

Approved: 29 June 2020



Post-COVID-19 Remobilization of the Membership Plan

Phase I: Resuming Regularly Scheduled Meetings

LAWG
Completed 04 JUN 2020

Template Updated 12 May 2020

COVID-19 Remobilization of the Membership Plan – Phase I

This plan has been developed for Louisiana Wing, using the template provided by the Civil Air Patrol National Headquarters to enter Phase I, Resuming Regularly Scheduled Meetings.

Additional staffing and resources have been coordinated with NA 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: Art Scarbrough, Col, CAP IC

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

Col. Yglesias appointed a team to prepare our wing's Phase 1 remobilization plan. This team consists of members with a variety of backgrounds including the wing legal officer, a health services officer, a current squadron commander, the wing director of operations, the wing safety officer, a former wing commander, and the Director of Cadet Programs. The team has monitored data from the State while preparing CAP units for progressing to the Phase 1 stage and later. The state of Louisiana has progressed from being third in the Nation in terms of positive cases to being tenth. On 15 May, the Governor allowed the state to go to Phase 1 and on 1 June announced plans to go to Phase 2 on 6 June. Louisiana is currently operating under Phase 2 and anticipating moving to Phase 3 on or about July 15th. Unfortunately, reported cases across the state have risen in recent days and the move to Phase 3 within the state may well be delayed.

Louisiana Wing has maintained contact with State and Local officials to follow the progress of the pandemic in the state. Advance preparations for remobilization were initiated IAW guidance provided by NHQ as outlined in the checklist attached. Both Senior and Cadet Members have received extensive information regarding the pandemic from our Health Services Officer and Director of Safety. Key aspects such as training, schedules, Cadet Activities, and COVID progress are reviewed via

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Zoom each Wednesday and adjustments to any schedule are made as necessary. Measures to sanitize surfaces including aircraft interiors have been in place since 20 May.

While the State has been aggressive in moving to Phase 2, Louisiana Wing has taken a more conservative approach as outline. We do feel prepared to initiate Phase 1 remobilization and anticipate moving to Phase 2 within thirty days.

COVID-19 Remobilization of the Membership Plan – Phase I

Phase I: Resuming Regularly Scheduled Meetings

Item#	Task	OPR/Assigned Personnel	Date Tasked	Suspense	Date Completed	Notes
1.1.	Verify state government guidance currently allows or will allow gatherings on the date proposed for resuming meetings (Review of overall directives in impacted state)	CAS/MO	5/14		Ongoing	Verified State initiated Phase 1 on May 14 th and plans to initiate Phase 2 on 6 June.
1.2.	Hold meeting with between Plan Coordinator and Health Services Officer	All	5/14		5/14	First meeting 5/14 Subsequent meetings on Thursdays. Held as needed to review status
1.2.1.	Wing priorities for training events should be coordinated		Ongoing			Reviewed and amended each Wednesday
1.2.1.1.	Check state and local health guidance regarding gatherings (Review of each jurisdiction impacted by this plan)	Health Services Officer/GRA /Local Squadron Commanders	5/14		Ongoing	Wing CV contact unit commanders to confirm local information received. CV maintaining a dialog with unit commanders to ensure complete situation awareness.
1.2.1.2.	Prepare information for subordinate units on temperature screening, health education, and sanitation	Health Services Officer	5/14	5/21	5/16	Sent to unit commanders. Need to communicate risk assessment matrix.
1.2.2	Consult with Wing Legal Officer about resuming meetings	Lt Col Marvin Owen	5/13	Ongoing	Ongoing	Consult every Wednesday as as needed in between.
1.2.3	Coordinate with Wing Director of Safety	Safety	5/14	5/18	5/15	Prepare template McCrory. FM160
1.2.3.1	Verify proper risk planning tools are available to units	Safety	5/14	5/18		On NHQ Safety website Direction to units by Director of Safety
1.2.3.2	Prepare to communicate with subordinate units on Safety-related matters (see 1.7. below)	Safety	5/14	5/18	6/3	Communication prepared (see attached) describing action steps.
1.2.4	Coordinate with Wing Director of Cadet Programs	IC	5/13	Ongoing	Ongoing	See attached
1.2.4.1	Prepare recommendations for units regarding meeting activities and alternatives to maintain optimal distance while at meetings	COVID Team	5/14	5/21	Ongoing	See attached DCS submitted plan and CC's communication.
1.2.4.2	Prepare bullets for units to incorporate when sending messages to parents about the resumption of meetings	Cadet Programs	5/14	5/25	Ongoing	See attached

