

Approved: 8 July 2020



Post-COVID-19 Remobilization of the Membership Plan

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

MEWG
Completed 04 JUL 2020

Template Updated 14 May 2020

COVID-19 Remobilization of the Membership Plan – Phase II

This plan has been developed for Maine Wing, using the template provided by the Civil Air Patrol National Headquarters to enter Phase II, Resuming One-Day Special Activities.

Additional staffing and resources have been coordinated with (other wing or region, if applicable), 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@capnha.gov.*

Plan Coordinator and Point of Contact: Cathie Spaulding, Lt Col, MEWG Vice-Commander

Primary Phone: (207)884-8302

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

Plan Completed By: Lt Col Cathie Spaulding
Last Updated: 4 JUL 2020
Template Updated 14 May 2020

COVID-19 Remobilization of the Membership Plan – Phase II

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

NOTE: Resuming one-day special activities will not be done before it has been deemed appropriate to resume regularly scheduled meetings (i.e., this will start in Phase II).

Item#	Task	OPR/Assigned Personnel	Date Tasked	Suspense	Date Completed	Notes
2.1.	Wing Commanders should review their wing calendar for previously-postponed and upcoming day-only events	Lt Col Cathie Spaulding	23 Jun		23 Jun	Training exercise tentatively scheduled for 18 July pending phase 2 approval. Wing encampment and conference were canceled. Will look to possibly reschedule later in the fall.
2.1.1.	Wing priorities for training events should be coordinated with unit commanders' needs	Lt Col Cathie Spaulding	23 Jun		23 Jun	
2.1.2.	Task staff officers to provide input on list of events and priorities:	Lt Col Cathie Spaulding	23 Jun	1 Jul	1 Jul 20	
2.1.2.1.	Director of Aerospace Education	2Lt Todd Frederick	29 Jun		29 Jun 20	
2.1.2.2.	Director of Cadet Programs	Lt Rhonda O'Shea	29 Jun	1 Jul	29 Jun	There are no 1 day events scheduled for the next 30 days.
2.1.2.3.	Director of Operations/Emergency Services	Lt Col Roger Plant	29 Jun	1 Jul	29 Jun	Train-Ex tentatively scheduled for 18 July if Phase 2 plan is approved.
2.1.2.4.	Director of Professional Development	Lt Col Cathie Spaulding	23 Jun	1 Jul	23 Jun	Hoping to schedule SLS, CLC and UCC for late fall or early spring. Dependent on COVID status.
2.1.2.5.	Plans and Programs Officer	NA	23 Jun		23 Jun	
2.2.	Coordinate with subordinate unit leaders to deconflict calendar events to the greatest extent possible	Lt Col Cathie Spaulding	23 Jun		23 Jun	No squadron level events reported at this time.
2.3.	Publish updated event listings to the Wing calendar and promote these dates to the units for their planning and participation	Lt Col Cathie Spaulding	23 Jun		23 Jun	Events are added to Wing calendar at the time they are planned and approved by the Wing Commander.
2.4.	Task the Director of Safety to coordinate with Activity Directors	Maj Jerry Lewis	23 Jun		23 Jun	There are no activities scheduled at this time. If something should come up the Director of Safety and Health Services will work with the Directors to ensure all safety and health protocols are utilized.
NOTE:	<i>The term "Activity Directors" may include Incident Commanders that are directing exercises. Incident Commanders should use existing operational guidance for real-world missions and tasks. Use good judgement.</i>					
2.4.1.	Activity Directors will use Post-COVID-19 produced Risk Management (RM) forms to mitigate local risks	Maj Jerry Lewis & Maj Andrew	23 Jun		23 Jun	Director of Safety & Health Services Officer will discuss the need and importance of masks, gloves and hand sanitizer with all Activity Directors prior

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ME Wing

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COVID-19 Remobilization of the Membership Plan – Phase II

		Goldman					to the event. Where these items can be found will also be discussed.
2.4.2.	Activity Directors identify sources for face coverings, gloves, & sanitizer to use in case of a return to increased risk	Maj Jerry Lewis & Maj Andrew Goldman	23 Jun		23 Jun		Director of Safety & Health Services Officer will discuss the need and importance of masks, gloves and hand sanitizer with all Activity Directors prior to the event. Where these items can be found will also be discussed.

