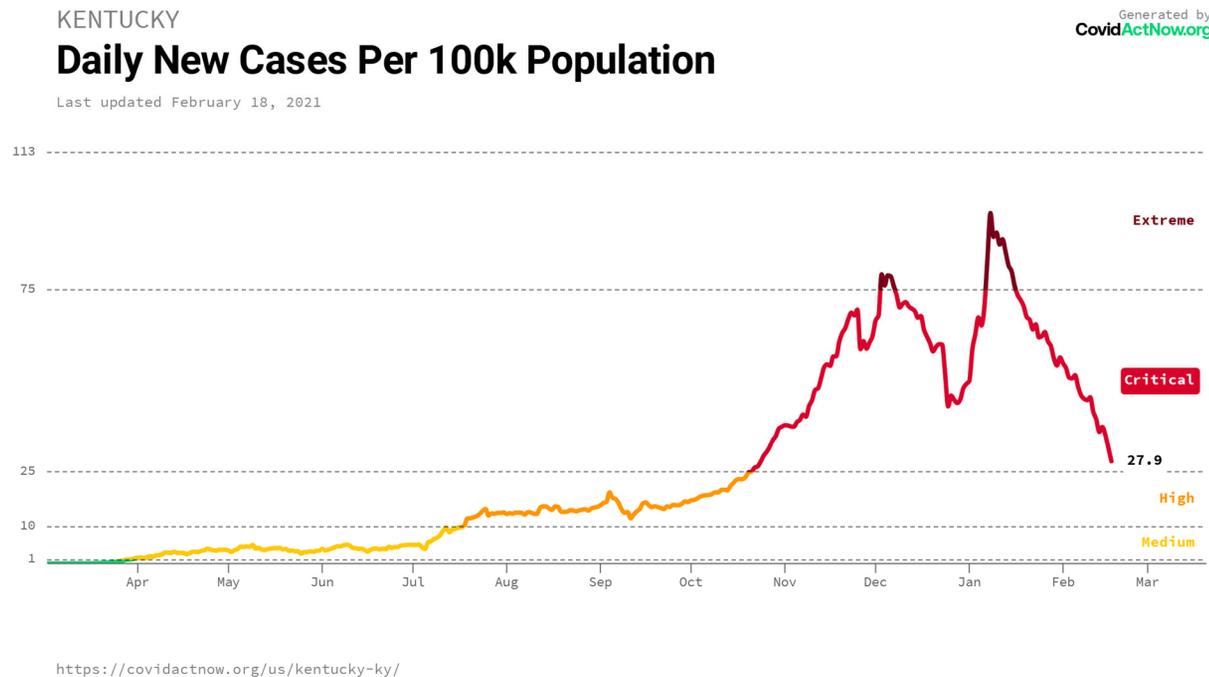
Daily New Cases per 100K: 27.9 (down from 50.8 on 4 Feb)

Infection Rate: 0.79

Positive Test Rate: 9.8%

ICU Capacity Used: 65%

Vaccinated 1st shot: 11.5%



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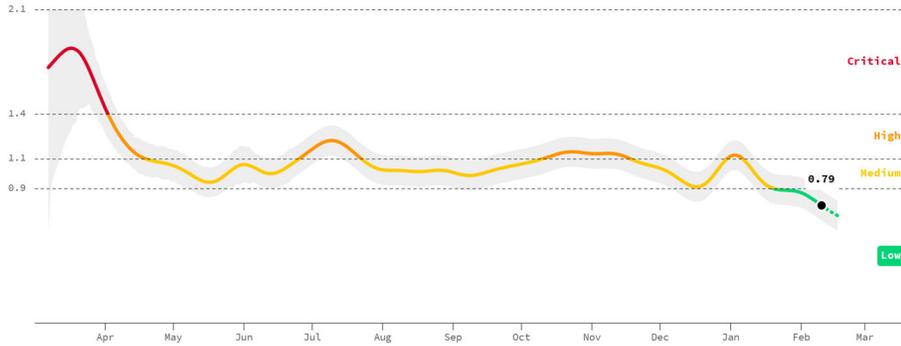
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COVID-19 Remobilization of the Membership Plan – Phase II

