

Approved: 23 June 2020



Post-COVID-19 Remobilization of the Membership Plan

Phase I: Resuming Regularly Scheduled Meetings

MEWG
Completed 28 May 2020

Template Updated 12 May 2020

COVID-19 Remobilization of the Membership Plan – Phase I

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

Additional staffing and resources have been coordinated with NA, to cover gaps in this wing's available resources.

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

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

Primary Phone: (207) 255-1234

Primary Email: Catherine.spaulding@mewg.cap.gov

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

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 Cathie Spaulding	28 May 20	5 Jun 20	1 Jun 20	Prohibition on gatherings of more than 50 people. At risk people should remain home when possible.
1.2.	Hold meeting with between Plan Coordinator and Health Services Officer	Lt Col Cathie Spaulding	28 May 20	5 Jun 20	12 Jun 20	
1.2.1.	Wing priorities for training events should be coordinated	NA	NA	NA	NA	All training is suspended until Phase II
1.2.1.1.	Check state and local health guidance regarding gatherings (Review of each jurisdiction impacted by this plan)	Lt Col Cathie Spaulding	28 May 20	5 Jun 20	12 Jun 20	Augusta, Waterville and Auburn squadrons are in areas where the infection rate is increasing rapidly.
1.2.1.2.	Prepare information for subordinate units on temperature screening, health education, and sanitation	Maj Andrew Goldman	28 May 20	5 Jun 20	29 May 20	See attached.
1.2.2.	Consult with Wing Legal Officer about resuming meetings	Lt Col Cathie Spaulding	5 Jun 20	12 Jun 20	11 Jun 20	
1.2.3.	Coordinate with Wing Director of Safety	Maj Jerry Lewis	8 Jun 20	12 Jun 20	8 Jun 20	See attached document
1.2.3.1.	Verify proper risk planning tools are available to units	Maj Andrew Goldman	28 May 20	5 Jun 20	29 May 20	
1.2.3.2.	Prepare to communicate with subordinate units on Safety-related matters (see 1.7. below)	Lt Col Cathie Spaulding, Maj Andrew Goldman, Maj Jerry Lewis and Lt Rhonda O'Shea	28 May 20	5 Jun 20		Will begin communication with squadrons as soon as Phase I plan has been approved.
1.2.4.	Coordinate with Wing Director of Cadet Programs	Lt Rhonda O'Shea	28 May 20	5 Jun 20	30 May 20	
1.2.4.1.	Prepare recommendations for units regarding meeting activities and alternatives to maintain optimal distance while at meetings	Lt Rhonda O'Shea	4 Jun 20	12 Jun 20	7 Jun 20	See attached document.
1.2.4.2.	Prepare bullets for units to incorporate when sending messages to parents about	Lt Rhonda O'Shea	28 May 20	5 Jun 20	30 May 20	See attached document.

Plan Completed By: Lt Col Cathie Spaulding
 Last Updated: 28 May 2020
 Template Updated 12 May 2020

COVID-19 Remobilization of the Membership Plan – Phase I

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Phase I: Resuming Regularly Scheduled Meetings (Continued)

Item#	Task	OPR/Assigned Personnel	Date Tasked	Suspense	Date Completed	Notes
1.3.	Have subordinate unit commanders verify that local governments do not have more restrictive social-distancing guidelines than those at the state level	Lt Col Cathie Spaulding	28 May 20	5 Jun 20	5 Jun 20	Completed
1.4.	Send copy of planning documents to the CAP COVID-19 Planning Team at COVID-19Plans@capnhq.gov , and copy the Region CC to reinstate meetings.	Lt Col Cathie Spaulding	28 May 20		15 Jun 20	
1.4.1.	Briefly describe/ summarize previous coordination accomplished	Lt Col Cathie Spaulding	28 May 20		28 May 20	NA at this time.
1.4.2.	Verify no jurisdictional restrictions are in place from State or Local Governments	Lt Col Cathie Spaulding	28 May 20	5 Jun 20	3 Jun 20	
1.4.3.	Set date to resume meetings; this is also the start of Phase II.	Lt Col Cathie Spaulding	28 May 20	5 Jun 20	31 May 20	Using current statistics MEWG would tentatively resume meetings on 18 Jun 20
1.5.	Receive approval from the CAP COVID-19 Planning Team to reinstate meetings. Plan for one-week lead time.	Lt Col Cathie Spaulding	28 May 20			
1.6.	Publish the date that meetings may resume to subordinate units	Lt Col Cathie Spaulding	28 May 20	5 Jun 20	29 May 20	Conference call with Squadron Commanders before unit meetings resume.
1.7.	Task Wing Director of Safety to communicate the following to subordinate units	Maj Jerry Lewis	5 Jun 20	12 Jun 20	8 Jun 20	

