

Approved: 8 July 2020



HEADQUARTERS  
Civil Air Patrol Maryland Wing  
United States Air Force Auxiliary  
3085 Hernwood Road  
Woodstock, MD 21163

29 June 2020

To: HQ, CAP COVID Task Force

From: HQ, Maryland Wing/CC

Re: Remobilization Plan – Maryland Wing / Congressional Squadron - **PHASE 2**

1. On 17 June 2020, the NHQ COVID Planning approved the Maryland/Congressional plan for the movement into Phase 1 effective 24 June 2020.
2. The Maryland Wing in coordination with the Congressional Squadron will prepare for the next phase of remobilization from the shut down due to the COVID-19 pandemic. To prepare for this remobilization, the appropriate command staff will conduct a thorough briefing with all members to assure 100% understanding of the plan and what roles each individual staff directorate will play in the execution of the next phase of the plan.
3. Due to its proximity and close working relationship with the Maryland Wing, Congressional Squadron will continue to be covered under the MDWG remobilization plan. In addition, the Maryland Wing is working in close cooperation with the National Capital and Virginia Wings to coordinate remobilization plans.
4. It is our hope that the downward trends continue and that no requirement to return to Phase 0 or Phase 1 will be required. It is our intent that member safety and well-being is at the forefront of any actions and will be the primary concern moving forward.
5. The Maryland point of contact for COVID remobilization is the Vice Commander, Lt Col John Henderson; 443-677-1944; [JHenderson@cap.gov](mailto:JHenderson@cap.gov)
6. If you have any questions, please contact Lt Col Henderson or me.

Signed,

A handwritten signature in blue ink that reads "Wes Lapre".

WES LAPRE, Colonel, CAP  
Commander

## 1. INTRODUCTION

**Coronavirus disease 2019 (COVID-19)** is an infectious disease caused by severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2). It was first identified in December 2019 in Wuhan, China, and has since spread globally, resulting in an ongoing pandemic. As of 18 June 2020, the state of Maryland has reported just over 62,000 positive cases with just over 2900 deaths as a result. The state reports around 384,000 persons have tested negative. Maryland continues to see a steady decline in the infection rate as well as hospitalizations.

## 2. SOURCE DATA

- 2.1. Civil Air Patrol National HQ has adopted the federal information website <https://covidactnow.org> to serve as the main point of information for the status of each state.
- 2.2. The Covid Act Now site is run by a multidisciplinary team of technologists, epidemiologists, health experts, and public policy leaders working to provide disease intelligence and data analysis on COVID in the U.S.
  - 2.2.1. The first version of the model was released on March 20. Over 10 million Americans have used the model since. They have engaged with dozens of federal, state, and local government officials, including the U.S. military and White House, to assist with response planning.
  - 2.2.2. The site utilizes four (4) sets of criteria in conducting its assessment. These are:
    - 2.2.2.1. Infection Rate - On average, each person in Maryland with COVID is infecting a # of other people.
    - 2.2.2.2. Positive Test Rate - Percentage of COVID tests which are positive, which indicates the testing status in Maryland.
    - 2.2.2.3. ICU Headroom Used – Status of the healthcare system to absorb a wave of new COVID infections without substantial surge capacity.
    - 2.2.2.4. Contact Tracing - The ability to contact trace new COVID infections within 48 hours.
  - 2.2.3. The grading criteria for each of the assessments are listed as:
    - 2.2.3.1. Red – Critical
    - 2.2.3.2. Amber – High Risk
    - 2.2.3.3. Yellow - Medium Risk
    - 2.2.3.4. Green – Low Risk

### 3.3. PHASE 3 – Intermittent High-Risk Member Return

#### 3.3.1. Standard

- 3.3.1.1. Self-identified high-risk members may gradually return to intermittent unit, activity, and mission duties, however, should continue social distancing.
- 3.3.1.2. Those with external factors, such as childcare availability or those without low risk commuting options will gradually return.
- 3.3.1.3. All members should always refrain from crowds .
- 3.3.1.4. Metric to transition to Phase 3 will be at least 14-days of successful Phase 2 metrics, which may take several weeks to months to achieve.