COVID-19 Remobilization of the Membership Plan – Phase I

Phase I: Resuming Regularly Scheduled Meetings (Continued)

Item#	Task	OPR/Assigned Personnel	Date Tasked	Suspense	Date Completed	Notes
1.3.	Have subordinate unit commanders verify that local governments do not have more restrictive social-distancing guidelines than those at the state level	Lt Col Viney	5/14	5/21	5/27	Personally contacted each squadron to confirm.
1.4.	Send copy of planning documents to the CAP COVID-19 Planning Team at COVID-19Plans@capnhq.gov , and copy the Region CC to reinstate meetings.	Col Scarbrough	5/14	6/3	6/4	
1.4.1.	Briefly describe/ summarize previous coordination accomplished	Col Scarbrough	5/14	6/1	9/3	See checklist and comments above.
1.4.2.	Verify no jurisdictional restrictions are in place from State or Local Governments	Col Scarbrough/Lt Col Owen	5/14	6/3	6/3	Verified with Governor's message of 6/2
1.4.3.	Set date to resume meetings; this is also the start of Phase II.	COVID Team	5/14	6/30	6/30	Contingent on evolution of State and Local postures by that date. Projected.
1.5.	Receive approval from the CAP COVID-19 Planning Team to reinstate meetings. Plan for one-week lead time.	Col Yglesias Col Scarbrough	5/14	6/3	Awaiting approval	
1.6.	Publish the date that meetings may resume to subordinate units	Col Yglesias	6/3	6/6	Post-approval	Pending approval.
1.7.	Task Wing Director of Safety to communicate the following to subordinate units	Lt Col McCrory	5/14	5/18	Ongoing	See subtasks below
1.7.1.	Units will review CAPFs 160, 160S, and 160HL to be sure COVID-19 risks are considered and mitigated				6/4	Complete
1.7.2.	Unit Safety Officers s will emphasize continued use of face coverings, gloves, and hand sanitizer, as well as social distancing, hand washing and surface cleaning/disinfection				6/3	Complete (Re enforced by communications through Wing CC and Wing DCP
1.8.	Task Wing Health Service Officer to communicate the following to subordinate units:	Lt Col Phil Smith	5/14		See subtasks below	See subtasks below

COVID-19 Remobilization of the Membership Plan – Phase I

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Phase I: Resuming Regularly Scheduled Meetings (Continued)

Item#	Task	OPR/Assigned Personnel	Date Tasked	Suspense	Date Completed	Notes
1.8.1.	Units will ensure no members or guests with a temperature of 100.4 or greater are admitted (a temperature at or above 100.4°F is the CDC recognized point where there is a fever). Units will require members to take their temperature at home or may screen with no-touch thermometers prior to entry.				5/16	
1.8.2.	Educate members on their stratified level of risk (i.e., Low-risk vs. High-risk)				5/16	
1.8.3.	Units perform all appropriate public health measures (e.g., social distancing, surface cleaning/disinfection, face coverings, hand sanitizer, at-home temperature check or no-touch temperature check prior to entry and routine symptom checks)				2/16	
1.9.	Task Wing Director of Cadet Programs to communicate the following to subordinate units:		5/21		See attached	See attached
1.9.1.	Units identify ways to meaningfully engage and fully participate in meetings without formations, drill, or other close-distance activities	DCC	5/21	5/27	See attached	See attached
1.9.2.	Units draft a local message to parents to inform them about what CAP is doing to keep Cadets safe while they participate		5/21	5/27	See attached	See attached