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COVID-19 Remobilization of the Membership Plan – Phase I

1.7.1.	<u>Units</u> will review CAPFs 160, 160S, and 160HL to be sure COVID-19 risks are considered and mitigated	Maj Jerry Lewis	5 Jun 20	12 Jun 20	8 Jun 20	
1.7.2.	Unit Safety Officers will emphasize continued use of face coverings, gloves, and hand sanitizer, as well as social distancing, hand washing and surface cleaning/disinfection	Unit Safety Officers	28 May 20	5 Jun 20	1 Jun 20	Squadron Commander's will be asked on conference prior to unit meeting resuming to have their health services officer, safety officer or other member to discuss these issues.
1.8.	Task Wing Health Service Officer to communicate the following to subordinate units:	Maj Andrew Goldman	28 May 20	5 Jun 20	29 May 20	

Phase I: Resuming Regularly Scheduled Meetings (Continued)

Item#	Task	OPR/Assigned Personnel	Date Tasked	Suspense	Date Completed	Notes
1.8.1.	Units will ensure no members or guests with a temperature of 100.4 or greater are admitted (a temperature at or above 100.4°F is the CDC recognized point where there is a fever). Units will require members to take their temperature at home or may screen with no-touch thermometers prior to entry.	Maj Andrew Goldman	28 May 20	5 Jun 20	29 May 20	See attached document. Maine Wing will follow NHQ guidance.
1.8.2.	Educate members on their stratified level of risk (i.e., Low-risk vs. High-risk)	Unit Commanders or Health Services Officer	28 May 20			Unit Commanders will contact or determine who their high risk members are and will ask them to attend via virtual options.
1.8.3.	Units perform all appropriate public health measures (e.g., social distancing, surface cleaning/disinfection, face coverings, hand sanitizer, at-home temperature check or no-touch temperature check prior to entry and routine symptom checks)	Unit Commanders	28 May 20			Unit Commanders will receive guidance from the Wing Health Services Officer prior to squadron meeting resumption

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COVID-19 Remobilization of the Membership Plan – Phase I

1.9.	Task Wing Director of Cadet Programs to communicate the following to subordinate units:	Lt Rhonda O'Shea	28 May 20	5 Jun 20		See attached document.
1.9.1.	Units identify ways to meaningfully engage and fully participate in meetings without formations, drill, or other close-distance activities	Unit Commanders	28 May 20	7 Jun 20	6 Jun 20	Individual unit will develop a plan prior to squadron meeting resumption. See attached suggestions created by Wing DCP
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	Unit Commanders	28 May 20	1 Jun 20		Unit Commanders will inform unit members and parents of opening plan. Wing DCP draft letter will be provided to Commanders for reference.



**HEADQUARTERS
CIVIL AIR PATROL MAINE WING**
United States Air Force Auxiliary
Building Eight, Camp Keyes
P.O. Box 5006
Augusta ME 04332-5006

19-Jun-20

MEMORANDUM TO: Squadron Commander's & Wing Staff

FROM: MEWG Vice-Commander

SUBJECT: Re-opening of Maine Wing Phase 1

1. Due to the COVID-19 Pandemic, the National Commander has cancelled all CAP activities (except certain AFAM and real-world missions) to abide by various social-distancing measures enacted across the country until 30 June 2020.
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." Currently Maine Wing has requested approval to transition from our current restrictions to Phase 1 on 18 June 2020.
3. 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.
4. The following paragraphs will outline the duties of the Squadron Commander during the "Phase 1" 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.
5. Squadron Commanders must notify the Vice-Commander that they are able to achieve all requirements and receive an "OK to reopen" before notifying squadron members of the date to reopen.
6. During Phase 1 **no more than ten** people are allowed at the squadron:
 - For most squadrons, Commanders are encouraged to continue with virtual meetings for Phase 1.
 - 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.