KENTUCKY Infection Rate

Last updated February 18, 2021

Generated by
CovidActNow.org



<https://covidactnow.org/us/kentucky-ky/>

KENTUCKY Positive Test Rate

Last updated February 18, 2021

Generated by
CovidActNow.org



<https://covidactnow.org/us/kentucky-ky/>

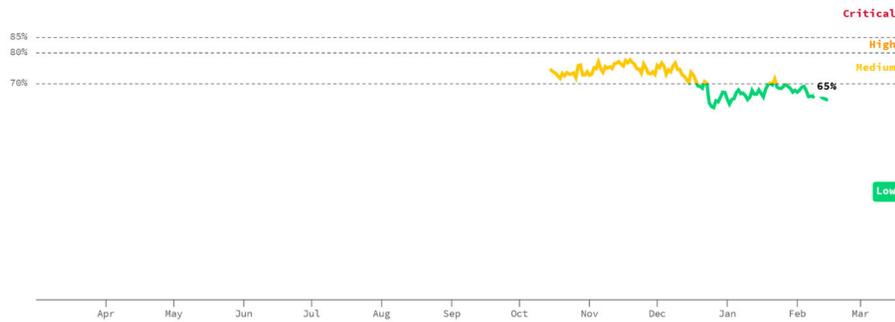
Plan Completed By: Lt Col Bob Sobotka
Last Updated: 22 Feb 2021
Template Updated 14 May 2020

COVID-19 Remobilization of the Membership Plan – Phase II

KENTUCKY ICU Capacity Used

Last updated February 18, 2021

Generated by
CovidActNow.org

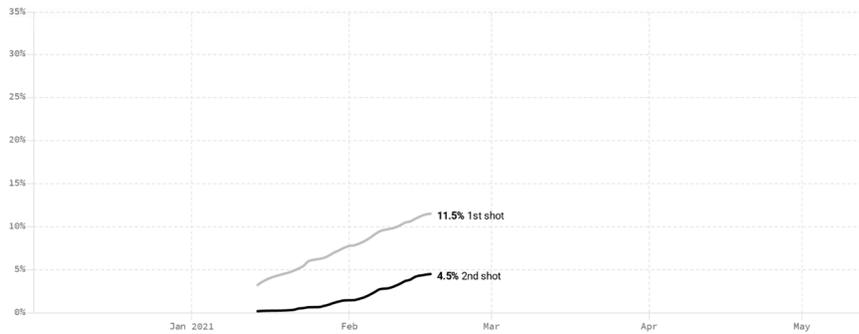


<https://covidactnow.org/us/kentucky-ky/>

KENTUCKY Vaccinated: 1st And 2nd Shot

Last updated February 18, 2021

Generated by
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<https://covidactnow.org/us/kentucky-ky/>

Plan Completed By: Lt Col Bob Sobotka
Last Updated: 22 Feb 2021
Template Updated 14 May 2020

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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).

Item#	Task	OPR/Assigned Personnel	Date Tasked	Suspense	Date Completed	Notes
2.1.	Wing Commanders should review their wing calendar for previously-postponed and upcoming day-only events	Lt Col Wendlegast	1 Feb	15 Feb	15 Feb	Concurrence with KYWG/CC
2.1.1.	Wing priorities for training events should be coordinated with unit commanders' needs	KYWG/DO, /DOS, /CP	1 Feb	15 Feb	15 Feb	Calendar updated
2.1.2.	Task staff officers to provide input on list of events and priorities:	Lt Col Wendlegast	1 Feb	15 Feb	15 Feb	Calendar updated
2.1.2.1.	Director of Aerospace Education	Maj Ault	1 Feb	15 Feb		Calendar updated
2.1.2.2.	Director of Cadet Programs	Capt Birt	1 Feb	15 Feb	15 Feb	Calendar updated
2.1.2.3.	Director of Operations/Emergency Services	Lt Col Stinson, SMSgt Felts	1 Feb	15 Feb	15 Feb	Aircraft operations proceeding normally with Covid precautions
2.1.2.4.	Director of Professional Development	Lt Col Bryant	1 Feb	15 Feb		Calendar updated
2.1.2.5.	Plans and Programs Officer	Lt Col Riegling	1 Feb	15 Feb	15 Feb	Calendar updated
2.2.	Coordinate with subordinate unit leaders to deconflict calendar events to the greatest extent possible	Group CCs	1 Feb	ongoing		Units have resumed meetings under Phase 1. Group/CCs tasked to coordinate with units.
2.3.	Publish updated event listings to the Wing calendar and promote these dates to the units for their planning and participation	Lt Col Wendlegast	1 Feb	15 Feb	15 Feb	Calendar updated
2.4.	Task the Director of Safety to coordinate with Activity Directors	Lt Col Noe	1 Feb	ongoing		Monthly Safety Chain newsletter to emphasize protocols
NOTE:	<i>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.</i>					
2.4.1.	Activity Directors will use Post-COVID-19 produced Risk Management (RM) forms to mitigate local risks	Activity Directors, KYWG/SE	1 Feb	ongoing		Lt Col Noe to determine if amendments to Phase 1 Form 160 are needed as necessary for Phase 2
2.4.2.	Activity Directors identify sources for face coverings, gloves, & sanitizer to use in case of a return to increased risk	KYWG/SE, Group CCs	1 Feb	15 Feb	15 Feb	Groups/Units responsible for "other than wing level events"