**HEADQUARTERS
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1. LAWG's remobilization plan will be implemented in a stepwise manner as a Wing; subordinate units are not authorized to remobilize or advance to a new phase ahead of approval by the Wing Commander. The current plan has been submitted to National and expedited review is expected. Until positive review is received, and some plan deficiencies are corrected, we will not remobilize; thus, if you have been asked for information and have not responded, please provide the information as rapidly as possible. The current target date for LAWG Remobilization is 1 July 2020

1.1. Phase I remobilization will be restricted. in-person meetings are restricted to small (<10) groups, and no close activities such as formations or drill are authorized. Some flight operations are authorized. Lt Col Pat Kerr will update everyone on the authorized activities. Aircraft and vehicles will be sanitized consistent with guidance found at: https://youtu.be/NOEs_jip-nU. Cloth face coverings and social distancing are required at this stage, and excellent hand hygiene, utilizing soap and water or hand sanitizer with at least a 60% alcohol content are mandated. Breaks to engage in hand hygiene should be planned for hourly execution and shall occur at least every 90 minutes.

1.1.1. Commanders will work with their staff to determine effective methods to resume in-person meetings. Because of better dispersion, and thus lower viral load/exposure, it is recommended that meetings be held outdoors when possible. Regardless of the venue for the actual meeting, no more than 10 members may be present physically in Phase I.

1.1.2. Masks may be, and should be removed for PT, especially for runs, but all personnel are reminded of the need to enforce social distancing. Mask use during strenuous activity should be avoided if possible (social distancing), and frequent breaks should be enforced if face coverings are used during significant exertion.

1.1.3. All personnel should bring their own water or other hydration supplies and should avoid using public, common sources of water (e.g., drinking fountain). At the discretion of the Safety Officer or Health Services Officer present, failure to bring personal hydration may present a hazard.

1.2. Temperature checks will be instituted for in-person meetings and training. Until units receive their no-touch thermometers, an at-home self-check of temperature is authorized. Any member or visitor who arrives and has an elevated temperature of 100.4F (38C) is to be advised to return home and seek medical care, and shall not be admitted to the meeting. In addition, all participants should be asked some variation of the following, and responses indicating potential exposure of illness shall result in the member being advised to return home:

- Are you feeling well at this time?
- Within the last week have you had a fever greater than 100.4F (38C)?
- Do you have a cough?
- Are you having trouble breathing?
- Have you traveled either within the US or abroad within the last 21 days, to an area where COVID-19 remains an active disease problem?

- Have you had a recent change in your sense of smell or taste?

1.2.1. Within the plan is a reference to no-touch thermometers as well as a cleaning and sanitation requirement.

- The Wing has authorized each unit to acquire a no-touch thermometer along with sufficient quantities of masks and gloves.
- Each squadron is responsible for obtaining appropriate cleaning supplies. Provisions may be made at the Wing level if the cost of cleaning supplies is beyond the existing budget of the unit

2. The goal of the remobilization order and planning to to safely proceed to a more normal battle rhythm. This does not mean CAP remobilization is tightly linked to any given State's phased reopening schedule. Each Phase transition requires a plan be submitted to and approved at the National level prior to transition. In the event that CAP guidance is more restrictive than State guidance, CAP guidance shall prevail. Similarly, if we encounter a point where State guidance is more restrictive, the State guidance is used. Simply put, the more restrictive guidance shall be used.

2.1. With National approval of a plan to proceed, Phase change shall occur at the sole discretion of the Wing Commander. He may elect to remain in a phase beyond the minimum time required (14 days with continuing downward trends). Transition is not mandated to be tied to a strict timeline. It is in the best interests of LAWG to balance the need to remobilize and start the process of normalizing training and education, with a constant awareness of safety. To that end, if conditions change in the state and warrant moving back to an earlier Phase, this will also be at the sole discretion of the Wing Commander.

2.2. The Wing Health Services Officer will be engaging with unit commanders and Health Services Officers within the Wing to consult and serve as an evaluation board, so that the Wing Health Services Officer can appropriately advise the Wing Commander if, in their expert opinion, conditions are such that A) transition is safe and reasonable; B) remaining in the current phase is recommended; or, C) reverting to an earlier phase is recommended. This evaluation will occur on at least a weekly basis by telecon or email exchange.