7. Masks are **REQUIRED** for all members attending a squadron meeting during Phase 1. Gloves are recommended but not required.
8. 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.
9. Commanders will require all members planning to attend a squadron meeting to check their temperature before leaving home. If they have a temperature of more than 100.4 they must stay home.
10. 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?
11. 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.

12. 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
13. If the state or federal government issues more restrictive guidance then those requirements will take precedence.
 14. If you have any questions please reach out to the Vice-Commander, Health Services Officer or Safety Officer for guidance and clarification.
 15. The only missions allowed in Phase 1 include: COVID support, flight evaluations/check rides, crew proficiency, individual aircrew training, and dual instruction (assuming all members are low-risk and all flight operations are in low-risk areas. Pilots and crews are required to wear a facial covering and are encouraged to wear gloves during flight and cleanup operations.
 16. These requirements will stay in effect until Phase 2 has been approved and announced.

Respectfully,

//Signed//

CATHIE SPAULDING, Lt Col, CAP
MEWG Vice-Commander

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: 21 June 2020

In our effort to serve the mission of Civil Air Patrol within the State of Maine and begin re-mobilization of Maine Wing, please consider the following guidance to prioritize the safety of CAP membership. In accordance with re-mobilization phase 1, in person meetings will begin to be allowed as of 21 June 2020. These meetings will be limited to a maximum of TEN members.

1. Screening of unit members prior to admittance for meetings 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, exception Fryeburg Flight, in the previous 2 weeks or received out-of-state guests, including Fryeburg Flight, during the previous 2 weeks? Fryeburg Flight members should be asked if they have traveled to any areas of increased community spread?

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 virtually 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.
 - ◆ 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

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

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the second is the fact that the
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The results of the study are as follows:

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CIVIL AIR PATROL
COVID-19 Temperature Screening Guideline

30APR2020

Purpose: Provide a template for CAP Health Services Officers (or their designee) to conduct temperature screening operations for the protection of the force to identify individuals who are potentially ill and should not be allowed into a CAP activity. **Note:** this is a voluntary screening, but failure to conduct a screening may result in non-entry to the work site. Screeners may only be senior members.

- I. **Authorities:** The U.S. Centers for Disease Control and Prevention (CDC) has recommended that temperature checks may be instituted in some areas where there have been acute COVID-19 outbreaks, per <https://www.cdc.gov/coronavirus/2019-ncov/php/risk-assessment.html>.
- II. **Essential Equipment (see attachment A)**
 - A. Minimum of: (1) table and (1) chair and (1) place for a sign
 - B. Two paper Stop signs (Attachment B)
 - C. One paper "Instructions" sign (Attachment C)
 - D. One paper "Look here" sign (Attachment D)
 - E. No touch thermometer (2)
 - F. Pass marker system (colored dots, tags, markers, wristbands, etc.)
 - G. Hand sanitizer
 - H. EPA approved sanitizing solution and wipes for equipment, chair, and table cleaning
 - I. Instruction card for a person who does not meet the standard for the recheck (Attachment E).
 - J. Clock or timer that can measure 5-minutes
 - K. Appropriately sized examination gloves (wash hands after duty is completed).
 - L. Face covering for temperature taker
- III. **Competency**

OPR: HS

CIVIL AIR PATROL
COVID-19 Temperature Screening Guideline

30APR2020

- A. Thermometer screener will review the manufacturer's instructions and a supervisor will review the protocol below with the temperature screener and be shown proficiency with the protocol.

IV. **Voluntary Screening Protocol**

- A. Set-Up: Establish screening area using table and chairs at a set distance apart. Place a marker halfway between and perpendicular to the location where the person is being screened so they can look at the item when being screened and if they cough, the cough will not be in the screener's direction. When possible, remove cover/hat and have person being screened remain in room temperature environment for ten minutes before screening. Ensure people awaiting screening maintain 6- foot social distancing.
- B. Greeting: Upon approach of personnel, ask two initial statements to the individual:
- 1) "Hello, we are screening people for elevated temperatures and COVID symptoms."
 - 2) "How are you feeling today?"
 - a. If the person is feeling ill, inform them that they should not participate today and ask the person to leave the screening area.
 - b. If the person states that they are feeling well, proceed to temperature check and invite the person to voluntarily be screened for fever.
- C. Temperature Check: Take the person's temperature using the "no touch thermometer" with the table as a barrier between the temperature-taker and the person. A temperature at or above 100.4°F is the CDC recognized point where there is a fever.
1. If the temperature is less than 100.4°F, place a colored indicator on the persons ID Badge and welcome the person to enter.
 2. If the temperature is greater than or equal to 100.4°F, have the person wait in the secondary waiting area for five (5) minutes before rechecking the temperature.
- D. Temperature Recheck: After five (5) minutes, recheck the person's temperature reading.
1. If the temperature is now less than 100.4°F, place a colored indicator on the persons ID Badge and welcome the person to enter.
 2. If the temperature is still greater than or equal to 100.4°F, the temperature taker will explain that the person is being recommended for non-entry and provide them with the temperature at or above 100.4 °F Card (attachment E).