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	Maj Andrew Goldman	29 Jun		30 Jun 20	
2.5.1.	Health Service Officers consider screening with no-touch thermometers at events (if such equipment is available and practical)	Maj Andrew Goldman	29 Jun		30 Jun 20	Wing will be purchasing “touchless) thermometer’s for all squadrons.
2.5.2.	Health Service Officers remind members that identify as High-risk to remain home, but participate virtually	Maj Andrew Goldman	29 Jun		30 Jun 20	See attached memorandum from the HSO.
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 activity with a no-touch thermometer or performed at home prior to coming to the activity), and a social distancing plan.	Maj Andrew Goldman	29 Jun		30 Jun 20	See attached memorandum from the HSO & Safety Officer.
2.6.	Ensure Activity Directors have plans in place to communicate last-minute cancellations of events to participants	Maj Andrew Goldman/Activity Directors & Wing CC	29 Jun		30 Jun 20	Wing will use the Wing calendar, emails, Squadron Commander’s and Wing Staff to communicate with members as to the status of any planned activities.
2.7.	Ensure Activity Directors have plans in place to conduct verification of local public	Maj Andrew	29 Jun		30 Jun 20	

COVID-19 Remobilization of the Membership Plan – Phase II

	health guidance, local weather, and any other information that may lead to event cancellation (Continuation Check)	Goldman/Activity Directors			
2.7.1.	45 Days Prior Continuation Check	Maj Andrew Goldman/Wing CC	29 Jun	30 Jun 20	
2.7.2.	14 Days Prior Continuation Check	Maj Andrew Goldman/Wing CC	29 Jun	30 Jun 20	
2.7.3.	7 Days Prior Continuation Check	Maj Andrew Goldman/Wing CC & Activity Directors	29 Jun	30 Jun 20	
2.7.4.	1 Day Prior Continuation Check	Maj Andrew Goldman/Wing CC & Activity Directors	29 Jun	30 Jun 20	
2.7.5.	Day-Of Continuation Check	Maj Andrew Goldman/Wing CC & Activity Directors	29 Jun	30 Jun 20	

COVID-19 Remobilization of the Membership Plan – Phase II

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

Item#	Task	OPR/Assigned Personnel	Date Tasked	Suspense	Date Completed	Notes
2.8.	Ensure Unit Commanders are aware of and following the same procedures for unit-only single-day activities (i.e., they are the Activity Director for the purposes of this checklist, for unit events)	Lt Col Cathie Spaulding	23 Jun		30 Jun 20	Attached memos will be sent to the Unit Commanders upon approval of the Phase 2 plan.
2.9.	Email this plan to signal intentions to resume single-day events to the CAP COVID-19 Planning Team at COVID-19Plans@capnhq.gov , and copy the Region Commander	Lt Col Cathie Spaulding	23 Jun			
2.9.1.	Briefly describe/summarize previous coordination accomplished (i.e., 2.1 through 2.8 above)	Lt Col Cathie Spaulding	23 Jun		4 Jul 20	Continued communication from HSO, Safety, Cadet Programs and Command as to the best protocols for the safety of our members. Two of our smaller squadrons reopened in Phase 1. The Wing is purchasing “touchless” thermometers for all squadrons.
2.9.2.	Verify no jurisdictional restrictions are in place from State or Local Governments	Lt Col Cathie Spaulding	23 Jun		23 Jun	
2.9.3.	Set date to resume one-day special activities	Lt Col Cathie Spaulding	23 Jun		23 Jun	Phase 2 reopening date will be 7 July pending NHQ approval of Phase 2 plan.
2.9.4.	Receive approval from the CAP COVID-19 Planning Team to resume one-day special activities. Plan for one-week lead time.	Lt Col Cathie Spaulding				
2.10.	Publish the date that one-day special activities will resume to subordinate units	Lt Col Cathie Spaulding	23 Jun		23 Jun	Date will be published upon NHQ approval of Phase 2 plan.

