

**Approved: 30 June 2020**



# Post-COVID-19 Remobilization of the Membership Plan

Phase I: Resuming Regularly Scheduled Meetings

MAWG  
Completed 29 JUN 2020

Template Updated 8 June 2020

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

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

**NOTE:** *Deviations from the template are authorized, but should be coordinated by contacting the COVID-19 Planning Team at [COVID-19Plans@capnhq.gov](mailto:COVID-19Plans@capnhq.gov).*

Plan Coordinator and Point of Contact: Lt Col LouAnn Maffei-Iwuc

Primary Phone:

Primary Email: [Louann.maffei-iwuc@mawg.cap.gov](mailto:Louann.maffei-iwuc@mawg.cap.gov)

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

The Commonwealth of Massachusetts is now green (low level) on data from the COVIDactnow.org website; and has had favorable or downward trending statistics since 15 April as provided by the Massachusetts Department of Public Health. Here is a link to the daily COVID-19 Dashboard from the state <https://www.mass.gov/info-details/covid-19-response-reporting#covid-19-daily-dashboard->.

- Positive Test Rate is at 1.9% down over 93%
- Percentage of ICU beds (including surge ICU beds) occupied by COVID-19 patients 6.8%
- Number of COVID-19 patients in the hospital 748 down 79%

Prompting the Massachusetts Wing to submit plans to begin reopening operations across the wing.

The Commonwealth is currently operating in Step 2 of Phase II of Governor Baker's reopening plan. Phase II initiated on 06 June 2020 and includes the following guidance:

- Social gatherings limited to 10 people

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- Domestic travel restrictions relaxed. 14-day quarantine remains in place for those coming to MA from an area still under stay at home restrictions.
- Office-based businesses can allow up to 50% of their workforce to return, if viewed as necessary. Everyone who can work from home should continue working from home.
- All state parks and beaches are open with capacity limitations and social distancing restrictions.
- Houses of worship can reopen with restrictions and are encouraged to have outdoor services.
- Non-critical retailers can further relax restrictions to allow for more customers in their stores. Malls can reopen with restrictions.
- Restaurants will be allowed to begin indoor dining at up to 50% capacity and other restrictions.
- Haircare & personal services including barbershops, salons, braiders, nail care, waxing, tanning, massage, and tattoo services reopen with restrictions.
- Outdoor entertainment and recreation activities (zoo & outdoor areas of historical sites) allowed to resume on a limited basis.
- Flights schools can open with up to 40% capacity of classroom and social distancing restrictions.

Based on the above and our plan, the wing looks to begin Phase I of reopening with NHQ approval on Tuesday 30 June 2020.

## 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)	Lt Col Maffei	5/20/2020	6/01/2020	5/25/2020	Commonwealth of Massachusetts: Phase I began on May 18, 2020 "Social gatherings of under 10 individuals" may meet in Phase I provided that they are following all social distancing and hygiene requirements Link: <a href="https://www.mass.gov/doc/reopening-massachusetts-may-18-2020/download">https://www.mass.gov/doc/reopening-massachusetts-may-18-2020/download</a> . Phase II Step 1 began on June 06, 2020, Step 2 began on June 22, 2020. Phase III is slated to begin on July 6, 2020.
1.2.	Hold meeting with between Plan Coordinator and Health Services Officer	Lt Col Maffei	5/20/2020	6/01/2020	5/25/2020	We are meeting regularly on conference calls & also communicating via google documents and email Letter A
1.2.1.	Wing priorities for training events should be coordinated	Col Flaherty	5/20/2020	6/01/2020		Letters F, K, L, M
1.2.1.1.	Check state and local health guidance regarding gatherings (Review of each jurisdiction impacted by this plan)	Lt Col Maffei	5/20/2020	6/01/2020	5/25/2020	See 1.1 & Town/City Level Board of Health memos and other pertinent information regarding COVID-19 health & safety policies were reviewed for each city or town in Massachusetts where squadron meetings are held, as well as for additional towns in which CAP aircraft are maintained and where ground search and training takes place. (Letter A).
1.2.1.2.	Prepare information for subordinate units on temperature screening, health education, and sanitation	Lt Col Maffei	5/20/2020	6/01/2020	5/25/2020	Letter B and Letter C
1.2.2	Consult with Wing Legal Officer about resuming meetings	Col Flaherty	5/20/2020	6/01/2020		
1.2.3	Coordinate with Wing Director of Safety	Col Flaherty	5/20/2020	6/01/2020	5/21/2020	Communications via conference calls
1.2.3.1	Verify proper risk planning tools are available to units	Capt Alexander	5/20/2020	6/01/2020	5/25/2020	Letter B

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1.2.3.2	Prepare to communicate with subordinate units on Safety-related matters (see 1.7. below)	Capt Alexander	5/21/2020	6/01/2020	5/25/2020	Letter B
1.2.4	Coordinate with Wing Director of Cadet Programs	Col Flaherty	5/20/2020	6/01/2020	5/21/2020	Communications via conference calls
1.2.4.1	Prepare recommendations for units regarding meeting activities and alternatives to maintain optimal distance while at meetings	Maj Silva	5/20/2020	6/01/2020	5/25/2020	Letter G
1.2.4.2	Prepare bullets for units to incorporate when sending messages to parents about the resumption of meetings	Maj Silva	5/20/2020	6/01/2020	5/25/2020	Letter H

