

Approved: 3 June 2020



# Post-COVID-19 Remobilization of the Membership Plan

## Phase I: Resuming Regularly Scheduled Meetings

MNWG  
Completed 30 May 2020

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

This plan has been developed for Minnesota 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 (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@capnhq.gov](mailto:COVID-19Plans@capnhq.gov).

Plan Coordinator and Point of Contact: MNWG CV, Lt Col Paul Prior

Primary Phone: ( 651 ) 200 - 7770

Primary Email: [Paul.Prior@mncap.org](mailto:Paul.Prior@mncap.org)

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

(Complete below, and on additional pages as-needed.)

Minnesota Wing has been closely monitoring the situation intensely since early March.

Pending CAP NHQ approval, MNWG proposes to move from Phase 0 to Phase 1 on 01 Jun 2020.

Since 29 Apr 2020, Minnesota's Infection Rate has been tracking downward from 1.38 to 1.11. On average, each person in Minnesota with COVID is infecting 1.11 other people. Because this number is only slightly above 1.0, it means that COVID is growing, but slowly.

On 26 May 2020, the Minnesota Department of Health reports a Total approximate number of completed tests: 204,059

- Total approximate number of completed tests from the MDH Public Health Lab: 22,011
- Total approximate number of completed tests from external laboratories: 182,048

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On 26 May 2020, MNWG CC, Col Bill Hienz sent a MNWG COVID-19 Remobilization update e-mail to all MNWG Members. SEE ATTACHMENT #7

Cities and counties in Minnesota do not have more restrictions than the State of Minnesota. We will continually monitor city and county restrictions and the rate of cases testing positive in MNWG, and adjust our plans accordingly.

MNWG's COVID-19 Remobilization Planning Team will monitor the process on a daily basis and let us know if anything changes. Any changes will be reported and proper measures put in place.

Once this plan is approved, MNWG CC will work with the unit commanders, and the Minnesota COVID-19 Remobilization Planning Team on how to best open MNWG units for training and operations.

Our proposed transition into phase 1 is 01 Jun 2020, at the earliest.

MNWG has not yet completed items 1.5 "Receive approval from the CAP COVID-19 Planning Team to reinstate meetings. Plan for one-week lead time" and 1.6 "Publish the date that meetings may resume to subordinate units".

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	MNWG CV, Lt Col Paul Prior	14 May 2020	20 May 2020	20 May 2020	Proposed meeting/training resumption 01 Jun 2020. State government guidance currently allows gatherings for that date.* SEE Minnesota Governor Tim Walz Emergency Executive Order 20-56 hyperlink provided below.
1.2.	Hold meeting with between Plan Coordinator and Health Services Officer	MNWG CV, Lt Col Paul Prior and MNWG HS Officer, Maj Robert Taylor, DO	20 May 2020	21 May 2020	20 May 2020	Telephone conference calls and e-mails.
1.2.1.	Wing priorities for training events should be coordinated	Maj Thomas Fitzhenry	20 May 2020	25 May 2020	25 May 2020	SEE Attached document #1. Coordinated with the following MNWG Staff: <ul style="list-style-type: none"> <li>• DO, Capt Greg Erickson</li> <li>• PD, Lt Col Douglas Kilian</li> <li>• CP, Lt Col Ellen Browning</li> <li>• HS Officer, Maj Robert Taylor, MD</li> <li>• XP, Maj Carrie Niemann</li> <li>• SE Officer, 1Lt Richard Wayman</li> </ul>
1.2.1.1.	Check state and local health guidance regarding gatherings	MNWG CV, Lt Col Paul Prior	20 May 2020	23 May 2020	23 May 2020	State and local health guidance for jurisdictions where units reside agree: see 1.1. above.* Minnesota Governor Tim Walz Emergency Executive Order 20-56 is effective as of Sunday, May 17, 2020 at 11:59 pm and remain in effect through Sunday, May 31, 2020 at 11:59 pm. Less restrictive guidance is expected.
1.2.1.2.	Prepare information for subordinate units on temperature screening, health education, and sanitation	MNWG HS Officer, Maj Robert Taylor, DO	20 May 2020	24 May 2020	24 May 2020	CDC documents- Attached Document #2. SEE CAP COVID-19 Temperature Screening Guideline dated 30 Apr 2020.
1.3.	Have subordinate unit commanders verify that local governments do not have more restrictive social-distancing guidelines than those at the state level	MNWG CV, Lt Col Paul Prior	20 May 2020	24 May 2020	24 May 2020	No local government entity has more restrictive social distancing guidelines than those at state level. All MNWG subordinate units reported their local government does not have more restrictive social-distancing guidelines than those at the state level.