COVID-19 Remobilization of the Membership Plan – Phase II

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

Item#	Task	OPR/Assigned Personnel	Date Tasked	Suspense	Date Completed	Notes
2.5.	Task the Health Service Officer to coordinate with Activity Directors	Dr. Sproul/ Dr. Murphy	1 Feb	15 Feb	15 Feb	KYWG/HS will provide additional best practices beyond what was provided in Phase I and the draft message to membership (attached)
2.5.1.	Health Service Officers consider screening with no-touch thermometers at events (if such equipment is available and practical)	Activity directors or unit/CCs as appropriate	1 Feb	ongoing		If no local HSOs then this becomes the unit CC responsibility
2.5.2.	Health Service Officers remind members that identify as High-risk to remain home, but participate virtually	Activity directors or unit/CCs as appropriate	1 Feb	ongoing		If no local HSOs then this becomes the unit CC responsibility. See draft message to membership (attached)
2.5.3.	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.	Activity directors or unit/CCs as appropriate	1 Feb	ongoing		If no local HSOs then this becomes the unit CC responsibility. See draft message to membership (attached)
2.6.	Ensure Activity Directors have plans in place to communicate last-minute cancellations of events to participants	KYWG/CS, Group CCs	ongoing			Lt Col Wendlegast responsible for wing level events, Group CCs for group and local events
2.7.	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)	Activity directors or unit/CCs as appropriate	1 Feb	15 Feb	15 Feb	Updated Phase 1 memo sent to commanders on dated 22 Jan with emphasis on health/safety protocols. Draft message on Page 10 of this plan will continue this action.
2.7.1.	45 Days Prior Continuation Check					As needed
2.7.2.	14 Days Prior Continuation Check					As needed
2.7.3.	7 Days Prior Continuation Check					As needed
2.7.4.	1 Day Prior Continuation Check					As needed
2.7.5.	Day-Of Continuation Check					As needed

COVID-19 Remobilization of the Membership Plan – Phase II

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

Item#	Task	OPR/Assigned Personnel	Date Tasked	Suspense	Date Completed	Notes
2.8.	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)	Group CCs	1 Feb	15 Feb	15 Feb	
2.9.	Email this plan to signal intentions to resume single-day events to the CAP COVID-19 Planning Team at COVID-19Plans@capnhq.gov , and copy the Region Commander	Lt Col Sobotka	15 Feb	20 Feb	18 Feb	
2.9.1.	Briefly describe/summarize previous coordination accomplished (i.e., 2.1 through 2.8 above)	Lt Col Sobotka	15 Feb	20 Feb	18 Feb	KYWG/CC memo of 22 Jan resuming meetings outlined all health/safety protocols. KYWG/CS responsible for coordinating/deconflicting wing events. Group/CCs submitted no events. Draft message (attached) will be sent to the membership upon approval of Phase 2
2.9.2.	Verify no jurisdictional restrictions are in place from State or Local Governments	Lt Col Wendlegast	1 Feb	15 Feb	15 Feb	
2.9.3.	Set date to resume one-day special activities	Lt Col Sobotka	TBD			With concurrence from KYWG/CC
2.9.4.	Receive approval from the CAP COVID-19 Planning Team to resume one-day special activities. Plan for one-week lead time.	Lt Col Sobotka	TBD			
2.10.	Publish the date that one-day special activities will resume to subordinate units	Lt Col Sobotka	TBD			With concurrence from KYWG/CC

Healthy at Work

TEAM
KENTUCKY

VERSION 1.0 – Effective June 29, 2020

Guidance for Gatherings of Up To Fifty (50) People

Under Governor Beshear's new executive order, groups of up to fifty (50) people may begin gathering on June 29, 2020.