## 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 Maffei	05/20/2020	6/01/2020	5/25/2020	On 23 May 2020, a questionnaire went out to all subordinate unit commanders asking them to verify that local governments do not have more restrictive social-distancing guidelines. (Letter A).
1.4.	Send copy of planning documents to the CAP COVID-19 Planning Team at <a href="mailto:COVID-19Plans@capnhq.gov">COVID-19Plans@capnhq.gov</a> , and copy the Region CC to reinstate meetings.	Col Flaherty	5/20/2020	6/22/2020	6/25/2020 06/29/2020	Made changes per COVID-19 Planning Team and resubmitting for review/approval.
1.4.1.	Briefly describe/ summarize previous coordination accomplished	Lt Col Maffei	5/20/2020	6/01/2020	5/25/2020	This was the first coordination for Phase I reopening. No previous coordination was accomplished.
1.4.2.	Verify no jurisdictional restrictions are in place from State or Local Governments	Lt Col Maffei	5/20/2020	6/01/2020	5/25/2020	Verified by the MAWG Medical Officer and reported to the Massachusetts Wing Commander (Letter A).
1.4.3.	Set date to resume meetings; this is also the start of Phase II.	Col Flaherty	5/20/2020	6/01/2020	6/10/2020	Phase I start 26 June 2020 Phase II start on 10 July 2020 depending on successfully completing two weeks of Phase I.
1.5.	Receive approval from the CAP COVID-19 Planning Team to reinstate meetings. Plan for one-week lead time.	Col Flaherty	5/20/2020	6/26/2020		
1.6.	Publish the date that meetings may resume to subordinate units	Col Flaherty	5/20/2020	6/26/2020		Will be determined by approval of COVID-19 Planning Team.
1.7.	Task Wing Director of Safety to communicate the following to subordinate units	Capt Alexander	5/20/2020	6/01/2020	5/25/2020	Letter B
1.7.1.	Units will review CAPFs 160, 160S, and 160HL to be sure COVID-19 risks are considered and mitigated	Capt Alexander	5/20/2020	6/01/2020	5/25/2020	Letter B
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	Capt Alexander	5/20/2020	6/01/2020	5/25/2020	Letter B

# 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
1.8.	Task Wing Health Service Officer to communicate the following to subordinate units:	Lt Col Maffei	5/20/2020	6/01/2020	5/25/2020 6/25/2020	Letters B, C, and D  Letter D revised on June 25, 2020 to incorporate CAP NHQ guidelines
1.8.1.	Units will ensure no members or guests with a temperature of 100.4 or greater are admitted (a temperature at or above 100.4°F is the CDC recognized point where there is a fever). Units will require members to take their temperature at home or may screen with no-touch thermometers prior to entry.	Lt Col Maffei	5/20/2020	6/01/2020	5/25/2020	Letters B and C
1.8.2.	Educate members on their stratified level of risk (i.e., Low-risk vs. High-risk)	Lt Col Maffei	5/20/2020	6/01/2020	5/25/2020 6/25/2020	Letter D  Letter D revised on June 25, 2020 to incorporate CAP NHQ guidelines
1.8.3.	Units perform all appropriate public health measures (e.g., social distancing, surface cleaning/disinfection, face coverings, hand sanitizer, at-home	Lt Col Maffei	5/20/2020	6/01/2020	5/25/2020	Letters B and C

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	temperature check or no-touch temperature check prior to entry and routine symptom checks)					
1.8.4	Units will ensure no more than 10 members are together at gatherings. Squadrons with more than 10 members must submit a plan on how they will comply with restrictions					
1.9.	Task Wing Director of Cadet Programs to communicate the following to subordinate units:	Maj Silva	5/20/2020	6/01/2020	5/25/2020	Letters G and I
1.9.1.	Units identify ways to meaningfully engage and fully participate in meetings without formations, drill, or other close-distance activities	Capt Jean-Baptiste	5/20/20	6/01/2020	5/26/2020	Letter G can be used as a guide
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	Capt Cambra	5/20/2020	6/1/2020	5/26/2020	Letter I
1.10.	Task Wing Director of Operations to communicate the	Lt Col Nelson	6/10/2020	6/22/2020	6/22/2020	

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	following to subordinate units.					
1.10.1	Identify flight operations permitted during Phase I	Lt Col Nelson	6/10/2020	6/22/2020	6/22/2020	Flight evaluations/check rides. Pilot proficiency flights. Dual instruction (Members must be COVID-19 low risk per CDC guidelines.) Flights must be in low COVID-19 areas per CDC guidelines. Face coverings, gloves (barrier type), cockpit & headset disinfection pre and post flight. Prior to conducting operations, wellness screening to be conducted by the use of health screening questions regarding exhibition of symptoms, use of no touch thermometer. Temperature exceeding 100.4F will exclude personnel from participation. For ground operations (training, etc.): Maintain physical distancing, masks to be worn and no more than 10 personnel per group.
1.10.2.	Identify requirements (Currency, etc) for senior members	Lt Col Nelson	6/10/2020	6/22/2020	6/22/2020	In compliance with FAA & CAP regulations. IAW CAP/CC memo of 26 March 2020, Operations Qualifications Extensions. Personnel are COVID-19 low risk per CDC guidelines. Link provided on separate document see attachment: MAWG COVID-19 Operations Response Links.
1.10.3.	Identify requirements for cadets that have earned their Private Pilot's License to return to flying	Lt Col Nelson	6/10/2020	6/22/2020	6/28/2020	Cadets are allowed to fly during Phase I. See 1.10.1 and 1.10.2 for requirements.
1.10.4.	Identify requirements for cadets training to earn their Private Pilot's License	Lt Col Nelson	6/10/2020	6/22/2020	6/28/2020	Cadets are allowed to train (Dual Instruction) during Phase I. See 1.10.1 and 1.10.2 for requirements.
1.10.5.	Identify cleaning standards for aircraft and vehicles before and after use	Lt Col Nelson	6/10/2020	6/22/2020	6/22/2020	For aircraft refer to CAP recommendations located at Link provided on separate document see attachment: MAWG COVID-19 Operations Response Links.