3. CDC guidance for at risk persons can be found at: <https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html>

3.1. During Phase I, persons considered at risk should not attend in-person meetings or events, and should be encouraged to telework. Members will self-evaluate their status, but all are reminded of the Core Value of Integrity. If a Member self-certifies as low-risk and acquires the illness at a CAP activity of any sort, the potential for adverse psychological effect on Members at ALL levels of the overall organization are likely to be felt.

3.2. Any person who lives in a household with at-risk persons should consider themselves at risk while in Phase 0 (current state) and Phase I.

3.3. Persons who have traveled to areas within the United States, or overseas and have encountered heightened COVID incidence, or where Public Health guidance indicates an increased risk, should, upon return to Louisiana, self-quarantine for 14 days, and discuss with their Parish Health

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Department or primary care provider about seeking molecular (swab-based) testing regardless of symptoms.

3.3.1. Persons who have traveled as indicated above should not attend meetings and should honestly self-assess their risk profile. Wing and Unit Health Services Officers are available to discuss individual questions. The Wing Health Services Officer is available to support these discussions as needed.

3.3.2. All personnel should, within the next 14 days, prepare and provide to your unit Commander, CAP Forms 160, 160S and 160 HL for evaluation. Commanders or their designee shall notify the Wing Health Services Officer of failure to comply and of any extenuating circumstances they are aware of.

4. Commanders shall develop, in concert with Deputy Commander, Cadets and Cadet Programs Officer to develop a communication to Cadets, and parents/guardians detailing the steps that will be taken to keep Cadets safe in this transition program. Included these steps please emphasize masks, social distancing, temperature checks and asking about health status as well as hydration requirements and attention to heat stress injury.

4.1. The Wing Health Services Officer is available to assist with developing these communications, if needed.

5. All personnel are asked to consider and recommend novel approaches to participation and training.

Examples might include:

- Several meetings per week allowing accommodation of all members at least every other week in an in-person meeting
- Live-streaming the small-group in-person meetings with other members using teleconferencing technologies
- Meeting outdoors to enhance social distancing rather than within an enclosed room
- ad hoc unstructured meetings to allow free-form participation, anchored with a theme, e.g., Aerospace: Space Force, or Aircraft: principles of flight, where Cadets are the principal organizers and presenters, and their mentors can help with questions, but are not responsible for teaching
- Other ways to "Think Outside the Box" to engage Cadets and Seniors.

6. In the event of a major activation LAWG can receive waivers in short order to allow an emergency remobilization. This does not infer that the phased approach is inappropriate or unnecessary, but emphasizes our flexibility in response to significant events.

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MEMORANDUM FOR ALL UNITS, WING STAFF, AND MEMBERS OF LA WING

FROM: Col. Pat Yglesias, Louisiana Wing Commander

SUBJECT: COVID Restart of In-Person Squadron Meetings

In light of the COVID-19 Pandemic, the CAP National Commander/CEO has cancelled all CAP activities (except certain AFAM, Engine Preservation program, and real-world missions) until 30 June 2020. However, due to the low number of cases and the possibility that Louisiana Wing will be able to keep cases to a minimum, CAP NHQ has authored a plan for Wings to begin to have in-person Squadron Meetings. This is not a requirement to open, only an authorization to open. Each Squadron Commander is to consult with the Wing Commander prior to resuming meetings. Virtual meetings using any teleconference medium (Zoom, Teams, etc.) are still allowed and encouraged.

The plan and any subsequent plans, until otherwise directed, are ONLY for in-person Squadron Meetings. The moratorium on other CAP activities (training, Cadet Orientation Rides, etc.) remains in effect until 30 June 2020 or as directed by Wing or Region headquarters.

If any squadron member reports any sickness to the Squadron Commander, that report will be passed to the Wing Commander, Vice Commander, Chief of Staff, and Health Services Officer within 24 hours of it being reported. Until otherwise directed, that Squadron will be placed on immediate lockdown and not allowed to hold any in-person CAP meetings or other CAP activities.