#### 3.3.2. Aviation:

- 3.3.2.1. Aviation gloves are worn, and the aircraft is disinfected between sorties. Includes all CAP aviation duty for low-risk and high-risk members (if high-risk members are present, all must wear face covers), and adds in TOP flights and external orientation flights customers (AFROTC & AFJROTC) and potentially flight academies.

#### 3.3.3. Strategy

- 3.3.3.1. Public health protection measures shall consist of common surface cleaning, social distancing for high risk categories, hand hygiene, crowd reminders, and logistically preparing for any further COVID or Influenza season.
- 3.3.3.2. Refrain from operations near crowds; consider double arm interval distancing.
- 3.3.3.3. For overnight activities, maintain 6-feet between bed spaces.

## 4. PHASE 1 REMOBILIZATION PLAN - **Approved 17 June; Effective 24 June 2020**

## 5. PHASE 2 REMOBILIZATION PLAN

### 5.1. Member Meetings

- 5.1.1. Meetings to be conducted outside as much as possible
- 5.1.2. Groups of no more than 50 (low-risk) in a local vicinity
- 5.1.3. Wing staff meetings (primary staff) to resume (low-risk members)
- 5.1.4. Maintain CDC recommendations on:
  - 5.1.4.1. No more than 50 people total in attendance
  - 5.1.4.2. Day-long activities permitted
  - 5.1.4.3. Face coverings, temperature checks, and health screenings continued.

### 5.2. Emergency Services / Operations

- 5.2.1. Emergency Services training (specific breakout below)
  - 5.2.1.1. Local areas
  - 5.2.1.2. No more than 50 members
  - 5.2.1.3. CDC guidelines on cloth face coverings continued.

6.2.3.5. Health Screening parameters in 4.1.3.2 will apply for training evenings; monitored by on-site coordinators/Cadet Orientation Pilot

**7. CURRENT STATUS OF MARYLAND**

7.1. On 19 June, the Governor continued to allow additional reopenings to include indoor dining, outdoor amusements, indoor gyms, casinos and malls with limited operation. Daycares and summer school will also be able to start back up in some capacity.

7.2. Current state of Maryland (Covidactnow.org)

|                    |       |               |                 |
|--------------------|-------|---------------|-----------------|
| INFECTION RATE     | 0.82% | as of June 16 | GREEN / Low     |
| POSITIVE TEST RATE | 4.9%  | as of June 25 | YELLOW / Medium |
| ICU HEADROOM USED  | 34%   | as of June 25 | GREEN / Low     |
| CONTACT TRACING    | 77%   | as of June 25 | YELLOW / Medium |

## Maryland

COVID in Maryland is spreading in a slow and controlled fashion, and Maryland's COVID preparedness meets international standards. If this trend continues, Maryland may eventually achieve herd immunity, though this may take years.