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

						<p>Garmin Service Advisory 2051 Link provided on separate document see attachment: MAWG COVID-19 Operations Response Links.</p> <p>For vehicles refer to: Link provided on separate document see attachment: MAWG COVID-19 Operations Response Links.</p>
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## MAWG COVID-19 Operations Response Links

1.10.2 - In compliance with FAA & CAP regulations. IAW CAP/CC memo of 26 March 2020, Operations Qualifications Extensions. Personnel are COVID-19 low risk per CDC guidelines. See: [https://www.gocivilairpatrol.com/media/cms/Ops\\_Qualification\\_Extension\\_Memo\\_E207853E80974.pdf](https://www.gocivilairpatrol.com/media/cms/Ops_Qualification_Extension_Memo_E207853E80974.pdf)

1.10.5 - For aircraft refer to CAP recommendations located at: <https://www.gocivilairpatrol.com/members/cap-national-hq/logistics-mission-resources/aircraft-management/hot-news/covid-19-aircraft-care>

Garmin Service Advisory 2051: <https://www.garmin.com/en-US/aviationalerts/service-advisory-2051-cleaning-disinfecting-guidance/>

For vehicles refer to: [https://youtu.be/NOEs\\_jip-nU](https://youtu.be/NOEs_jip-nU)



**HEADQUARTERS**  
**CIVIL AIR PATROL MASSACHUSETTS WING**  
United States Air Force Auxiliary  
30 Patrick Loop, Bldg. 1121, Hanscom AFB, MA 01731  
(781) 225-6540  
Mail to: PO Box 656, Bedford, MA 01730



25 May 2020

To: Col John Flaherty, Commander, MAWG, CAP  
From: Lt Col LouAnn Maffei-Iwuc, Medical Officer, MAWG, CAP  
Regarding: Verification of State and Local Health Guidance During the Pandemic

- 1.1 **Verify state government guidance currently allows or will allow gatherings on the date proposed for resuming meetings (review of overall directives of impacted state).**  
Commonwealth of Massachusetts: Phase I began on May 18, 2020  
"Social gatherings of under 10 individuals" may meet in Phase I provided that they are following all social distancing and hygiene requirements  
Link:  
<https://www.mass.gov/doc/reopening-massachusetts-may-18-2020/download>
- 1.2 **Hold meetings between Plan Coordinator & Health Services Officers.**  
See Attachment A.
- 1.2.1.1 **Check state and local health guidance regarding gatherings (Review of each jurisdiction impacted by this plan).**  
Commonwealth of Massachusetts: Phase I began on May 18, 2020  
"Social gatherings of under 10 individuals" may meet provided that they are following all social distancing and hygiene requirements  
Link:  
<https://www.mass.gov/doc/reopening-massachusetts-may-18-2020/download>  
  
Town/City Level Board of Health memos and other pertinent information regarding COVID-19 health & safety policies were reviewed for each city or town in Massachusetts where squadron meetings are held, as well as for additional towns in which CAP aircraft are maintained and where ground search and training takes place. (See Attachment B).

- 1.3           **Have subordinate unit commanders verify that local governments do not have more restrictive social-distancing guidelines than those at the state level.** On 23 May 2020, a questionnaire went out to all subordinate unit commanders asking them to verify that local governments do not have more restrictive social-distancing guidelines. (See Attachment B).
- 1.4.2       **Verify no jurisdictional restrictions are in place from State or Local**  
2.92       **Governments and report this to the Wing Commander.**  
Verified by the MAWG Medical Officer and reported to the Massachusetts Wing Commander (See Attachment B).

Respectfully submitted this 25<sup>th</sup> day of May 2020

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LouAnn Maffei-Iwuc, Lt Col, CAP  
Medical Officer, MAWG, CAP

## ATTACHMENT A

### LOG OF MEETINGS THE PLAN COORDINATOR & HEALTH SERVICES OFFICERS

1. 19 MAY 2020
2. 23 MAY 2020
3. 24 MAY 2020
4. 25 MAY 2020

For the future:

Full team conference calls and online meetings will be held to assure that everyone is up to date and on task.

## ATTACHMENT B

### Report from MAWG Wing Medical Officer to MAWG Commander

<b>Location</b> in the Commonwealth of Massachusetts	<b>MAWG Medical Officer Review:</b> Check state and local health guidance regarding gatherings. Do they differ or are they the same?	<b>Unit Commander Questionnaire:</b> Do local governments have more restrictive social- distancing guidelines than those at the state level?	<b>MAWG Medical Officer:</b> Have you verified that there are no jurisdictional restrictions in place from State or Local Government? Have you reported this to the Wing Commander?
MA 001: Bedford	The same	No	Yes/Yes
MA 002: Boston	The same	No	Yes/Yes
MA 005: Bridgewater	The same	No	Yes/Yes
MA 007: Worcester	The same	NO	Yes/Yes
MA 013: Orange	The same	No	Yes/Yes
MA 015: Chicopee	The same	No	Yes/Yes
MA 019: Beverly	The same	No	Yes/Yes
MA 022: Worcester	The same	No	Yes/Yes
MA 043: Bedford	The same	No	Yes/Yes
MA 044: Falmouth	The same	No	Yes/Yes
MA 059: Marlborough	The same	No	Yes/Yes
MA 070: North Andover	The same	No	Yes/Yes
MA 071: Plymouth	The same	No	Yes/Yes
Trout Brook: Holden	The same	Not applicable: not a unit location	Yes/Yes
Airport: Taunton	The same	Not applicable: not a unit location	Yes/Yes
Airport: Westfield	The same	Not applicable: not a unit location	Yes/Yes



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25 May 2020

To: All Subordinate Units, and all Activity Directors, MAWG, CAP  
From: Director of Safety, MAWG, CAP and Medical Officer, MAWG, CAP  
Regarding: MAWG Remobilization Plan: Health education & public health measures

**Introduction:** The purpose of this memo is to educate all members of MAWG, CAP in regard to COVID-19. Disease prevention is crucial during this public health emergency.