COVID-19 Remobilization of the Membership Plan – Phase II

Plan Completed By: Lt Col Cathie Spaulding
Last Updated: 4 JUL 2020
Template Updated 14 May 2020





Maine

Medium



COVID RISK LEVEL

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

We have made improvements to how we calculate the infection rate. This change may affect the overall Risk Level. [Learn more.](#)

INFECTION RATE

COVID is still spreading, but slowly

1.05

Medium

POSITIVE TEST RATE

Indicates widespread testing

2.0%

Low

ICU HEADROOM USED

BETA

Can likely handle a new wave of COVID

4%

Low

CONTACTS TRACED

BETA

Insufficient tracing to stop the spread of COVID

22%

Medium

Updated July 3, 2020

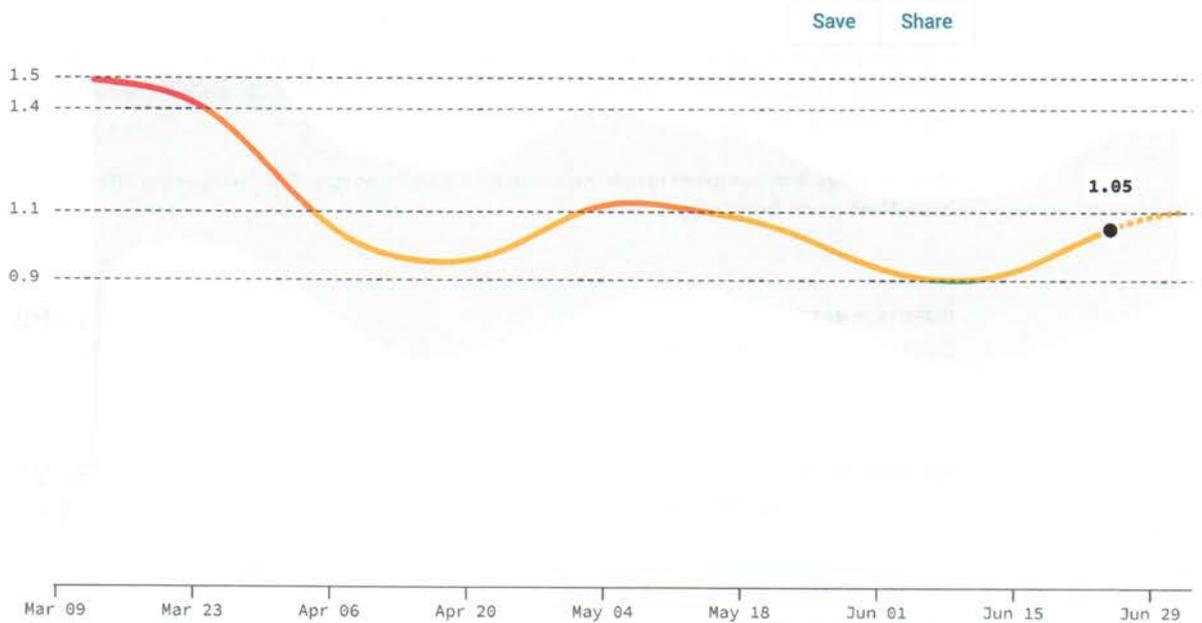
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Infection rate

MAINE

On average, each person in Maine with COVID is infecting 1.05 other people. Because this number is around 1.0, it means that COVID continues to spread, but in a slow and controlled fashion.



Last updated 7/3/2020. Each data point is a 14-day weighted average. We present the most recent seven days of data as a dashed line, as data is often revised by states several days after reporting. Learn more about [our methodology](#) and [our data sources](#).

Positive test rate

MAINE

A low percentage (2.0%) of COVID tests were positive, which suggests enough widespread, aggressive testing in Maine to detect most new cases. Identifying and isolating new cases can help contain COVID without resorting to lockdowns.

Save Share



Last updated 7/3/2020. The World Health Organization recommends a positive test rate of less than 10%. The countries most successful in containing COVID have rates of 3% or less. We calculate the rate as a 7-day trailing average. Learn more about [our methodology](#) and [our data sources](#).