**INFECTION RATE**

Active cases are decreasing

**0.82**

Low

**POSITIVE TEST RATE**

Indicates adequate testing

**4.9%**

Medium

**ICU HEADROOM USED**

Can likely handle a new wave of COVID

**34%** Beta

Low

**CONTACTS TRACED**

Insufficient tracing to stop the spread of COVID

**77%** Beta

Medium

## ICU headroom used

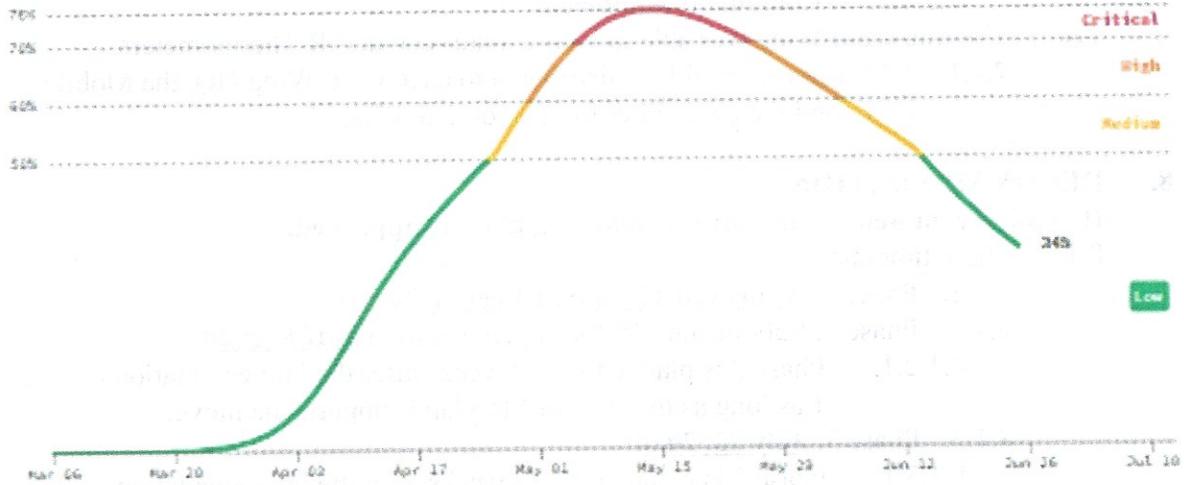
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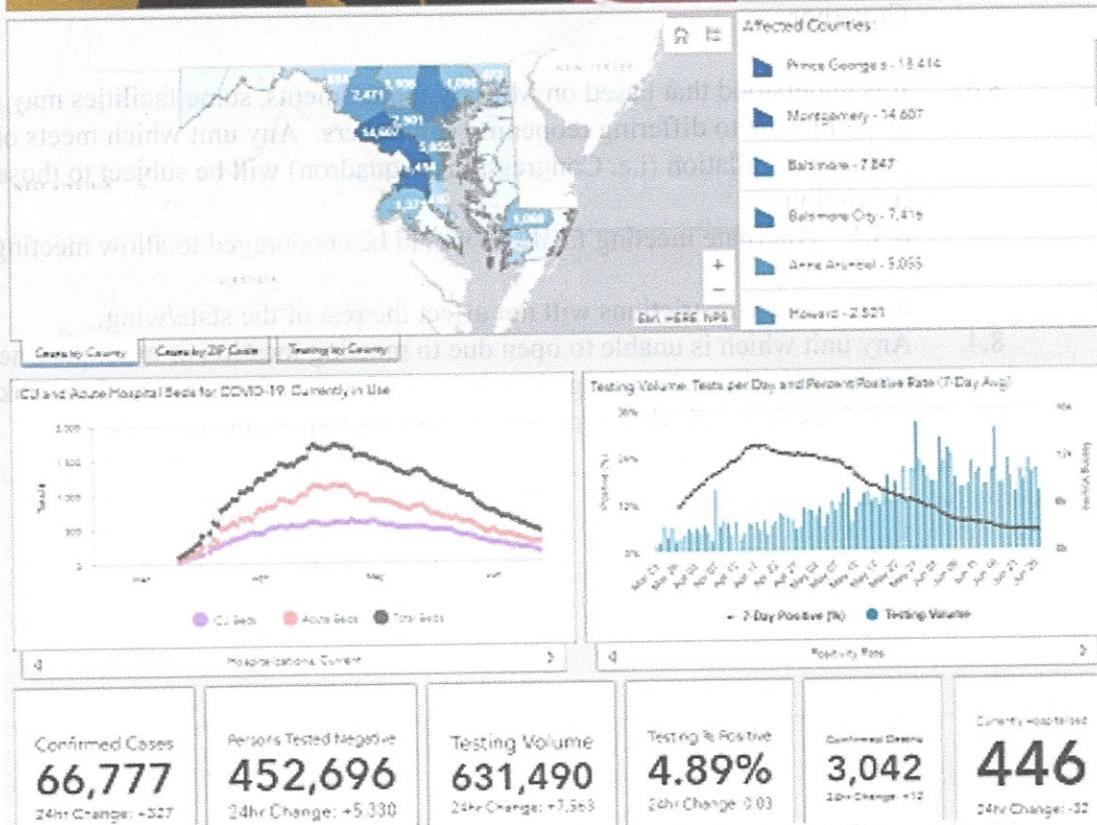
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MARYLAND

Maryland has about 1,187 ICU beds. We estimate that 45% (498) are currently occupied by non-COVID patients. With 609 ICU beds remaining, we estimate 209 are needed by COVID cases, or 34% of available beds. This suggests there is likely enough capacity to absorb a wave of new COVID infections.