**Coronavirus Disease 2019 Pandemic:** There are many types of coronaviruses, some of which cause the common cold. A new or "novel" coronavirus, not previously identified in humans, was causing an outbreak of infection in Wuhan, China in late 2019. As the outbreak of infection progressed, the World Health Organization officially named this disease coronavirus disease 2019, abbreviated to COVID-19. COVID-19 is a pandemic. That is, a large number of people are infected over multiple countries or continents.

**Transmission:** The primary means of contracting coronavirus disease 2019 (COVID-19) is human-to-human. When an infected person coughs, sneezes, or even talks, respiratory droplets are released into the air. These droplets can land in another person's eyes, nose, or mouth or even be inhaled into the lungs. The infected droplets can also land on surfaces. Many infected people, including children, have no symptoms of illness and do not know that they are infected.

**Be vigilant for symptoms and stay home if you feel sick.**

**The Importance of Handwashing:** Avoid touching your eyes, mouth, and nose with unwashed hands. Wash your hands often using soap and water. This is particularly important after blowing your nose or sneezing or coughing. Wash for at least 20 seconds, covering all surfaces of your hands. If soap and water are not readily available, use a hand sanitizer that contains at least 60% isopropyl alcohol. Make sure that you cover all surfaces of your hands and rub them together until they are dry.

**The Six-Foot Rule and Social Distancing:** The virus is more likely to spread from an infected person to a non-infected person via close contact. Remember that some people are infected but have no symptoms. Remaining at least six feet apart lessens the risk of contracting or spreading COVID-19. Avoid contact with people who are ill, even in your home.

**Cloth Face Cover or Surgical Mask:** All Massachusetts residents (with the few exceptions listed below, are Required to cover their nose and mouth when they cannot maintain six feet of social distance in public. The purpose is to protect others in case that you are infected. Face coverings are required in grocery and convenience stores, pharmacies, department stores, and in all business facilities that are currently open. They are required outdoors if you cannot maintain social distancing. Healthcare workers have priority access to surgical face masks. Here is a link that you can use to make a face covering that does not require a sewing machine: <https://youtu.be/Mgp7DSGN33k> Face coverings need to be washed daily.

**Who Should Not Wear a Face Covering:** Children under the age of 2 years, anyone who is having trouble breathing, any person who is unconscious, or any incapacitated individual who is unable to remove the face covering without assistance.

**Cover Coughs and Sneezes:** If you are in a private setting without a face covering on, cover your nose and mouth with a tissue if you need to cough or sneeze or use the inside of your elbow. Throw the tissue in the trash. Immediately wash your hands.

**Sanitation of High Touch Areas Daily:** In homes CAP meeting places, and at CAP special activities and events, this includes the following: electronics (phones, touch screens, keyboards, remote controls), bathroom and kitchen facilities (faucets, sinks, toilets, countertops) as well as doorknobs, handles, light switches, tables, desks, and hard-backed chairs. The following CDC link provides very detailed surface sanitation guidelines:

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html>

Synopsis: Wear reusable or disposable latex-free gloves for routine cleaning and disinfection. Have proper ventilation. For electronics, consider wipeable covers when applicable. Follow the manufacturer's instructions for cleaning and disinfecting these items. For other hard surfaces as listed above: first clean with soap and water to remove dirt and other impurities. Then wash with a suitable disinfectant. The Environmental Protection Agency (EPA) literally has hundreds of approved disinfectants for use during this pandemic. Here is the link to approved commercial products: <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>

Alcohol solutions with at least 70% isopropyl alcohol may be used as a disinfectant. Diluted household bleach solutions may be used if appropriate for the surface. To make a bleach solution, mix 1/3<sup>rd</sup> cup bleach per gallon of water. Leave the solution on the surface for at least one minute. Never mix household bleach with ammonia or any other cleanser. Always have proper ventilation.

Subordinate units and activity directors of CAP special activities and events should utilize the following attachments:

Attachment A: Checklist for health & safety measures at CAP Meetings and Special Activities

Attachment B: Supply sources for public health & safety items

Attachment C: Safety Briefing Material

Respectfully submitted this 25<sup>th</sup> day of May 2020 by the Director of Safety and the Medical Officer, MAWG, CAP

Todd Alexander, Capt, CAP  
Director of Safety, MAWG, CAP

LouAnn Maffei-Iwuc, Lt Col, CAP  
Medical Officer, MAWG, CAP



## ATTACHMENT A

### POST-COVID-19 HEALTH & SAFETY RISK MANAGEMENT CHECKLIST FOR USE AT ALL CAP EVENTS INCLUDING MEETINGS AND SPECIAL ACTIVITIES