- 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), public health experts recommend that you continue to avoid any in-person gatherings and remain Healthy At Home.
- If you host or attend a gathering of up to fifty (50) people under circumstances not otherwise explicitly addressed by other Healthy at Work guidance, please follow this document.

Groups Must

- Communicate to individuals to stay home if sick and not attend a group event;
- Remain at least six (6) feet apart from people who are not a part of your household;
- Wear a cloth face covering or mask over your nose and mouth if you will be closer than six (6) feet to someone outside your own household;
- Wash or sanitize hands frequently;
- Screen and exclude persons with fever, symptoms of COVID-19, and/or direct exposure to COVID-19; and
- Not share food, drink, containers, plates, napkins, or utensils.

Groups Should:

- Remain Healthy at Home to the greatest extent practicable and socialize via Internet, telephone, and other means that allow people to engage in appropriate social distancing;
- Limit the gathering size to the smallest number of people practicable;
- Hold the gathering outside whenever possible;
- Discourage people from sharing items in any gathering, including tools, sporting equipment, vehicles, cooking/grilling ware, and other high-touch objects;
- Avoid touching eyes, nose, or mouth; and
- Post signs (physical and/or electronic) whenever practicable that discourage handshakes, "high-fives," and other direct person-to-person contact during the gathering as a way of decreasing the social pressure to engage in these common behaviors.

COVID-19 Remobilization of the Membership Plan – Phase II

The following draft message will be sent to all KYWG Members (will be sent after approval of Phase II):

Indoor and outdoor meetings and events up to 50 people will be allowed in accordance with the guidelines specified in this document. All flying permitted by NHQ under Phase II will be allowed.

We are currently approved to move to Phase II of the COVID-19 Remobilization Plan. Phase II allows for one day events, such as meetings and one day SAREX's. The size of any group is limited to fifty or less. Phase II allows, small-group local aircrew, ground team and mission base staff training, flight evaluations/check rides, crew proficiency, dual instruction and CAP cadet orientation flights (assuming all members are low-risk and all flights are in low-risk areas). Any SAREX's and other activities will be local or operated with a remote or virtual ICP if required to meet these criteria.

The KYWG Covid Remobilization Coordinator monitors the infection rates for all counties in the state where units are located. If conditions warrant the suspension of activities in one or more counties the affected units will be notified.

Re-familiarize yourselves with the information on the links provided. Social distancing is still required. Personnel will be in possession of masks at every activity and they will be worn, especially when social distancing cannot be maintained. Aircrew and vehicle personnel will have a discussion with each other before entering any CAP aircraft or vehicle about mask wear and any safety concerns. A reminder that wearing of masks is for the safety of others, not just ourselves. This matters because about half of those infected will have no symptoms and don't realize that they are potentially risking the life of the other occupants of the aircraft or vehicle. Sanitizing and cleaning of surfaces is required.

In accordance with recommendations from NHQ, glove wear is no longer required. Mask wearing is required in aircraft unless the wearing of masks poses a safety risk (such as when eyeglasses fog up). All other health/safety/sanitization/screening protocols in place in Phase I continues. These protocols are attached to this memo. Social distancing does not mean that masks are not required, nor do masks mean social distancing is not required. Strict adherence to all protocols is mandatory and are essential to KYWG's ability to resume operations to the extent outlined in this memo.

If masks or cleaning supplies are needed, they will be provided by the host unit. Sanitizing supplies have been placed at every aircraft location. Units with custody of vehicles will provide supplies to use for sanitizing before and after use. Activity Directors will use Post-COVID-19 produced Risk Management (RM) forms to mitigate local risks.

<https://www.gocivilairpatrol.com/members/cap-national-hq/safety/covidrm>

COVID-19 Remobilization of the Membership Plan – Phase II

Health Service Officers, Activity Directors, & Squadron Commanders consider screening with no-touch thermometers at events (if such equipment is available and practical) or ask each member to take their temperature before arriving at the event. All personnel shall continue daily temperature checks and monitor for symptoms. If a no-touch thermometer is available, a designated senior member shall be assigned to take temperatures of members prior to entrance to unit events. A temperature of 100.4 or higher shall be considered a fever. Members presenting with fever or other symptoms shall not attend events. Follow all current CAP/CDC guidelines. Be aware that these guidelines may change rapidly.