ICU headroom used Beta

MAINE

Maine has about 394 ICU beds. Based on best available data, we estimate that 45% (176) are currently occupied by non-COVID patients. With 218 ICU beds remaining, we estimate 9 are needed by COVID cases, or 4% of available beds. This suggests there is likely enough capacity to absorb a wave of new COVID infections.

Save Share



Last updated 7/3/2020. [Resolve to Save Lives](#), a pandemic think tank, recommends that hospitals maintain enough ICU capacity to double the number of COVID patients hospitalized. Learn more about [our methodology](#) and [our data sources](#).

Contacts traced

Beta

MAINE

Per best available data, Maine has 40 contact tracers. With an average of 37 new daily cases, we estimate Maine needs 185 contact tracing staff to trace all new cases in 48 hours, before too many other people are infected. This means that Maine is likely able to trace 22% of new COVID infections in 48 hours. At these lower levels of tracing, it is unlikely Maine will be able to successfully identify and isolate sources of disease spread fast enough to prevent new outbreaks.

Save Share



Last updated 7/3/2020. [Experts recommend](#) that at least 90% of contacts for each new case must be traced within 48 hours in order to contain COVID. Experts estimate that tracing each new case within 48 hours requires an average of 5 contact tracers per new case, as well as fast testing. Learn more about [our methodology](#) and [our data sources](#) (for contact tracing data, we partner with [testandtrace.com](#)).

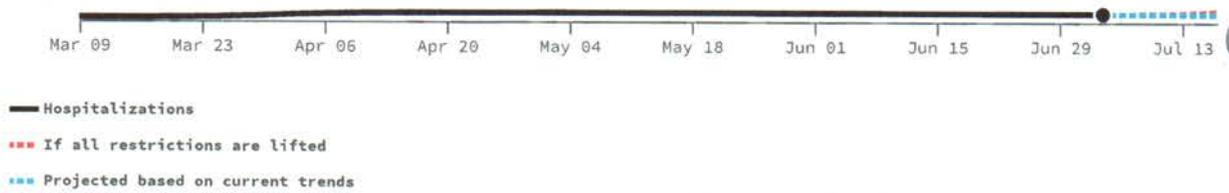
Future Hospitalization (both ICU and non-ICU) Projections

MAINE

Assuming current trends and interventions continue, Maine hospitals are unlikely to become overloaded in the next 30 days. However, any reopening should happen in a slow and phased fashion.

Save Share

2,946 beds



Predicted outcomes by August 3, 2020 (30 days from now)

Scenario	Hospital Overload Date	Population Infected (Cumulative)	Deaths
If all restrictions are lifted	Not in the next 30 days	10%	<1000
Projected based on current trends	Not in the next 30 days	3%	<1000



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ESTABLISHED

1971



**HEADQUARTERS
CIVIL AIR PATROL MAINE WING**

United States Air Force Auxiliary
Building Eight, Camp Keyes
P.O. Box 5006
Augusta ME 04332-5006

8-Jul-20

MEMORANDUM TO: All Maine Wing Members

FROM: MEWG Vice-Commander

SUBJECT: Re-opening of Maine Wing Phase 2

1. HQ CAP Mission: CAP Wing Commanders will proactively make their Wings ready to resume regularly scheduled meetings, single day events, and overnight activities in accordance with local, state, and federal guidance. A phased approach, based on the White House "Opening Up America Plan." will help align efforts across Wings and Regions, and communicate where personnel are in the process to returning to a post-COVID-19 "normal" operations tempo.
2. Each Wing is required to develop a Remobilization of Membership plan following the phased-approach (3 Phases), based on the White House "Opening Up America Plan." Maine Wing was approved to transition to Phase 1 on 23 June 2020. MEWG is expected to transition to Phase 2 on 6 July 2020.
3. Low- Risk members may resume unit meeting and training activities as long as there are less than 50 members, social distancing, and the activity in one-day in length.
4. Self-identified high-risk members are encouraged to attend virtually for their personal protection.
5. The Maine Wing Commander will have the ultimate authority on the reopening process and at his discretion can revert back to certain restrictions depending on the infection rate in Maine.
6. The following paragraphs will outline the duties of the Squadron Commander during the "Phase 2" reopening process. If the Squadron Commander is unable to comply with the restrictions he/she must notify the Wing Commander and will NOT open their squadrons until all requirements can be met.
7. During Phase 2 **no more than fifty (50)** people are allowed at the squadron:
 - Commanders **MUST** do a thorough cleaning/disinfecting of their squadrons with

particular emphasis on high-touched areas such as table, chairs, desks and bathrooms.