- \_\_\_\_\_ Directors of Special Activities/Events will review CAPFs 160, 160S, and 160 HL to be sure that COVID-19 risks are considered and mitigated.
- \_\_\_\_\_ Members will be reminded to stay home if they feel ill and/or if they have a temperature of  $\geq 100.4^{\circ}\text{F}$ .
- \_\_\_\_\_ Members who self-identify as high-risk will be reminded to stay home and participate virtually.
- \_\_\_\_\_ Special activity directors must consult with the Wing Medical Officer to confirm that public health guidance allows for the activity to proceed as planned.
- \_\_\_\_\_ Preceding entry to any CAP meeting or special activity or event, there must be a controlled entry point at which each individual's temperature is checked in accordance with CAP NHQ and MAWG directives.
- \_\_\_\_\_ Adequate hand soap and water must be available for frequent handwashing of all participating CAP members and guests.
- \_\_\_\_\_ Disposable paper products such as paper towels must be available in adequate supply for drying of hands and cleaning of surfaces when applicable.
- \_\_\_\_\_ Trash barrels with liners must be adequate and visible for proper disposal of paper goods and cleaning wipes.
- \_\_\_\_\_ Use of a hand sanitizer containing at least 60% isopropyl alcohol may be used in place of soap and water. Paper towels are not needed for this option.
- \_\_\_\_\_ Each participant is expected to have a face covering on at all times. It is suggested that at each meeting or special activity, there is a supply of additional face coverings in case a member's covering gets damaged or soiled.
- \_\_\_\_\_ Reusable or latex-free disposable gloves must be available for use by the temperature screener, for those individuals doing surface cleaning, and for those who are handling the trash. The gloves should fit properly.
- \_\_\_\_\_ Follow the manufacturer's guidelines for cleaning and disinfecting electronic devices and have the appropriate products on hand.
- \_\_\_\_\_ For hard surfaces, have soap and water and paper products available to do an initial wash-down of high touch surfaces such as doorknobs, handles, light switches, tables, desks, hard-backed chairs, faucets, sinks, countertops, and toilets. Use an EPA-approved disinfectant, an alcohol solution containing at least 70% isopropyl alcohol, or diluted bleach (1/3<sup>rd</sup> cup bleach mixed into 1 gallon of water).
- \_\_\_\_\_ Never mix cleaning products. Always have adequate ventilation.
- \_\_\_\_\_ For the isopropyl alcohol solution and diluted bleach mixture: a competent senior member must be responsible for making this solution or mixture. The container must be clearly labeled with date made, the specific content, and the name of the responsible senior member. The unit commander or special activity director are responsible for overseeing these processes.

## **ATTACHMENT B**

### **SUPPLY SOURCES FOR UNIT MEETINGS & FOR CAP SPECIAL ACTIVITIES/EVENTS**

**A. “No-Touch Infrared Thermometers**

Each unit will be supplied with one infrared, “no-touch” thermometer. Each unit will be responsible for its upkeep and for maintaining an adequate supply of batteries. In the case of a CAP special activity, the activity director can borrow a unit or Wing’s thermometer.

**B. Hand soap and water**

It is the responsibility of the unit or special activity director to procure adequate soap and water for all participants. If there is difficulty procuring these items, notify the MAWG Medical Officer with a two-week lead time.

**C. Disposable Paper Products**

Each unit and/or CAP special activity or event director is responsible for assuring an adequate supply of paper towels and toilet paper. If there is difficulty procuring these items, notify the MAWG Medical Officer with a two-week lead time.

**D. Trash Barrels and Liners**

These are readily accessible and the responsibility of units and/or special activity directors. If there is difficulty procuring these items, notify the MAWG Medical Officer with a two-week lead time.

**E. Hand Sanitizer Containing at least 60% isopropyl alcohol**

The MAWG Medical Officer has a limited supply of hand sanitizer for each unit. Remember that soap and water is a more accessible and more cost-effective means for handwashing.

**F. Face Coverings**

Per the Commonwealth of Massachusetts, it is mandatory that every member of MAWG, CAP must have a face covering. If cloth, it must be able to be washed daily. The MAWG Medical Officer has procured a supply of surgical face masks to be used if a member’s cloth face covering becomes damaged or soiled.

**G. Reusable or Latex-Free Disposable Gloves (such as nitrile gloves)**

I would suggest that, if using disposable gloves, each unit or CAP special activity/event procure a supply of 50-100 pair of medium, large, and extra-large gloves. The MAWG Medical Officer is slowly accumulating a supply of gloves. Remember that only a select few need to use gloves during meetings and special events.

**H. Commercial Surface Disinfectants:**

The MAWG Medical Officer has procured 1 cannister of 160 hospital-grade disinfecting wipes per unit within MAWG with an additional supply for CAP special activities/events.

**I.  $\geq$  70% Isopropyl Alcohol Solution and/or Diluted Bleach**

It is the responsibility of the unit and/or CAP special event/activity director to procure these.

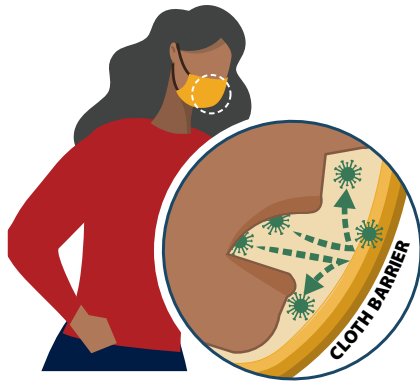
## **ATTACHMENT C**

# How to Safely Wear and Take Off a Cloth Face Covering

Accessible: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>

## WEAR YOUR FACE COVERING CORRECTLY

- Wash your hands before putting on your face covering
- Put it over your nose and mouth and secure it under your chin
- Try to fit it snugly against the sides of your face
- Make sure you can breathe easily
- Do not place a mask on a child younger than 2