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

Health Service Officers, Activity Directors, & Squadron Commanders remind members that identify as High-risk to remain home but participate virtually. Units should continue to offer a virtual meeting option for those members that are unable to attend in-person meetings. Health Service Officers shall be aware of high-risk conditions associated with increased mortality in patients with Covid-19. Members who identify as high risk should be encouraged to stay home and participate virtually.

Health Service Officers, Activity Directors, & Squadron Commanders 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.

Health Service Officers shall ensure there is a unit plan to minimize the spread of Covid19. Current CAP/CDC guidelines shall always be followed. If guidelines differ, the most stringent guideline shall be followed. The Health Service Officer shall refer to guidelines often as they are likely to change rapidly.

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

Failure to comply with these guidelines may result in transmission of Covid-19, suspension of KYWG from Covid Remobilization by CAP NHQ, or penalties under the laws of the Commonwealth of Kentucky. Therefore, units and/or individuals that fail to comply with protocols may be suspended from activities at the discretion of the wing commander.



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 person's 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 person's 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).

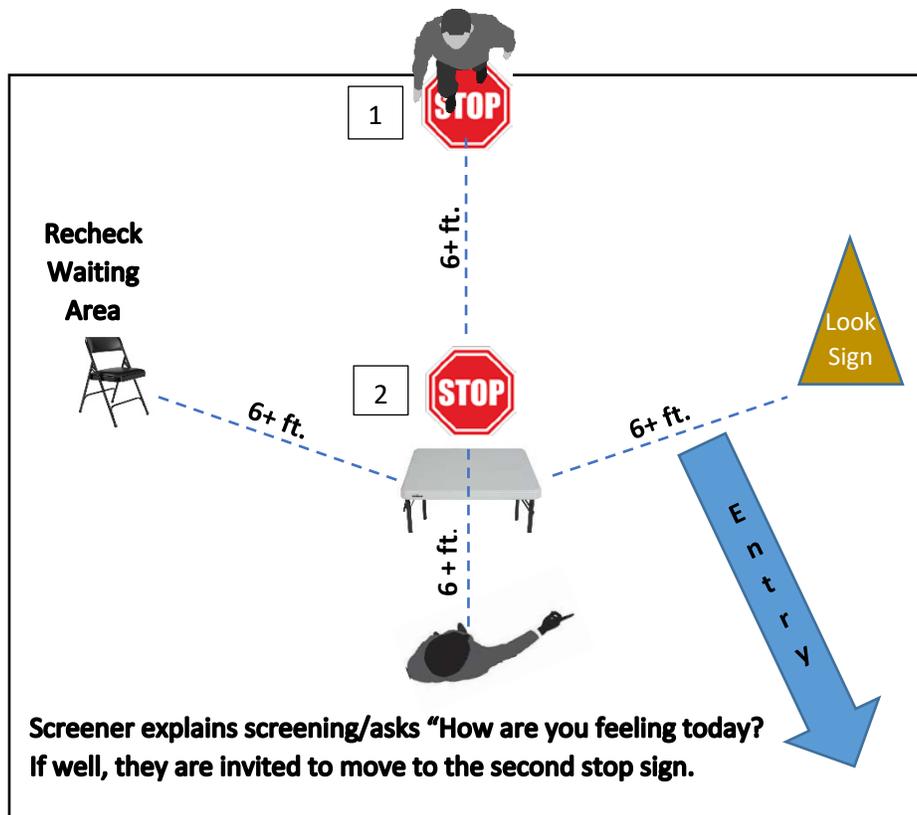
**CIVIL AIR PATROL
COVID-19 Temperature Screening Guideline**