- Commanders **MUST** change their seating areas to allow for “social distancing” of 6 feet on all sides of any one person.
8. Masks will be **REQUIRED** for all members attending a squadron meeting.
 9. Commanders **MUST** provide hand sanitizer to all members. Members must use it when entering the building, after touching “high-touched” surfaces and when leaving the building.
 10. Commanders will have the members take their temperatures at home or take them at the squadron entry point. Any person with a temperature of 100.4 or greater will not be permitted to enter and will be sent home.
 11. Commanders will appoint someone to meet everyone at the door and ask the following questions:
 - a) How are you feeling?
 - b) Did you take your temperature before leaving home?
 - c) Do you have a fever?
 - d) Have you been in contact with someone that has tested positive for COVID?
 - e) Have you tested positive for COVID?
 12. Units will maintain attendance records for all approved activities for a minimum of 6 months to facilitate contact tracing if needed.
 13. Ground vehicles – All high touch surfaces and any commonly used equipment in the vehicle **will** be sanitized before and after operation. When switching drivers, the door handles and operator’s controls will be cleaned. The following are examples of high touch surfaces:
 - Steering wheel and operator’s controls
 - All radio controls and microphone
 - Seat belt buckle
 - All door handles
 - Seat adjustment controls
 - Ignition key and keychain
 - Hood release latch handle

All surfaces will be wiped down with a 60% alcohol-based cleaning solution and allowed to air dry.

The driver and passengers **will** wear facial coverings. Gloves are encouraged but not required.

14. Aircraft – Until further notice, all high touch services **MUST** be sanitized **BEFORE** and **AFTER** each flight or operations involving a pilot or crew change. The following are examples of high touch surfaces:
 - Control Yokes

- Parking brake handle
 - Radio controls – see additional guidance attached
 - Seat belt buckles and shoulder restraints
 - Door handles
 - Window latches, visors and vent controls
 - Fuel sample collector cup
 - Wipe down all pages of the plastic laminated onboard checklist
 - Ignition key and any keychains
 - Seat adjustment controls
 - Throttle, propeller and mixture controls
15. If the state or federal government issues more restrictive guidance then those requirements will take precedence.
16. Permitted Phase 2 flight activities shall include (assuming all members are low-risk and all flights are in low-risk areas):
- a. Single pilot proficiency flights
 - b. sUAS training and operations
 - c. Flight evaluations (Form5/91)
 - d. Two to three person aircrew training
 - e. Dual instruction
 - f. Cadet OFlights.
17. Aircrews will be required to wear face coverings (face coverings shall permit clear voice transmission when using aviation headset), gloves and to sanitize the aircraft as described in paragraph 13.
18. These requirements will stay in effect until Phase 3 has been approved and announced.
19. If you have any questions or need clarification please contact the Wing HSO, Safety Officer or Vice-Commander.

Respectfully,

//Signed//

CATHIE SPAULDING, Lt Col, CAP
MEWG Vice-Commander

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HEADQUARTER MAINE WING
CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY
PO BOX 5006
AUGUSTA, ME 04332-5006

TO: MEWG Squadron Commanders

FROM: Dr. Andrew R Goldman, MD, MEWG Medical Officer

RE: MEWG Re-mobilization Plan

DATE: 6 July 2020

In our effort to serve the mission of Civil Air Patrol within the State of Maine and progress in the re-mobilization of Maine Wing, please consider the following guidance to prioritize the safety of CAP membership. In accordance with re-mobilization phase 2, please use the following guidance for the planning of in person meeting activities and single day activities. The planning of single day activities should involve a medical risk review and input from Maine Wing Health Services.