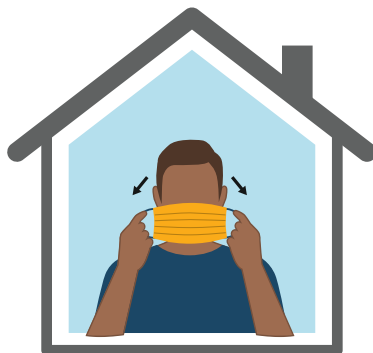


## USE THE FACE COVERING TO PROTECT OTHERS

- Wear a face covering to protect others in case you're infected but don't have symptoms
- Keep the covering on your face the entire time you're in public
- Don't put the covering around your neck or up on your forehead
- Don't touch the face covering, and, if you do, clean your hands

## FOLLOW EVERYDAY HEALTH HABITS

- Stay at least 6 feet away from others
- Avoid contact with people who are sick
- Wash your hands often, with soap and water, for at least 20 seconds each time
- Use hand sanitizer if soap and water are not available



## TAKE OFF YOUR CLOTH FACE COVERING CAREFULLY, WHEN YOU'RE HOME

- Untie the strings behind your head or stretch the ear loops
- Handle only by the ear loops or ties
- Fold outside corners together
- Place covering in the washing machine
- Wash your hands with soap and water



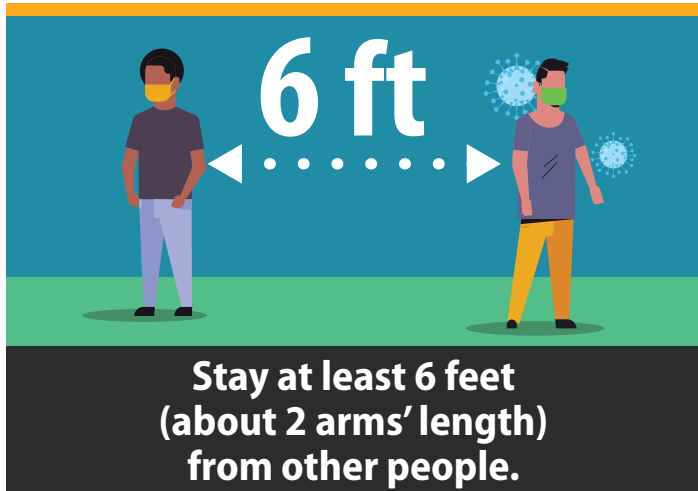
**Cloth face coverings are not surgical masks or N-95 respirators, both of which should be saved for health care workers and other medical first responders.**

For instructions on making a cloth face covering, see:

**[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)**

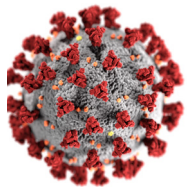
# Stop the Spread of Germs

**Help prevent the spread of respiratory diseases like COVID-19.**



[cdc.gov/coronavirus](https://cdc.gov/coronavirus)

# 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.





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25 May 2020

To: All Squadrons, Massachusetts Wing, CAP  
From: Director of Safety and Medical Officer, MAWG, CAP  
Regarding: MAWG Remobilization: Temperature Screening Prior to any CAP Activity

To Unit Commanders and CAP Activity Directors

At the current time, given the COVID-19 pandemic, Civil Air Patrol (CAP) National Headquarters Remobilization Operations Plan advises that all members and guests will have a temperature screen prior to being admitted to any CAP event including meetings and special activities. There are two distinct options in this regard:

**Option 1:** The member or guest will voluntarily have his/her temperature taken via infrared "no touch" technology at a controlled entry point prior to entering the meeting or special activity. Only senior members are authorized to take temperatures at this designated screening area. The screener will then proceed as follows:

"How are you feeling today? Do you have any flu-like symptoms?"

If the person replies that they are not feeling well, inform the individual that they should not participate today and ask the person to leave the screening area and return home. If the person states that they are feeling well, invite the person to have a voluntary temperature check. If the temperature is  $\geq 100.4^{\circ}\text{F}$ , have that individual wait in a designated area for five minutes, then recheck the temperature. If it is still  $\geq 100.4^{\circ}\text{F}$ , that member will be handed a card informing them that they are being recommended for non-entry into the building and/or CAP event. If the temperature is  $< 100.4^{\circ}\text{F}$ , the individual will be admitted to the CAP event.

**Option 2:** The member or guest does not want to have a temperature check prior to entry to the CAP event. In this case, the individual will be handed a card informing them that they are being recommended for non-entry into the building and/or CAP event.

In accordance with CAP NHQ's directive entitled Civil Air Patrol Covid-19 Temperature Screening Guideline (April 30, 2020), in all cases of entry into the CAP event, a colored

indicator should be placed on the person's ID badge or other prominent location indicating that they have passed the wellness/temperature guidelines. In all cases of recommended "non-entry" into the building and/or CAP event, guidelines, the guest or member may elect to speak with the local unit commander, activity director, incident command, or health services officer for an appeal or for more information.