30APR2020

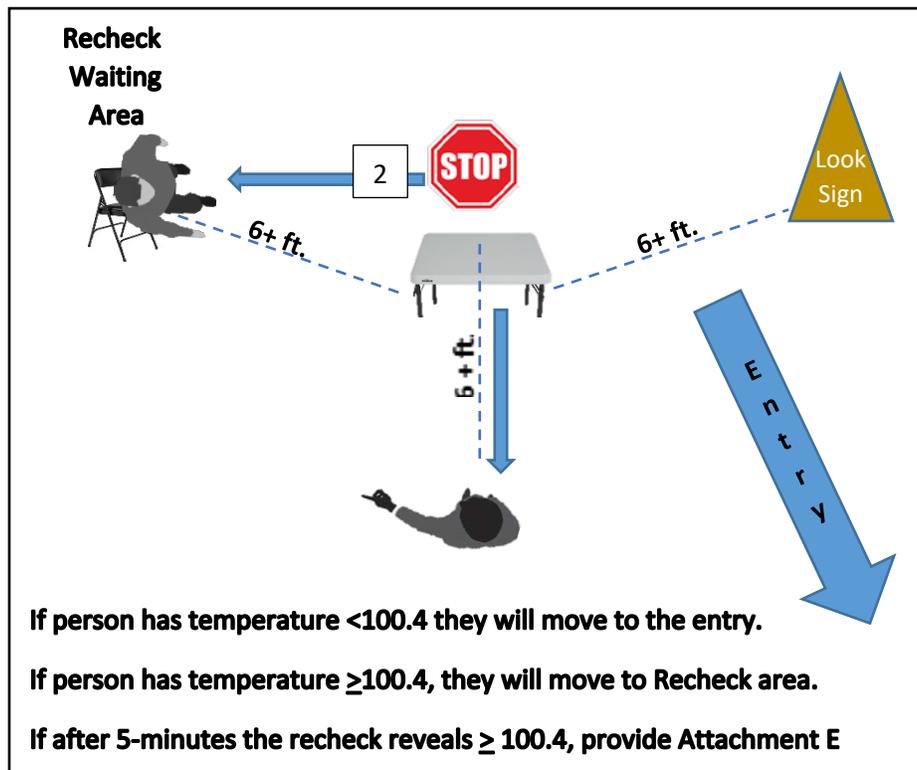
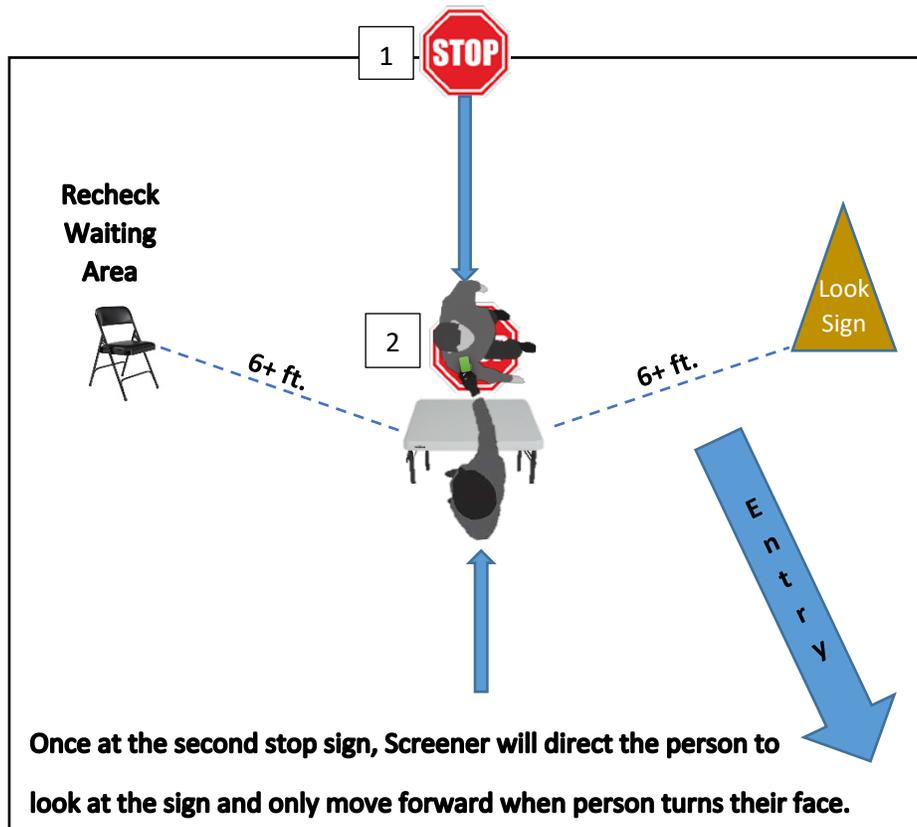
3. **Note:** Person may elect to speak with the local unit commander, activity director, incident command, or health service officer for an appeal or for more information.