1. Screening of unit members prior to admittance for meetings or activities should be well organized and including the following questions:
 - A) Has the member had any of the following symptoms including fever, cough, sore-throat, new shortness of breath, or cold-like symptoms?
 - B) Has the member tested positive for or have a pending test for COVID19 in the previous 2 weeks?
 - C) Has the member had any confirmed or suspected household exposure, or the symptoms above in item (A)?
 - D) Has the member traveled outside of the State of Maine or New Hampshire in the preceding 14 days. Those responding yes should be asked in follow up if they have traveled to any areas of increased community spread based on recent CDC data trends?

Any positive responses should be referred to the squadron commander, who should recommend non-admittance to the meeting. The reporting of any active symptoms, especially fever or shortness of breath, should prompt a recommendation of non-admittance and recommendation for BOTH urgent evaluation of symptoms by member's Primary Care Physician AND adherence to State and Federal CDC guidelines for community screening at testing sites.

2. Units should consider screening with no-touch thermometers prior to entry to meeting. Alternatively, units may require members to take their temperature at home prior to presenting for unit activities. The CDC definition of fever is a core body temperature greater than 100.4 F. Please review guidance for temperature screening at:

https://www.gocivilairpatrol.com/media/cms/CAP_COVID_19_Temperature_Screening__29C5E049DA530.pdf

3. Members considered to be “high-risk” by CDC guidelines are encouraged to participate in meetings or activities virtually when possible to lower their personal risk. Members who live in close household contact with members considered to be “high-risk” should also consider virtual participation. This does not preclude participation but is strongly recommended for personal and family safety. The following persons are considered at “high-risk” by the CDC.
 - A) Age greater or equal to 65 years of age or those residing in long-term care or nursing facilities.
 - B) Persons of any age with chronic medical conditions including, chronic lung disease, moderate to severe asthma, serious heart conditions, diabetes, liver disease, or immunocompromised individuals, people with chronic kidney disease, or severe obesity.
 - i. Immunocompromised individuals include, but are not limited to, those on certain medications that lower immune function (steroids or rheumatologic treatments), chemotherapy, blood and/or bone marrow cancers, immune deficiency syndromes, HIV/AIDS, or heavy smoking.
4. Units should adhere to all appropriate public health measures including social distancing, surface sanitation/disinfection, donning masks, and frequent hand washing. The wearing of at minimum cloth masks during the duration of the meeting SHALL BE MANDATORY. Minimizing avoidable sharing of equipment and decontamination of equipment prior to use by others is MANDATORY. The wearing of gloves may be recommended for certain activities as well as for universal precautions during actual missions. This is not a substitute for hand-washing and members are cautioned not to touch ones face, especially while wearing gloves. Appropriate doffing or disposal of any PPE (personal protective equipment) should also be reviewed.
 - A) Please review the following list of products tested for efficacy against SARCoV2, the virus that causes COVID19 infection. Please also adhere to any precautions related to skin, eyes, or ingestion related concerns from the use of disinfective agents to avoid harm to users.
<https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>
 - B) Aircrews are recommended to wear clean flight gloves or disposable gloves during multi-occupant flights