Civil Air Patrol National Headquarters has provided detailed instructions for temperature screening, including appropriate set up, surface cleaning, thermometer sanitizing, face covering, wearing of gloves by screener, social distancing, signage, and hand sanitizing procedures. Here is the link:

[https://www.gocivilairpatrol.com/media/cms/CAP\\_COVID\\_19\\_Temperature\\_Screening\\_29C5E049DA530.pdf](https://www.gocivilairpatrol.com/media/cms/CAP_COVID_19_Temperature_Screening_29C5E049DA530.pdf)

Respectfully submitted this 25<sup>th</sup> day of May 2020 by MAWG Director of Safety and  
MAWG Medical Officer

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LouAnn Maffei-Iwuc, Lt Col, CAP  
Medical Officer, MAWG, CAP

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Todd Alexander, Capt, CAP  
Director of Safety, MAWG, CAP







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25 June 2020

To: All Members, MAWG, CAP  
From: Health Services Officers, MAWG, CAP  
Regarding: Groups who are at higher risk of severe illness due to COVID-19 infection

According to the Centers for Disease Control (CDC), groups who are at higher risk for developing severe illness due to COVID-19 include the following:

**Asthma: Moderate-to-Severe**

**Chronic Kidney Disease Being Treated with Dialysis**

**Chronic Lung Disease:** such as chronic obstructive pulmonary disease (COPD) including emphysema, chronic bronchitis, cystic fibrosis, idiopathic pulmonary fibrosis

**Diabetes:** Type I, Type II & gestational (during pregnancy)

**Hemoglobin Disorders:** sickle cell disease, thalassemia disease

**Immunocompromised:** bone marrow organ transplant recipient, immune deficiency disorders, on chemotherapy for cancer, HIV with a low CD4 cell count or not on HIV treatment, prolonged use of corticosteroids, on biologics such as Humira.™ Many conditions & treatments can cause a person to have a weakened immune system. If unsure, consult your medical specialist

**Residents of Nursing Homes and Long-Term Care Facilities:** Many cases of COVID-19 infection have occurred among residents in these facilities. The inherent communal nature of these facilities is one causative factor. Also, many of the residents are elderly & have underlying medical conditions.

**Serious Heart Conditions:** cardiomyopathies, congenital heart disease, coronary artery disease, heart failure, pulmonary hypertension

**Chronic Liver Disease:** including chronic hepatitis & cirrhosis

**People aged 65 years or older:** Of this age group, according to the CDC, the risk of death is highest among those 85 years or older.

**Severe Obesity:** defined as having a body mass index (BMI) of 40 or above

**From CAP NHQ in regard to the designation of "High Risk":**

*"With regard to CAP members, this designation is not "legal" term, it is an indicator of the level of potential risk the member might be carrying. Each member must self-assess his or her own health status and make a personal decision about their risk level. Recognizing that participating in certain activities during the pandemic period at any Phase could put the member at risk for becoming infected, each member self-assessing his or her health risks as in the higher risk category must make a personal decision about participation. Clearly, there are individuals who*

*are over age 65 whose actual risk status is much lower than other individuals who are much younger. It is strongly recommended that members who might be considered high risk consult with their own personal medical provider before returning to participation in in-person CAP activities. Including age 65 as a potential indicator of a high risk status reflects the observation that a higher percentage of those becoming infected with COVID-19 who are over age 65 have experienced severe illness and a higher mortality rate than other younger individuals. However, this includes a large number of individuals whose health is clearly impaired and who are living in high risk environments (e.g. nursing homes). Wing Commanders and ICs are free to accept members self-assessments as to their risk status, and allow such members to participate as needed. Obviously, if a member's self-assessment is patently erroneous (e.g. the member is clearly at higher risk than his or her self-assessment would indicate), the Commander or IC would need to act accordingly, limiting the member's participation. This is analogous to situations where members request being deployed in situations where their physical or emotional status would clearly not be adequate for the demands of the task."*

According to CDC guidelines, for those with underlying medical conditions associated with a higher risk of getting severe illness from COVID-19:

- Continue any medications that you are on unless your physician advises you to change your treatment plan.
- Have at least a 2-week supply of prescription and non-prescription medications.
- If able to be vaccinated, talk to your healthcare provider and make sure that your vaccinations are current.
- Do not delay getting emergency care for your underlying condition because of the COVID-19 pandemic. Emergency departments have contingency infection protection plans in place to protect you from getting COVID-19.
- Call your healthcare provider if you have any questions or concerns about your underlying medical condition(s), or if you get sick.
- If you need emergency help, call 911.

Submitted this 24<sup>th</sup> day of June 2020 by MAWG Medical Officer

LouAnn Maffei-Iwuc, Lt Col, CAP Medical  
Officer, MAWG, CAP



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25 May 2020

To: All Members, MAWG, CAP  
From: Director of Cadet Programs, MAWG, CAP  
Regarding: COVID19 Remobilization Plan – Meeting Activities and Recommendations

COVID-19 has presented us with unique challenges. As we work through reopening, we have set guidelines as to what are recommended activities and alternatives through Phase 1 and Phase 2 of reopening.

**Phase 1** – During Phase 1, it is recommended to keep meetings minimal. Meeting size should be <10 members and it is recommended at this time that the meeting be limited to “essential” personnel for planning purposes.

Small meetings for special purposes may also be authorized at commander’s discretion.

**Phase 2** – During Phase 2, it is recommended that low-risk members resume normal weekly meetings. Groups need to remain <=50 members, unless MA restrictions require smaller numbers. The Wing Health Services Officer, as the lead in the Remobilization plan, has set out guidance on how to assess your risk level.

Activities are recommended to be day activities only with no overnight activities authorized.

Social distancing is still a primary concern during Phase 2. It is recommended that Physical Training Testing (PT) continue to follow the same methods of the honor system or virtual testing that was used during the “Stay-at-home” order to limit unnecessary contact or exposure.

Leadership, Aerospace, and CDI can all still occur. It is recommended that all classroom style instruction occur outside as much as possible using proper social distancing. MAWG/CP created a forum to share resources and ideas for leadership and aerospace classes and activities.

Any recommendation by the Health Services Officer of MAWG or the Wing Commander supersedes this recommendation letter.

If there is a conflict between this letter and guidance by the CDC or the Commonwealth of Massachusetts, the portions that contradict this letter shall be followed.