## Maryland COVID-19 Data Dashboard



## 9. MDWG REMOBILIZATION SAFETY PLAN

### 9.1. Overview

The purpose of this high level safety plan is to provide all squadron commanders and Safety Officers a blueprint to ensure the safe resumption of CAP activities. This plan is used in conjunction with the MD wing Remobilization Plan once approved by NHQ. Any questions or help in completing any portion of the safety plan please contact the MD wing Director of Safety (Lt Col Matt Cauthen)

### 9.2. Phase 2

The following Safety items need to be complete for any activity under Phase 2.

9.2.1. All members should review the Wing Remobilization Safety Plan

9.2.2. Each Squadron Safety Officer shall generate a safety plan for their squadron and a CAPF 160 for the meeting location.

9.2.2.1. Copy of the squadron Plan should be sent to the MD wing Safety Officer

9.2.2.2. The Plan should include if the meeting space is available and other options to hold the meeting (I.E. Google Meets, WebEx, Teams, Zoom)

9.2.3. Each of the following have been provided an IR Thermometer for the purpose of monitoring members' health:

- All Maryland Wing Units
- Maryland Wing Headquarters Complex
- Emergency Services Section for ES Training Events
- Mobile Emergency Operations Center.

9.2.3.1. All members should check their temperature before they leave home and then will be checked upon arrival at the meeting / activity.

9.2.3.2. Any member who has a temp near, at, or above 100.4 should stay home.

9.2.3.3. Once at the activity any member who has a temperature will be denied access and returned home.

9.2.3.4. The member will also answer the typical health questions about any potential symptoms within the last 24 to 48 Hrs

9.2.4. All members should wear mask during the activity (provided by member)

9.2.5. All Members should abide by Social distance of 6ft unless the activity is flying or driving a corporate vehicle.

9.2.6. All corporate owned vehicles should be disinfected after each use by following the current guidelines that have been established by NHQ. (see NHQ videos about disinfecting vehicles)

9.2.7. All high touch surfaces should be disinfected as often as possible with disinfecting wipes (provided by the individual squadron)

9.2.8. All Activities within the Wing should have an activity Safety Officer

9.2.8.1. If the help is needed in determining who should be a Activity Safety officer reach out to the MD Wing director of Safety

9.2.9. All activities should have a CAPF 160 completed and available to all participants

#### 9.4. Safety Links

- 9.4.1. COVID-19 Aircraft and Vehicle Care:  
<https://www.gocivilairpatrol.com/members/cap-national-hq/logistics-mission-resources/aircraft-management/hot-news/covid-19-aircraft-care>
- 9.4.2. COVID-19 - CLEANING/DISINFECTING GARMIN AVIATION PRODUCTS:  
<https://www.gocivilairpatrol.com/members/cap-national-hq/logistics-mission-resources/aircraft-management/hot-news/covid-19---cleaningdisinfecting-garmin-aviation-products>
- 9.4.3. Risk Management and COVID-19:  
<https://www.gocivilairpatrol.com/members/cap-national-hq/safety/covidrm>
- 9.4.4. Risk Management Worksheets and Templates:  
<https://www.gocivilairpatrol.com/members/cap-national-hq/safety/risk-assessment-resources>
- 9.4.5. COVID-19 Remobilization of the Membership tools:  
<https://www.gocivilairpatrol.com/covid-19-remobilization>
- 9.4.6. COVID Act Now Website:  
<https://www.covidactnow.org/?s=38532>
- 9.4.7. MD COVID Information Site:  
<https://coronavirus.maryland.gov/>
- 9.4.8. CDC COVID-19 Website:  
<https://www.cdc.gov/coronavirus/2019-ncov/index.html>

**HEADQUARTERS**  
**MARYLAND WING CIVIL AIR PATROL**  
**3085 Hernwood Rd**  
**Woodstock, Maryland 21163**

29 June 2020

MEMORANDUM FOR ALL MEMBERS, MARYLAND WING

FROM: CC

SUBJECT: Maryland Wing COVID-19 Safety Reopening Plan - Phase 2

Members, volunteers, and family members of Maryland 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.