The following outlines the duties of the Squadron Commander during the "Phase 1" authorization to open. If the Squadron Commander is unable to comply with the restrictions in this directive than they will alert the Wing Commander and will NOT open their Squadron until they can comply with the requirements in this directive.

1. No more than Ten (10) TOTAL people at the Squadron Meeting. Squadron Commanders are encouraged to continue using video teleconference software (Zoom, Teams, etc.) for those members that either cannot or do not want to attend.
2. Before opening the building to members, the Squadron Commander MUST do a thorough cleaning/disinfecting of the entire building, focusing on high-touch areas such as tables, chairs, clipboards, bathrooms, etc.
 - Squadron Commanders will reconfigure their building seating areas to allow for "social distancing" requirements of 6ft on all sides of any one person. When speaking, members will maintain at least 6ft from one another.
 - Squadron Commanders will indicate in their response how the Squadron will function (e.g. only Cadet Airmen, only Senior Members, etc.). Remember Cadet Protection requirements as well as any state laws that have requirements.
 - If a Squadron Commander wishes to have multiple groups (e.g. Cadet Airmen, Cadet NCO's, etc.) on the same meeting night, that is allowed as long as the total number in attendance does not exceed 10 people. However, proper sanitization of any high touch surface (e.g. tables, chairs, doorknobs, etc.) MUST be accomplished before the next group is allowed into the building.
 - There are no time limits on the meetings, as long as they do not exceed the normal meeting time.

3. Masks are **REQUIRED** for **ALL** individuals! Cloth masks are acceptable as well as any other commercially available or homemade mask. If a member shows up without a mask, they are to be sent home **IMMEDIATELY!** Gloves are recommended, but not required.
4. Squadron Commanders **MUST** provide commercially available hand sanitizer (minimum 60% alcohol content) to all members before entering the building. Members must use it before entering, after touching any high-touch surface (tables, chairs, etc.), after using the bathroom (in addition to washing their hands) and again upon exiting the building.
5. All members will do a health check before leaving their residence. If they feel sick, or have family members living in the same house that are sick, they are to stay home until feeling better and attend in other ways. Squadron Commanders will meet members at the door and ask if they are feeling ok or have a fever. If the Squadron has “no touch” thermometers, they are encouraged to take temperatures before entering the Squadron building, but it is not required.
6. If the State (to include any county health department, municipality, etc.) issues any guidance that is more restrictive than the requirements set forth in this directive, than those requirements will take precedence. Squadron Commanders will notify the Wing Commander and Vice Commander at once if that happens.
7. If there are any questions, Squadron Commanders may reach out to the Commander, Vice Commander, or Health Services Officer for clarification.

These requirements will be in effect until Phase 2 is announced.



PATRICK M. YGLESIAS, Colonel, CAP
Wing Commander

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Place Squadron Header here

LETTER OF INFORMATION FOR: Members, volunteers, and family of Louisiana Wing

FROM: (Squadron Commander)

SUBJECT: LAWG COVID-19 Safety Reopening Plan

Members, volunteers, and family members of (Sq Name and Wing),

First, we would like to thank all of you for your patience and understanding of the safety precautions we must take, and we hope you and your families are well at this time. As you all know, the safety of our members and volunteers are our top priority.

While many of the wings in the nation are still on strict lockdowns, Louisiana is one of the first wings to meet the criteria set by NHQ to start the three-phase process of reopening. State, county, and city guidelines are being vigilantly watched for each squadron's area.

Each squadron will be encouraged to take specific measures to keep our members safe such as, no gatherings greater than 10 people, each member must wear a mask, temperature checks before arrival and before entrance into a building, etc.. Members may also be asked about any flu or virus related symptoms prior to arrival at a meeting. If members show any symptoms, they may be asked not to attend the meeting for the safety of themselves and others. Phase I does not include regular meetings as we are still limited to 10 people and social distancing but small groups of training or planning are allowed.

As our team and local squadrons press on and plan for the reopening of the wing, we may progress to further stages or regress depending on the information from our local health department. Please keep in mind these guidelines are subject to change based on the updates of our local health officials. If you are still uncomfortable attending or allowing your cadet to attend possible training we understand, and none are required.