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



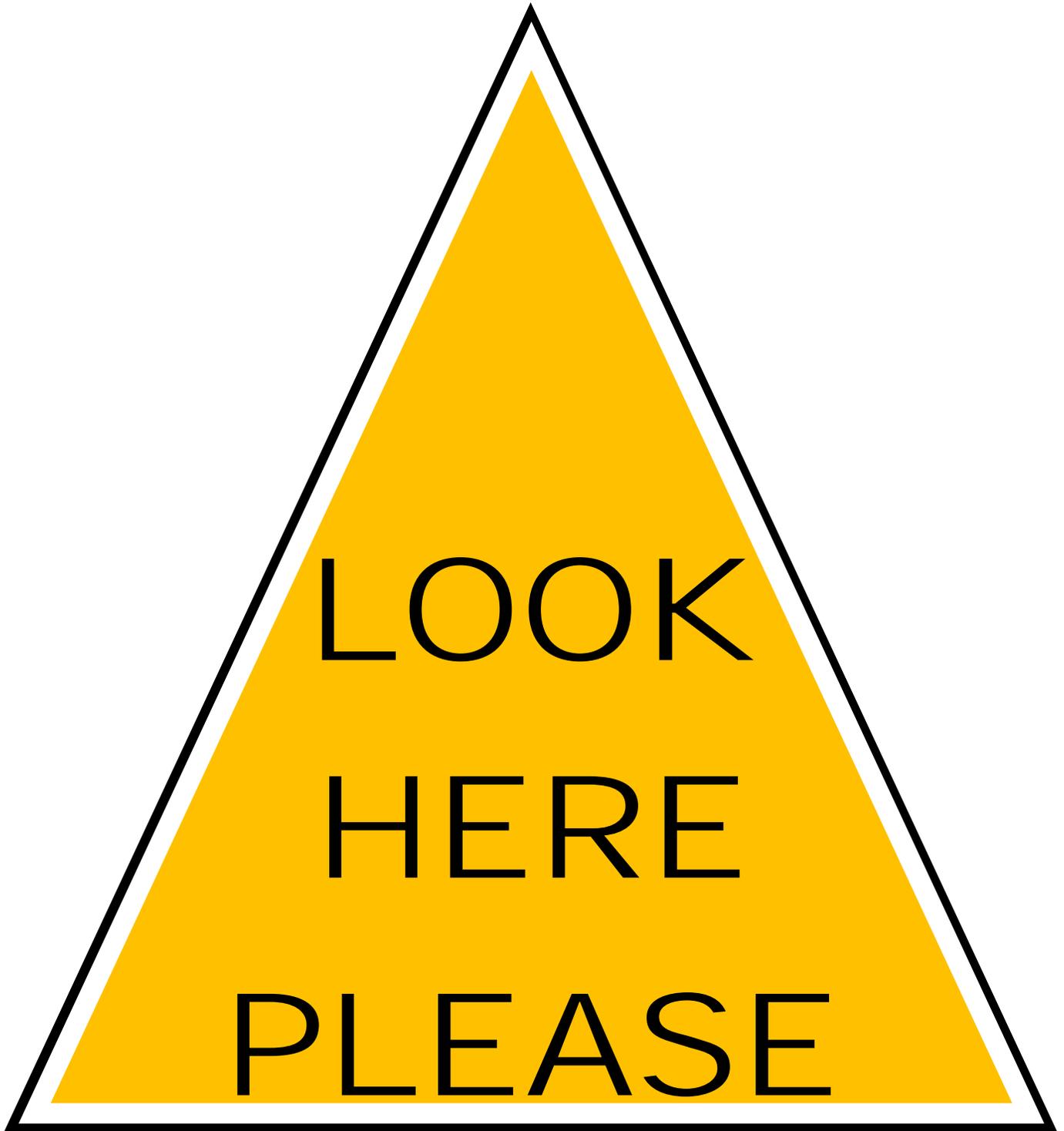
Attachment B: Stop Sign (continued)