OPR: HS

CIVIL AIR PATROL
COVID-19 Temperature Screening Guideline

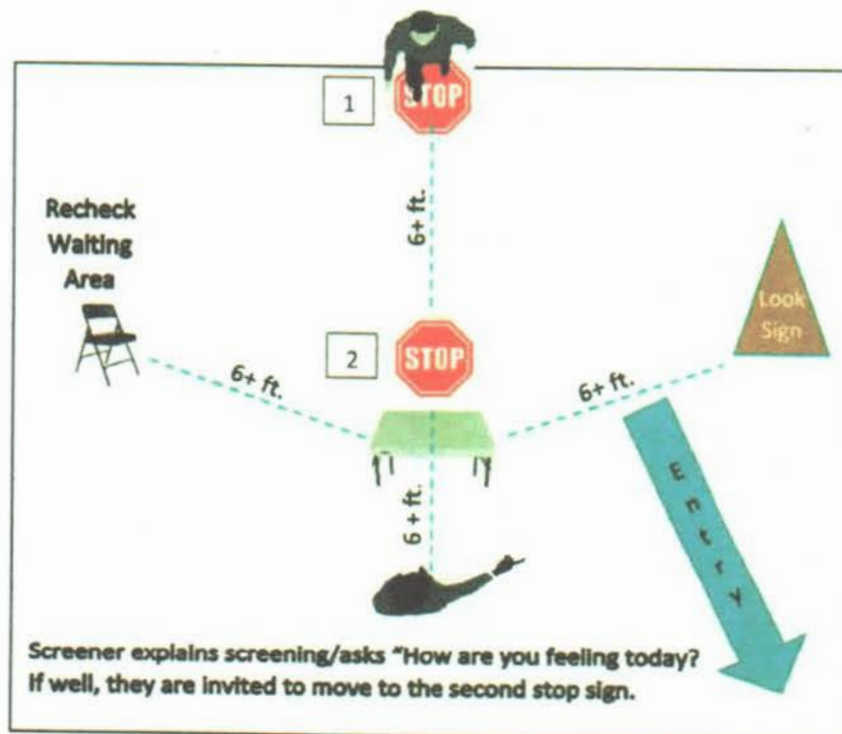
30APR2020

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

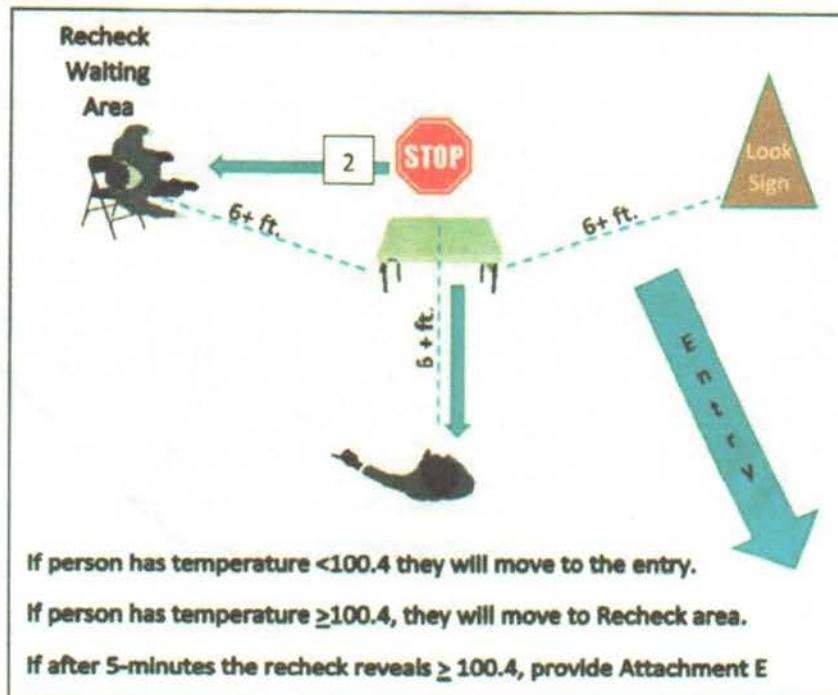
OPR: HS

Attachment A: Essential Equipment Recommended Set-up

1. Person stops at first stop sign and the screener states "Hello, we are screening people for elevated temperatures and respiratory symptoms" and then asks "How are you feeling today?" (Attachment B).
2. Person is invited to walk to the second stop sign (Attachment B).
3. Person is instructed that this is a voluntary temperature screening (Attachment C)
4. Person is asked to look at the "Look here" sign (Attachment D).
5. Only once the person looks to the side will the temperature taker advance to the table.
6. The person's temperature will be taken, while they continue to look at the "Look here" sign.
7. If the person's temperature is less than 100.4° F, they are invited to enter the building, while if the temperature is greater than or equal to 100.4° F, they are asked to have a seat at the waiting chair and have a recheck.