On June 24, 2020, the Maryland Wing was approved to start Phase 1 of our remobilization plan. As part of this process, units were permitted to open with less than 10 members in attendance. In addition, we were able to start small group ES training and our pilots are permitted to start to get current using the monthly training money. While we look to move to phase 2, there are still restrictions which we must maintain; each member must wear a mask, temperature checks before arrival and before entrance into a building, etc.. Members will also continue to 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 2 does include regular meetings with a limit of 50 members. Those units who have a membership larger than 50 will need to make reasonable accommodations to keep attendance below the max of 50. As we progress through Phase Phase 2 and look toward Phase 3, additional restrictions will be eased to get us further into the process where we will eventually be resuming normal operations. This is a marathon and not a sprint, so all members are asked to be patient during this process.

As our team presses on and plans 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.

Members shall continue to review guidelines for disinfection as well as the information sheets concerning the COVID virus which was distributed with the Phase 1 approved plan on 17 June 2020.

We thank you for your patience and understanding.



# Post-COVID-19 Remobilization of the Membership Plan

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

MDWG  
Completed 29 June 2020

Template Updated 8 June 2020

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 | CMD Staff              | 17 June     | 22 June  | 22 June        | The Wing Calendar is reviewed on a weekly basis by the Command Team as well as all Unit and Group Commanders. In addition, a weekly update is sent out by the Chief of Staff of upcoming events and items of importance to the membership. (See MDWG website at <a href="http://www.mdwg.cap.gov">www.mdwg.cap.gov</a> )   |
| 2.1.1.   | Wing priorities for training events should be coordinated with unit commanders' needs                   | A3ES                   | 17 June     | 22 June  | 22 June        | The training events which are going to be held are in line with the needs via the Annual Training Plan (ATP) as well as metrics which are determined on our annual scorecard. (See attachment). Units are evaluated in several areas to determine compliance with regulations and the goals of increasing productivity.  |
| 2.1.2.   | Task staff officers to provide input on list of events and priorities:                                  | CV                     |             |          |                | SEE BELOW  |
| 2.1.2.1. | Director of Aerospace Education   | Terry                  | 17 June     | 22 June  | 22 June        | No adverse issues. AE was able to conduct virtual training at local units using the virtual training methods available to them.  |
| 2.1.2.2. | Director of Cadet Programs  | Knowles                | 17 June     | 22 June  | 22 June        | MDWG has held several virtual classes to be able to meet Cadet Program goals. The MDWG did have to cancel its summer encampment; is currently in the planning process to consider potential for a Type B or a winter encampment. We are continuing to hold virtual classes to maintain the social distance (TLC, Airman Leadership School). We just completed a virtual ALS with a total of 58 members in attendance.  |
| 2.1.2.3. | Director of Operations/Emergency Services   | Midkiff                | 17 June     | 22 June  | 22 June        | Due to the many training events which have been cancelled, the MDWG is planning to conduct a local week-long Emergency Services Academy to help address the deficiencies in training. Depending upon where the Wing is in the recovery process will determine if this will be an overnight activity or if it will be day-long training events. Our hope is that the trend will continue in the positive direction to allow phase 3 prior to this event. In addition we are coordinating with |