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1.4.	Send copy of planning documents to the CAP COVID-19 Planning Team at <a href="mailto:COVID-19Plans@capnhq.gov">COVID-19Plans@capnhq.gov</a> , and copy the Region CC to reinstate meetings.	MNWG CV, Lt Col Paul Prior	27 May 2020	26 May 2020	27 May 2020	Full review of planning documents by MNWG CC Staff prior to submission to CAP NHQ.
1.4.1.	Briefly describe/ summarize previous coordination accomplished	MNWG CV, Lt Col Paul Prior	14 May 2020	20 May 2020	20 May 2020	This is the first coordination for Phase 1 reopening - no previous coordination accomplished. SEE “Narrative Summary of Coordination and Events To-Date in Minnesota Wing”.
1.4.2.	Verify no jurisdictional restrictions are in place from State or Local Governments	MNWG HS Officer, Maj Robert Taylor, DO	20 May 2020	24 May 2020	24 May 2020	Redundant – SEE hyperlink for 1.1 above.*
1.4.3.	Set date to resume meetings; this is also the start of Phase II.	MNWG CV, Lt Col Paul Prior	14 May 2020	26 May 2020	01 Jun 2020	Begin Phase 2, and reinstate meeting on 01 Jun 2020 pending CAP NHQ approval of MNWG COVID-19 Plan.
1.5.	Receive approval from the CAP COVID-19 Planning Team to reinstate meetings. Plan for one-week lead time.	MNWG CV, Lt Col Paul Prior	14 May 2020	31 May 2020		

Phase I: Resuming Regularly Scheduled Meetings (Continued)

Item#	Task	OPR/Assigned Personnel	Date Tasked	Suspense	Date Completed	Notes
1.6.	Publish the date that meetings may resume to subordinate units	MNWG CV, Lt Col Paul Prior	20 May 2020	01 Jun 2020		Will publish meeting resumption date after Phase 1 approval received by MNWG from CAP NHQ.
1.7.	Task Wing Director of Safety to communicate the following to subordinate units	MNWG SE Officer, 1Lt Richard Wayman	20 May 2020	31 May 2020	01 Jun 2020	SEE Attachment #3.
1.7.1.	Units will use Post-COVID-19 ORM forms to mitigate local risks (available at <a href="https://www.gocivilairpatrol.com/covid-19-information-cena">https://www.gocivilairpatrol.com/covid-19-information-cena</a> )	MNWG SE Officer, 1Lt Richard Wayman	20 May 2020	31 May 2020	01 Jun 2020	SEE Attachment #3. MNWG SE Officer, 1Lt Richard Wayman consulted with MNWG DHS, Maj Robert Taylor, DO to provide messaging to MNWG Members.
1.7.2.	Units will identify sources for face coverings, gloves, hand sanitizer, and surface disinfectant to use in case of a return to increased risk	MNWG SE Officer, 1Lt Richard Wayman	20 May 2020	31 May 2020	01 Jun 2020	SEE Attachment #3. MNWG SE Officer, 1Lt Richard Wayman consulted with MNWG DHS, Maj Robert Taylor, DO and Assistant LG, Lt Col Paul Adams to provide messaging to MNWG Safety Officers.

Plan Completed By: Lt Col Paul Prior

Last Updated: 30 May 2020

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1.8.	Task Wing Health Service Officer to communicate the following to subordinate units:	MNWG HS Officer, Maj Robert Taylor, DO	21 May 2020	31 May 2020	31 May 2020	SEE Attachment #4 MNWG HS Officer, Maj Robert Taylor, DO's letter and Temperature Screening PDF will be sent to MNWG Membership via Wing Announcements e-mail.
1.8.1.	Units consider screening with no-touch thermometers prior to entry to the meeting or Units will require members to take their temperature at home prior to attending the activity	MNWG HS Officer, Maj Robert Taylor, DO	21 May 2020	31 May 2020	31 May 2020	MNWG HS Officer, Maj Robert Taylor, DO's letter and Temperature Screening PDF will be sent to MNWG Membership via Wing Announcements e-mail.
1.8.2.	Educate members on their stratified level of risk (i.e., Low-risk vs. High-risk)	MNWG HS Officer, Maj Robert Taylor, DO	21 May 2020	31 May 2020	31 May 2020	MNWG HS Officer, Maj Robert Taylor, DO's letter and Temperature Screening PDF will be sent to MNWG Membership via Wing Announcements e-mail.
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)	MNWG HS Officer, Maj Robert Taylor, DO	21 May 2020	22 May 2020	31 May 2020	MNWG HS Officer, Maj Robert Taylor, DO's letter and Temperature Screening PDF will be sent to MNWG Membership via Wing Announcements e-mail.