8. If the recheck is greater than 100.4° F, they will be given a card and informed that they are being recommended for non-entry into the building (Attachment E).



The diagram illustrates the screening process at a stop sign. A person is shown at a stop sign, labeled '2'. A 'Recheck Waiting Area' is indicated to the left, and a 'Look Sign' is to the right. A large arrow labeled 'ENTRY' points downwards. The text below the diagram states: 'Once at the second stop sign, Screener will direct the person to look at the sign and only move forward when person turns their face.'



Attachment B: Stop Sign



Attachment B: Stop Sign (continued)



Attachment C: Voluntary Instructions Sign

This is a Voluntary
Temperature
Check to protect
our members.
Failure to do so
may result in
non-entry.

Attachment D: Look Here Please Sign



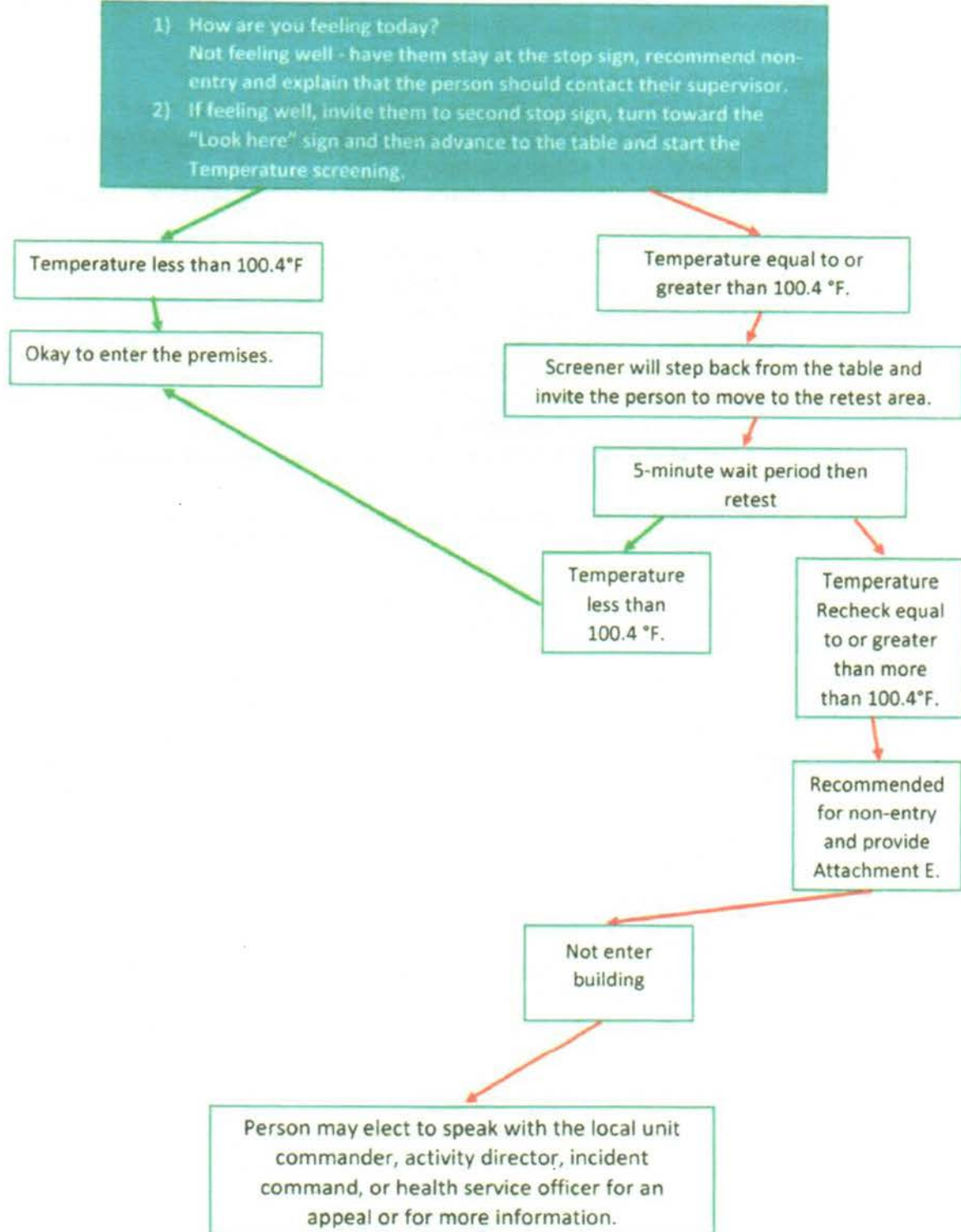
CIVIL AIR PATROL
COVID-19 Temperature Screening Guideline