5. Single Day Activities

- A) Activity directors and/or planning committees will discuss activity plan with Medical Officer to assess capacity to maintain the above guidelines and recommendations for sanitization, optimizing social distancing, and implementing an ORM based approach with controls to decrease risk of COVID19 associated hazards.
- B) Assess for the availability and sufficient supply of cleaning and sanitizing agents to permit sustained and strict cleaning protocols throughout the duration of the single day activity.
- C) Activities will have routine and schedule based continuation checks initiated at the wing level beginning 45 days prior to an activity. In the event of activity cancellation, an effective communication plan will be necessary to ensure all parties are made aware of cancellations.
 - i. Activity coordinators will check in with Wing Medical Officer at 45 days, 14 days, 7 days, 1 day and on the day of the activity to ensure that the activity is still safe to proceed. This will incorporate understanding of any changes in State, Federal, or C.A.P. Guidelines that would effect the planning, safety, and feasibility of the activity as it relates to COVID19.
 - ii. Due to the nature of this monitoring, late cancellation of activities is a possibility. In the event of last minute cancellations, a wing-wide e-mail will be generated to communicate the cancellation, however, this may be insufficient in adequately notifying all members to stand down promptly under some circumstances. Under those circumstances please consider the following
 - (a) Unit Commanders will need to be notified via immediate communication.
 - (b) Units will implement a communication plan via either group messaging or telephone tree that necessitates positive confirmation of response and intentions, such as "I understand XYZ-Activity is canceled" and stress to members that a non-response does not convey to others understanding of cancellation or intention to stand down.
- D) A reminder that "Knock-it-off" can also pertain to situations where there is COVID19 related concern and should trigger immediate consideration for issues such as those related to mask related compliance, social distancing parameters, sanitizing measures, or where compliance with best practice is sub-optimal.

During these times it is pertinent that we remain committed to a culture of safety. At this time Maine Wing is recommending partial phased re-opening, however, with that comes an abundance of caution and the possibility that health safety related concerns could set back or delay this progression. Our attitudes towards our own safety and the safety of those under our command must reflect this abundance of caution in moving forward.

Please reach out to me for any questions or concerns regarding the above guidance or related health protocols.

Stay healthy and safe. Semper Vigilans!

Sincerely,

Maj. Andrew Goldman, CAP Medical Officer, Maine Wing Civil Air Patrol, USAF Auxiliary
andrew.goldman@mewg.cap.gov (c)516-356-4683

TO: MEWG Squadron Commanders and Safety Officers

FROM: Maj Jerry Lewis
MEWG Director of Safety

RE: MEWG reopening – Phase 2

Date: 30 June 2020

In anticipation to entering Phase 2 of the Main Wing re-opening, please reference the following guidance to keep our membership safe during all phases of the plan. Phase 2 for in person meeting will be allowed beginning 6 July. Prior to this date, you will need to familiarize yourself with the following guidance material:

1. Phase 2 Guidance memo to the MEWG squadron commanders from Maj Andrew Goldman, Maine Health Services Officer. This document provides guidance for each unit for Phase 2 of the re-opening.
2. The COVID-19 resource material that CAP National has developed for our use. This material includes Post-COVID-19 forms to mitigate local risks and are available at <https://www.gocivilairpatrol.com/covid-19-information-cena>
3. The document “The “5 M’s” for Corona virus – Special Risk Considerations During COVID-19 Cr”. This document as well as a copy of CAPF 160F are included with this memo.

Units will also need to identify sources for face coverings, gloves, hand sanitizer, and surface disinfectant to use to both prepare meeting lotions and for actual meetings and activities. Follow the guidance of the MEWG Commander and Maine Health Services Officer as to what level of protection is needed for Phase 2 re-opening. Also ensure you adhere to attendance limits set for meeting and activities and that you have adequate supplies of PPE, sanitizer and disinfectant **PRIOR** to any activity.

Phase 2 includes the following:

- Low-risk members may resume unit day-long meetings, activities, and missions as long as < members, socially distancing, and the activity is one-day in length. All public health protection measure continue.
- Commanders will still make available virtual meeting technologies for those self-identified high-risk members or members who may not be high-risk, but do not feel comfortable coming to an in-person meeting.
- Metric to transition to Phase 2 will be at least 14-days of successful Phase 1 metrics, which may take several weeks to months to achieve.

Aviation – face coverings, aviation gloves, and aircraft disinfection between sorties. Includes small-group local crew training, flight evaluations/check rides, crew proficiency, dual instruction and CAP cadet orientation flights (assuming all members are low-risk and all flight are in low risk areas.

Phase 2 Strategies:

- **Continue public health protection measures** such as: hygiene education, social distancing reminders, temperature checks, face coverings when social distancing is unable to be maintained, and common surface cleaning.
- Place seats 6-feet apart, double arm interval distancing, open air meetings, if possible.
- Food preparation should be done individually – no family style or buffet meals, due to the possibility of utensil cross-contamination.