Submitted this 25<sup>th</sup> day of May 2020

//SIGNED//

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Brian D. Silva, Maj, CAP  
Director of Cadet Programs



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25 May 2020

MEMORANDUM FOR: Members, Supporters, and Family

FROM:(Squadron Commander)

SUBJECT: COVID-19 Reopening Plan

COVID-19 has presented us with unique challenges that have never been seen before by our organization. I would like to first thank you all for your patience during these trying times.

As we begin to resume normal operations, I feel it is important to highlight the thought that has gone into the safety and welfare of our members. The Centers for Disease Control, Civil Air Patrol, and the Commonwealth of Massachusetts have set guidance on meeting sizes, and recommended practices regarding social distancing, wearing of face coverings, and cleaning/sanitization practices. Civil Air Patrol, concerned for our members welfare, elected to follow the strictest measures to keep our members safe and able to continue our missions to serve America.

The Massachusetts Wing Commander developed a Remobilization Team who developed a recommended plan for reopening for MAWG with a clear vision on how to keep our members safe. Our organization is unique because, while our members are all volunteers, many serve our communities in other fashions as well. The team was composed of Doctors, Nurses, Fire/EMS, Police, Lawyers, Public Sector leaders, and Private Sector leaders.

Each squadron was encouraged to take specific measures to keep our members safe such as, wearing of a face covering, temperature checks before arrival or before entrance into a building, etc. Members also may 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.

We thank you for your patience and understanding as we learn this process together.

V/R

Squadron Commander



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26 May 2020

To: Unit Commanders and Cadet Programs Officer, MAWG, CAP

From: Director of Cadet Programs, Massachusetts Wing, CAP

Regarding: Memo to Parents Regarding Protocols in Place During the COVID-19 Pandemic

1. It is important to inform parents/guardians of cadets in regard to health and safety procedures that we will be following at meetings and special activities during the COVID-19 pandemic.
2. On the following page, there is a template for a memo to parents that can be used by squadrons within Massachusetts Wing, CAP
3. The letter can be modified to reflect circumstances that may be unique to your squadron, provided that health and safety procedures are clearly delineated.
4. Unit commanders are responsible for assuring that the parents/guardians of cadets in their respective units are kept informed of what is being done to minimize risk to their cadet(s).

Brian D. Silva, Maj, CAP  
Director of Cadet Programs, MAWG, CAP

Dear Cadet Parents and Guardians,

I hope this memo finds you all well. I wanted to fill you in on procedures that we will be following once we begin to resume our in-person squadron meetings.

Civil Air Patrol has rolled out templates for members to follow during a three-phase reopening plan. In all phases, we will be following the guidelines of Civil Air Patrol and of the Commonwealth of Massachusetts.

- Phase 1: Resuming meetings in a limited capacity
- Phase 2: Resuming regularly-scheduled meetings as well as one-day special activities such as aerospace educational events and Search and Rescue Exercises (SAREXs)
- Phase 3: Resuming overnight activities such as bivouacs, conferences, and encampments

As we begin to meet again in-person, Massachusetts Wing, CAP will adhere to strict protocols to ensure the health of our members.











1. Prior to every meeting, we will request, via email, that each member stay home if they are not feeling well. Some symptoms of illness include fever, chills, nasal stuffiness, cough, fatigue, or sore throat.
2. There will be a controlled entry point at our meeting site. A designated senior member will take each member or guest's temperature using a no-touch infrared thermometer. Anyone with a reading of  $\geq 100.4^{\circ}$  F will be asked to sit in a designated area. His/her temperature will be taken five minutes later. If the second reading is again  $\geq 100.4^{\circ}$  F, the individual will not be admitted to the meeting and will be asked to return home.
3. A designated Senior Member will wipe down all frequently touched surfaces with an CDC-approved disinfectant. These surfaces include doorknobs, light switches, faucets, countertops, desks, writing utensils, tables, chairs, and toilets. Electronics will also be disinfected. At the conclusion of the meeting, the process will be repeated. See Appendix A.
4. In compliance with the Department of Public Health of the Commonwealth of Massachusetts as well as the guidelines of MAWG, CAP:
  - a) All members and guests will arrive wearing an appropriate face covering over nose and mouth.
  - b) Adequate soap and water will be available as well as approved hand sanitizer.
  - c) All members and guests must maintain social distancing at all times, staying at least six feet apart. There will not be any activities that require physical contact with another member. Physical fitness testing will be modified to assure social distancing.
  - d) For classroom activities, chairs will be spaced 6 feet apart from all angles.
  - e) For formation, markings on the floor, using tape, will be utilized to ensure cadets remain 6 feet apart.
  - f) Bottles of water, that have been wiped down or have been untouched for a minimum of 3 days, will be provided. The name of the member will be written with permanent marker on the body of the bottle (not the cap) to reduce the risk of cross contamination. Do not bring beverages from home.
  - g) No eating during meetings, unless required for medical reasons. If a member needs to eat, they will excuse themselves and leave the immediate area.

Respectfully,

Name, Grade  
Unit Commander, \_\_\_\_\_ Squadron, MAWG, CAP

## Appendix A

### How long the new coronavirus can live on surfaces\*

SURFACE	LIFESPAN OF COVID-19
 Air	3 hours 
 Copper	4 hours 
 Cardboard	24 hours 
 Stainless steel	2–3 days 
 Polypropylene plastic	3 days 

\*At 69.8 to 73.4°F (21 to 23°C) and 40% relative humidity  
Source: New England Journal of Medicine



University Health Systems, Health Focus/San Antonio  
<https://healthfocussa.net/infections/how-long-can-covid-19-live/>