30APR2020

Attachment E: Recheck Temperature equal to or above (\geq) 100.4°F card

<p>You have been found to have a temperature of at least 100.4° F or above and are being recommended for non-entry into this event/activity. Please contact your healthcare provider and notify them that you had a temperature or are feeling ill. If you have any questions, please contact your supervisor, health service officer, or commander.</p>	<p>You have been found to have a temperature of at least 100.4° F or above and are being recommended for non-entry into this event/activity. Please contact your healthcare provider and notify them that you had a temperature or are feeling ill. If you have any questions, please contact your supervisor, health service officer, or commander.</p>
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<p>You have been found to have a temperature of at least 100.4° F or above and are being recommended for non-entry into this event/activity. Please contact your healthcare provider and notify them that you had a temperature or are feeling ill. If you have any questions, please contact your supervisor, health service officer, or commander.</p>	<p>You have been found to have a temperature of at least 100.4° F or above and are being recommended for non-entry into this event/activity. Please contact your healthcare provider and notify them that you had a temperature or are feeling ill. If you have any questions, please contact your supervisor, health service officer, or commander.</p>

Attachment F: Overall Paradigm



Attachment G: Sanitization of Chair, Table, and/or Thermometer Process

- Routinely during the Screening Process:
 - Spray table surface with sanitizing solution and wipe/rub for 10 seconds.
 - Wipe thermometer with sanitizing solution or a disinfecting wipe, place on the clean area of the table and wait for it to dry.
 - Spray chair and table legs with sanitizing solution and wipe from top to bottom, then wait to dry.
 - Remove gloves and wash hands with hand sanitizer routinely.
- After Someone Screens with a Temperature ($\geq 100.4^{\circ}\text{F}$):
 - Spray your gloves with sanitizing solution.
 - Sanitize areas:
 - Spray table surface with sanitizing solution
 - Wipe thermometer with sanitizing solution or a disinfecting wipe, place on the clean area of the table and wait for it to dry.
 - Spray chair and table legs with sanitizing solution and wipe from top to bottom
 - Remove gloves, wash hands with hand sanitizer, reapply a new pair of gloves and then continue.

Letter to Squadron Commander's and Unit Safety Officers from Wing Safety Officer

TO: MEWG Squadron Commanders and Safety Officers
FROM: Maj Jerry Lewis – MEWG Director of Safety
RE: MEWG reopening
DATE: 8 June 2020

In anticipation of the re-opening of the Maine Wing, please reference the following guidance to keep our membership safe during all phases of the plan. Prior to MEWH opening, you will need to familiarize yourself with the following guidance material:

1. Guidance memo to the MEW' squadron commanders from Maj Andrew Goldman, Maine Health Services Officer.
2. The COVID-19 resource material that CAP National has developed for our use. This material includes Post-COVID-19 ORM forms to mitigate local risks and are available at <https://www.gocivilairpatrol.com/covid-19-information> center.
3. The document "The "5 M's" for Corona virus – Special Risk Considerations During COVID-19 Crisis". This document as well as a copy of CAPF 160F are include with this memo.