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  | SE / HSO               | 17 June     | 22 June  | 22 June        | Similar to the Safety Officer, the HSO is involved with all activities as a SME to provide information to units concerning items related to the health and welfare of the attendees. Various tools and resources have been provided to the membership by taking advantage of the NHQ website on COVID19 resources. Any units which have questions or need clarification are given the POC information for the Wing HSO.   |
| 2.5.1. | Health Service Officers consider screening with no-touch thermometers at events (if such equipment is available and practical)   | HSO                    | 17 June     | 22 June  | 22 June        | The Maryland Wing was able to procure IR thermometers for each Unit, the HQ, our mobile EOC, and our ES Training section to be sure members will be able to be screened appropriately.  |
| 2.5.2. | Health Service Officers remind members that identify as High-risk to remain home, but participate virtually  | HSO                    | 17 June     | 22 June  | 22 June        | See Section 6 of the remobilization plan. All members will be briefed on the plan which does not allow for the re-entry of "high-risk" members until phase 3.   |
| 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. | HSO                    | 17 June     | 22 June  | 22 June        | See Section XII on page 18 of the MDWG remobilization plan which makes known the NHQ CC memo dated 20 March 2020.   |
| 2.5.4. | Units will ensure no more than 50 members are together at gatherings. Squadrons with more than 50 members must submit a plan on how they will comply with restrictions   | CV                     | 17 June     | 22 June  | 22 June        | MDWG currently has 12 squadrons with more than 50 members on the roster. Each unit advised their normal meeting attendance is anywhere between 30-40 members (cadets and seniors). Units have internally worked a plan to split the unit to assure less than 50 members are involved to meet phase 2 requirements. This will be accomplished either by adding an additional meeting night or by holding separate meeting locations for those units who are equipped to do so. |
| 2.6.   | Ensure Activity Directors have plans in place to communicate last-minute cancellations of events to participants   | CV                     | 17 June     | 22 June  | 22 June        | The MDWG makes use of our electronic mail system to communicate changes in activity status or other items of importance. If there is a need for a more emergent   |

| 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)         | CV                     | 17 June     | 22 June  | 22 June             | Upon plan approval, all Commanders and Staff Officers will receive a copy of the plan as well as be briefed on its contents. Commanders will be reminded of the need to communicate the status of activities not only to their members, but also to any staff area which is supporting the activity. |
| 2.9.    | Email this plan to signal intentions to resume single-day events to the CAP COVID-19 Planning Team at <a href="mailto:COVID-19Plans@capnhq.gov">COVID-19Plans@capnhq.gov</a> , and copy the Region Commander | CV                     | 17 June     | 22 June  | 29 June             | Plan submitted per NHQ guidance  |
| 2.9.1.  | Briefly describe/summarize previous coordination accomplished (i.e., 2.1 through 2.8 above)  | CV                     | 17 June     | 22 June  | 29 June             |  |
| 2.9.2.  | Verify no jurisdictional restrictions are in place from State or Local Governments   | CV                     | 17 June     | 22 June  | 15 June             | Currently, the state of Maryland is in Phase 2 which will support MD CAP moving to Phase 2.  |
| 2.9.3.  | Set date to resume one-day special activities  | CV                     | 17 June     | 22 June  | 29 June             | Intent to transition to Phase 2 at Phase 1 approval date + 2 weeks providing all metrics remain supportive and the state does not implement any restrictions which would prevent the transition.   |
| 2.9.4.  | Receive approval from the CAP COVID-19 Planning Team to resume one-day special activities. Plan for one-week lead time.  | CV                     | 17 June     | 22 June  | Estimate 29-03 July |  |
| 2.10.   | Publish the date that one-day special activities will resume to subordinate units  | CV                     | 17 June     | 22 June  | Upon Approval       | This will be briefed and published once the plan is approved by the NHQ COVID planning team.   |
| 2.11.   | Task Wing Director of Operations to communicate the following to subordinate units   | Ralph                  |             |          |                     | <b>SEE BELOW</b>   |
| 2.11.1. | Identify flight operations permitted during Remobilization Phase II  | Ralph                  | 17 June     | 22 June  | 22 June             | See Phase 1 and 2 remobilization plan in section 4 and 5 of plan submitted on 15 June  |
| 2.11.2. | Identify requirements (Currency, etc) for Senior members   | Ralph                  | 17 June     | 22 June  | 22 June             | See Phase 1 and 2 remobilization plan in section 4 and 5 of plan submitted on 15 June  |
| 2.11.3. | Identify cadet training requirements that may be different than Phase I requirements   | Ralph                  | 17 June     | 22 June  | 22 June             | See Phase 2 remobilization plan in section 5 of plan submitted on 15 June  |
| 2.11.4. | Identify cleaning standards for aircraft and vehicles before and after use   | SE                     | 17 June     | 22 June  | 22 June             | See section XII on Page 18 of the plan submitted on 15 June.   |