Lastly, we thank you for your patience and understanding. It is important through these non-ideal times to stay connected and maintain a strong Wing and Squadron family.

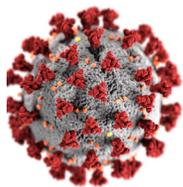
V/R

Signature

Squadron Commander

Sq Name and Charter

What you should know about COVID-19 to protect yourself and others



Know about COVID-19

- Coronavirus (COVID-19) is an illness caused by a virus that can spread from person to person.
- The virus that causes COVID-19 is a new coronavirus that has spread throughout the world.
- COVID-19 symptoms can range from mild (or no symptoms) to severe illness.



Know how COVID-19 is spread

- You can become infected by coming into close contact (about 6 feet or two arm lengths) with a person who has COVID-19. COVID-19 is primarily spread from person to person.
- You can become infected from respiratory droplets when an infected person coughs, sneezes, or talks.
- You may also be able to get it by touching a surface or object that has the virus on it, and then by touching your mouth, nose, or eyes.



Protect yourself and others from COVID-19

- There is currently no vaccine to protect against COVID-19. The best way to protect yourself is to avoid being exposed to the virus that causes COVID-19.
- Stay home as much as possible and avoid close contact with others.
- Wear a cloth face covering that covers your nose and mouth in public settings.
- Clean and disinfect frequently touched surfaces.
- Wash your hands often with soap and water for at least 20 seconds, or use an alcohol-based hand sanitizer that contains at least 60% alcohol.



Practice social distancing

- Buy groceries and medicine, go to the doctor, and complete banking activities online when possible.
- If you must go in person, stay at least 6 feet away from others and disinfect items you must touch.
- Get deliveries and takeout, and limit in-person contact as much as possible.



Prevent the spread of COVID-19 if you are sick

- Stay home if you are sick, except to get medical care.
- Avoid public transportation, ride-sharing, or taxis.
- Separate yourself from other people and pets in your home.
- There is no specific treatment for COVID-19, but you can seek medical care to help relieve your symptoms.
- If you need medical attention, call ahead.



Know your risk for severe illness

- Everyone is at risk of getting COVID-19.
- Older adults and people of any age who have serious underlying medical conditions may be at higher risk for more severe illness.



How to prevent the spread of:

CORONAVIRUS DISEASE 2019 (COVID-19)

INFECTION PREVENTION STEPS

- ✓ **Wash your hands often** with soap + water.
- ✓ **Avoid touching** your **eyes, nose + mouth** with unwashed hands.
- ✓ **Cover** your **cough or sneeze** with a tissue, then **throw the tissue** in the trash.
- ✓ **Avoid close contact** with people **who are sick**.
- ✓ **Get a flu shot!**
- ✓ **Clean + disinfect frequently touched objects and surfaces** such as counters, door knobs, desks, keyboards, tablets and phones.

Keeping hands clean is one of the most important things we can do to stop the spread of respiratory illnesses like flu and COVID-19.



1

USE SOAP



2

PALM TO PALM



3

BACK OF HANDS



4

FINGERS INTERLACED



5

BASE OF THUMBS



6

FINGERNAILS



7

WRISTS



8

RINSE HANDS



9

DRY HANDS

PROPER HANDWASHING TIPS

- Wash hands thoroughly with soap + warm water.
- Wash for 20-30 seconds or sing "Happy Birthday" two times through.
- Soap and warm water are the best way to clean your hands, but if they aren't available, use an alcohol-based hand sanitizer, that contains at least 60% alcohol.

HOW TO USE HAND SANITIZERS

- Apply the sanitizer to the **palm of one hand** (follow label directions on how much to use).
- Rub hands together.
- Rub the sanitizer over **all the surfaces of your hands + fingers** until your hands are dry.

For more information: dph.georgia.gov/novelcoronavirus
cdc.gov/coronavirus/2019-ncov/index.html



Hands that look clean can still have icky germs!



WASH YOUR HANDS!



U.S. Department of Health and Human Services
Centers for Disease Control and Prevention