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

The top priority is the safety of cadets and seniors. These requirements are enacted to help ensure safety as we begin 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

8 June 2020

MEMORANDUM

SUBJECT: Cadet Program Considerations

1. When in person meetings are authorized, the following criteria will be followed:
 - a. Meetings must be _____ individuals or less
 - i. Units are encouraged to maintain social distancing guidelines and therefore may make appropriate changes to meeting dates/time to allow for fewer members to attend each meeting, but still allowing all to participate.
 1. meeting adjustment suggestions:
 - a. Cadet Meetings Only
 - b. Senior Member Meetings Only
 - c. Executive Leadership (senior/cadet command staff and any applicable officers as needed Only
 - d. New recruits Only
 - ii. Until such time as in-person meetings are authorized for larger gatherings, Units are continue to attend meetings via digital/virtual means such as Zoom, Google Meet, or other video conferencing platform
 1. Units and groups can and should work together to create creative ways for cadets to participate in virtual activities and meetings. All members are encouraged to reach out to Maine Wing and MEWG/CP and MEWG CAC (via appropriate chain of command) for additional assistance as needed.
 - b. An attendance log must be kept and saved for future review
 - c. Frequent handwashing, use of hand sanitizer and use of surface disinfectant must be used during activity time
 - d. Face coverings must be worn at all times unless a medical condition precludes the use of a face covering
 2. Meaningful Activity Engagement and Participation Guidelines:
 - a. Waivers for Encampment, Mitchell Award, RCLS, Eaker Award
 - i. [Waiver Letter 20-05 6 May 2020 MEMORANDUM FOR ALL UNIT COMMANDERS SUBJECT: Waivers for Mitchell & Eaker Award Requirements](#)
 - b. Interim Change Letter - CAPR 60-1 Cadete Program Management
 - i. [CAPR 60-1 November 2019](#)

- c. Waiver Letter covering accommodations for cadet learning and promotion systems
 - i. [OFFICE OF THE NATIONAL COMMANDER CIVIL AIR PATROL
Waiver Letter 20-01 19 March 2020 MEMORANDUM FOR ALL
CAP UNIT COMMANDERS](#)
- d. Milestone Testing Instructions / Accommodations for Covid -19
 - i. [Milestone Test Instructions with Coronavirus Waiver](#)
- e. Curry Uniform Waiver Letter
 - i. [Waiver Letter 20-02 26 March 2020 MEMORANDUM FOR ALL
CAP UNIT COMMANDERS SUBJECT: Waiver Letter – CAPR 60-
1, Cadet Program](#)
- f. Drill and Ceremonies to be held at double-arm intervals
- g. Social distancing to be maintained for meetings, Aerospace Activities, Emergency Service Activities and other activities so directed by each Unit (outdoor meeting locations are encouraged for this reason)
- h. Follow federal, state and local authorities as well as CAP/NHQ publications and guidance.

Maine Wing local leaders and members have shown extreme flexibility and creativity as well as resourcefulness and ingenuity in these last few months. The challenges that we have overcome as a Wing and Organization have been extraordinary. Through the continuous leadership and dedication that our members have displayed, Civil Air Patrol will thrive.

If you have any questions regarding the contents of this Memorandum, please contact Lt Rhonda O'Shea, MEWG/CP at rhonda.oshea@mewg.cap.gov
Respectfully,

Rhonda O'Shea



CIVIL AIR PATROL

1Lt. Rhonda O'Shea CAP

MEWG Director of Cadet Programs

021 Composite Squadron

U.S. Air Force Auxiliary

GoCivilAirPatrol.com



HEADQUARTERS
CIVIL AIR PATROL MAINE WING
United States Air Force Auxiliary
P.O. Box 5006
Augusta ME 04332-5006

June 1, 2020

Dear Parents, Careproviders and Guardians,

As many of you are being notified, the Maine Wing of Civil Air Patrol is working on the reopening of our Wing. During this process, I want to reassure you that the safety of your cadet is our top priority.