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



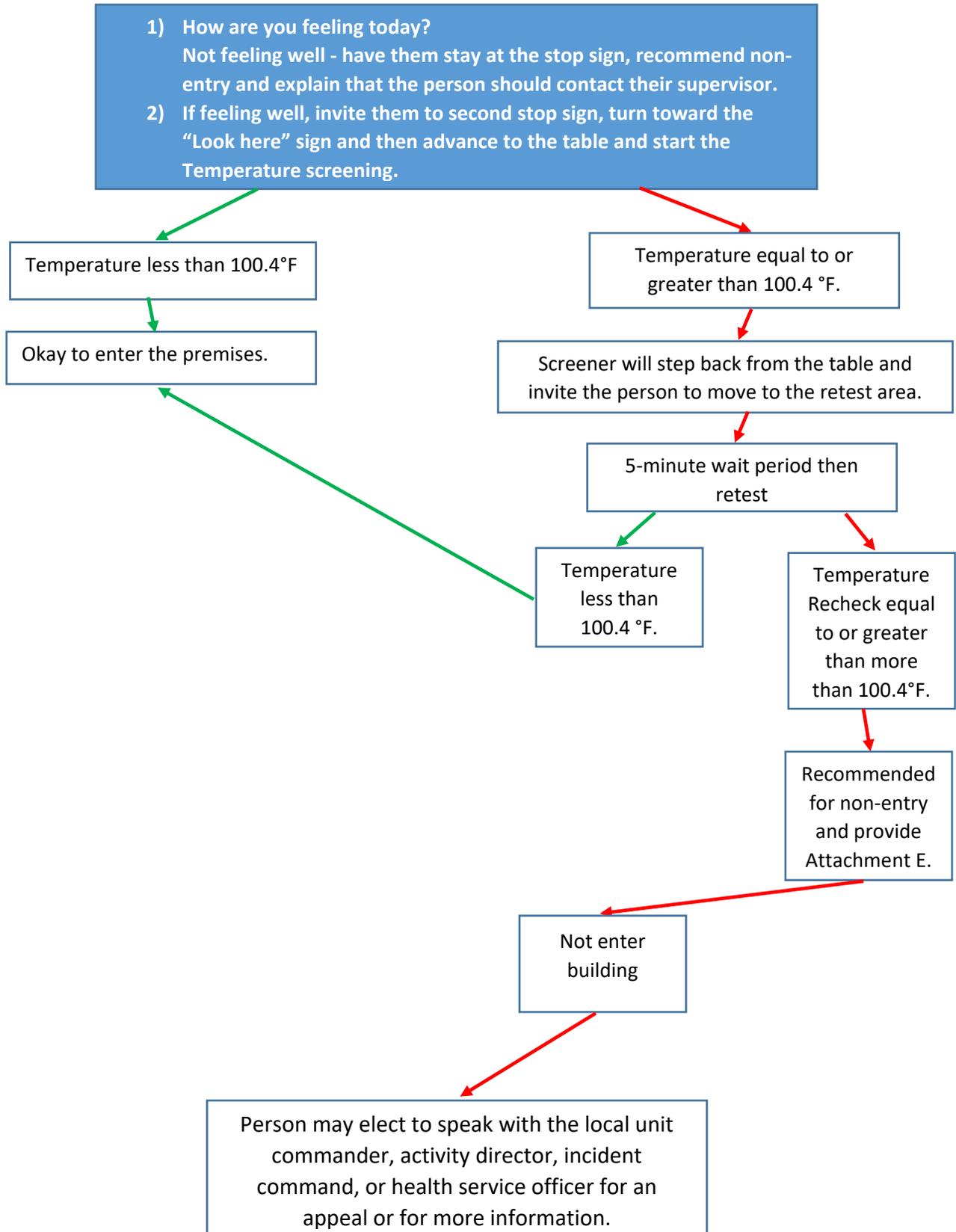
CIVIL AIR PATROL
COVID-19 Temperature Screening Guideline

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>
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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.**



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 100.4 ° 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							
	<input type="checkbox"/> Y <input type="checkbox"/> N							
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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.

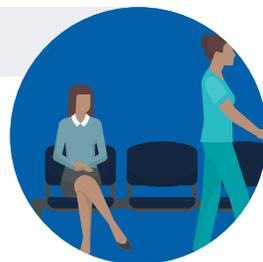
Visibly dirty surfaces should be cleaned prior to disinfection.

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				



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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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9 June 2020
(amended 22 Feb 2021)

**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, 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 *unless the wear of facial coverings poses a threat to safety of flight. Gloves requirement removed. (added 22 Feb 2021 by NHQ request - Lt Col Sobotka).*
- 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 100.4° or greater?**
- Have you experienced a loss of taste or smell?**

Lt Col George Stinson
Director of Operations