Prior to engaging in a CAP activity, Unit commanders, Activity Directors and Safety Officers should conduct a risk assessment. Utilize *The "5 M's" for Coronavirus* (attached to this memo) and **CAP 160** (included as a PDF file) to facilitate the risk assessment. The instructions for completing the risk assessment can be found on page 4 of the CAP 160 PDF file.

The top priority is the safety of cadets and seniors these requirements are enacted to help ensure safety as we begin Phase 2 of the re-opening process and are only effective if we properly adhere to them.

Please contact me via the MEWG Commander if you have any questions or concerns.

Jerry Lewis Maj, CAP

MEWG Director of Safety

jerry.lewis@mewg.cap.gov



**HEADQUARTERS
CIVIL AIR PATROL MAINE WING**

United States Air Force Auxiliary
P.O. Box 5006
Augusta ME 04332-5006

July 2, 2020

Dear Squadron Commanders:

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

Supporting cadets during the COVID-19 public health emergency.

- Cadet Officer School, most Region Cadet Leadership Schools, and most encampments are cancelled for summer 2020. Those cancellations are beyond the cadets' control, so we will waive related promotion requirements so as not to unfairly stall their progression. The eligibility criteria identified below narrowly limits waivers to cadets who are on the cusp of earning the Mitchell and Eaker Awards.
- [Waiver Letter - CAPR 60-1](#)
- [Waiver Letter 20-05 6 May 2020 MEMORANDUM FOR ALL UNIT COMMANDERS](#)
[SUBJECT: Waivers for Mitchell & Eaker Award Requirements](#)

COVID-19 Risk Management for Multi-Day Training Activities & Follow-Up Planning

- This is the guidance that we are using to establish a process for evaluating risks relating to COVID-19 that affect multi-day training activities. We want to allow activities to continue when it is safe to do so, and to cancel, postpone, or relocate when advised by public health warnings. Further, the memo discusses follow-up plans in the event of cancellations.
- **Affected Activities.** This guidance applies to all National Cadet Special Activities, Cadet Special Activities, National Flight Academies, Encampments, multi-day Emergency Services training, multi-day Aerospace Education and Professional Development training and all other multi-day training activities until further notice.
- [17 April 2020 MEMORANDUM FOR ALL UNIT COMMANDERS & ACTIVITY DIRECTORS FROM: CAP/CC SUBJECT: COVID-19 Risk Management for Mu](#)

Interim Change Letter – CAPR 60-1, Cadet Program Management

- This change is to allow local leaders maximum flexibility during the current health emergency, and to help protect our most important resource - our members - CAPR 60-1, paragraph 4.3 (Cadet Activities) is temporarily suspended.
- It establishes requirements for weekly cadet squadron meetings, monthly "Saturday" activities, and wing cadet activities once per quarter.
- Section 4.3 is temporarily suspended until further notice. It will be reinstated when the

Coronavirus risk subsides.

- Commanders should explore the possibility of streaming cadet program curricula in lieu of meetings and encourage cadets to continue in their on-line testing.
- [CAPR 60-1 November 2019](#)

Accommodations for the cadet learning and promotion systems are effective immediately and shall continue until further notice.

Virtual: any convenient technology such as Zoom, Skype, Facetime, Microsoft Teams, Google Hangouts, teleconference, etc.

Achievement 1 Uniform Requirement.

- Ordinarily, cadets must possess a CAP uniform and wear it properly to earn Achievement 1, the Curry (CAPR 60-1, 5.2.3). That requirement is hereby waived, immediately, for the duration of the COVID-19 emergency.

As we move into Phase II of the remobilization plan, I encourage all Cadets (to the extent possible) to get out and attend their local Squadron meetings. The amendments to the Cadet program outlined above are still in effect and will be in effect until directed otherwise by NHQ.

The biggest thing in Phase II is that we can resume Cadet Orientation Rides (both powered and glider)! So if you want to go flying, make that request up through your chain of command to the Wing Director of Operations (Lt Col Roger Plant) and he will see that your Cadets get their O-Rides.

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

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

Respectfully,

Rhonda O'Shea



CIVIL AIR PATROL

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