We are asking that everyone recognize that in the next weeks and months it is imperative that each one of us take responsible actions to prevent the further spread of COVID-19. I ask that you talk with your cadets on how they feel, if possible, take their temperature, and if anyone in your home is exhibiting COVID-19 symptoms, seriously consider keeping your cadet home and not allow them to attend the meeting that day. If you are unaware of what the symptoms are, please visit the CDC's site by clicking this link: [Symptoms of Coronavirus](#)

Your cadet's Unit Commander will notify you of their approach to creating a safe environment for all.

On the subject of State and National cadet activities, Cadet Officer School, most Region Cadet Leadership Schools, NCSAs (National Cadet Special Activities) and most encampments, including the Maine Wing encampment are canceled 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. If your cadet applied for these activities and was accepted, you will have to reapply for them again when it is announced that the activity has a new date. Additionally, it is my understanding that all funds paid for these activities will be refunded without any action on your part.

I would like to take this opportunity to refresh your awareness of our constant dedication to your cadet. Here is our Parent's Guide to the Civil Air Patrol Cadet Program: [CIVIL AIR PATROL](#)

If you have any questions or concerns, please speak with your cadet's Unit Commander and if you need further assistance or information, please let me know.

Sincerely,

Rhonda O'Shea



CIVIL AIR PATROL

1Lt. Rhonda O'Shea CAP

MEWG Director of Cadet Programs

U.S. Air Force Auxiliary GoCivilAirPatrol.com



**HEADQUARTERS
CIVIL AIR PATROL MAINE WING**

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<https://www.cdc.gov/coronavirus/2019-nCoV/symptoms-testing/symptoms.html>

Your cadet's Unit Commander will be notifying you of their approach to creating a safe environment for all.

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https://www.gocivilairpatrol.com/media/cms/P060_012_Feb_2020_371CFC807203A.pdf

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

Sincerely,

Rhonda O'Shea

Director of Cadet Programs, Maine Wing Civil Air Patrol

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Aviation Alerts and Advisories

(<https://www.garmin.com/en-US/aviationalerts>)

Service Advisory 2051: Cleaning/Disinfecting Guidance

MARCH 20, 2020 / SERVICE ADVISORIES ([HTTPS://WWW.GARMIN.COM/EN-US/AVIATIONALERTS/CATEGORY/SERVICE-ADVISORIES/](https://www.garmin.com/en-US/aviationalerts/category/service-advisories/))

PRODUCTS AFFECTED:

All Garmin aviation products are affected.

ISSUE:

Garmin would like to provide some general recommendations for materials and supplies used to clean/disinfect Garmin aviation products. Not following the recommendations below could void the warranty.

NOTE

The following guidance is intended to help reduce the spread of disease while preserving the integrity of Garmin aviation products. Garmin does not guarantee that it will do so in all cases. For general cleaning and disinfecting guidance, please refer to CDC guidelines and other applicable guidelines.

Cleaning and Disinfecting:

- Cleaners containing ammonia will harm the anti-reflective coating on many Garmin aviation display lenses.
- Disinfecting using a solution of 70% isopropyl alcohol that does not contain ammonia is preferred. Solutions of up to 91% isopropyl alcohol are also acceptable.
- Clean the display lens using a clean lint-free cloth and a cleaner that is specified as safe for anti-reflective coatings.
- For other exposed surfaces such as knobs, buttons, and bezels, a damp cloth with soap and water is acceptable. Garmin does not recommend bleach-based cleaners, ammonia-based cleaners, or other harsh chemicals on any surface.
- Remove all soap/soap residue to prevent buttons and knobs from gumming up or becoming slippery.
- Many aviation products are not rated as waterproof. Spraying or wetting the units to the extent where moisture could go beyond the exterior surfaces could damage the unit.

Service Advisory 2051 Rev A (<https://s23634.pcdn.co/en-US/aviationalerts/wp-content/uploads/2020/03/2051a.pdf>)

Browse Alerts

- Aviation Database Alerts (<https://www.garmin.com/en-US/aviationalerts/category/aviation-database-alerts/>)
 - FliteCharts (<https://www.garmin.com/en-US/aviationalerts/category/aviation-database-alerts/flitecharts/>)
 - IFR/VFR Charts (<https://www.garmin.com/en-US/aviationalerts/category/aviation-database-alerts/ifrvfr-charts/>)
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 - SafeTaxi (<https://www.garmin.com/en-US/aviationalerts/category/aviation-database-alerts/safetaxi/>)
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- General (<https://www.garmin.com/en-US/aviationalerts/category/general/>)
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