Phase I: Resuming Regularly Scheduled Meetings (Continued)

Item#	Task	OPR/Assigned Personnel	Date Tasked	Suspense	Date Completed	Notes
1.9.	Task Wing Director of Cadet Programs to communicate the following to subordinate units:	MNWG Director of Cadet Programs, Lt Col Ellen Browning	20 May 2020	29 May 2020		
1.9.1.	Units identify ways to meaningfully engage and fully participate in meetings without formations, drill, or other close-distance activities	MNWG Director of Cadet Programs, Lt Col Ellen Browning	20 May 2020	31 May 2020	01 Jun 2020	SEE ATTACHMENT #5. MNWG Director of Cadet Programs, Lt Col Ellen Browning provide ways for cadets to engage and fully participate in meetings without drill, or other close-distance activities to all MNWG Unit CCs.

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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	MNWG Director of Cadet Programs, Lt Col Ellen Browning	20 May 2020	31 May 2020	<b>01 Jun 2020</b>	SEE ATTACHMENT #6. MNWG Director of Cadet Programs, Lt Col Ellen Browning provide draft local message to all MNWG Unit CCs.

## **1.1 State of Minnesota Governor Tim Walz Emergency Executive Order 20-56**

<https://www.leg.state.mn.us/archive/execorders/20-56.pdf>

### **1.2.1 Wing Priorities for Training Events**

#### **COVID-19 MNWG PHASE 1: TRAINING PRIORITIES**

1. Unit and Wing in-person meetings <10 persons)
2. Currency for pilots to meet FAA and CAP requirements
3. Check Pilot Training
4. Mission Pilot CAPF 5; CAPF 91 currency to have mission ready crews
5. Cadet Flight Training (Cadet Wings) and Cadet Orientation Flights
6. Cadet Programs activities
7. Aircrew Mission Scanner, Observer and Pilot training.
8. Ground Team and Urban Direction Finding (UDF) Training
9. Small Unmanned Aerial Systems (sUAS) training and certifications
10. Teacher Orientation Program (TOP) Flights and Legislator Orientation Flights

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

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Maj Jo Ellen Peters, CAP

**From:** Maj Jo Ellen Peters CAP  
**Sent:** Sunday, May 31, 2020  
**To:** [announcements@mmcap.org](mailto:announcements@mmcap.org)  
**Subject:** Minnesota Wing Reopening Safely

## RESUMING OPERATIONS – PHASE 1

- Begin training – F5, F91, Flight Reviews, Currency, & Proficiency Flight Requirements
- Advanced Ratings – CFI, CFI-I, Instrument, and Commercial for Senior Members
- Begin single-pilot operations to advance proficiency
- Monitor local infection rates and status as to current Phase for potential outbreaks
  - Require pilots to self-assess for their safety – illness, vulnerability, underlying conditions
- Post the cleaning procedures in CAP offices, meeting places, hangars, etc.
  - Reposition furniture for required distancing of 6'
  - Establish cleaning procedures for facilities and hangars
- Aircraft
  - Wash hands before and after accessing the aircraft
  - Masks are optional
  - Sanitize aircraft with (wipes or isopropyl alcohol of 70%) (do not use a spray) as part of the pre- and post-flight
  - Remove CAP headsets from aircrafts, do not share headsets, view limiting devices, kneeboards, pens, or pencils. Require pilots to use their own items or assign items until further notice to specific pilots.
  - Remove all material/items from the aircraft not required by regulation.
  - Follow Garmin guidance for sterilizing avionics, DO NOT touch or wipe down the G1000 screens or any advanced technology screens/equipment. Use only approved cleaning products. (name them here, my old computer has those emails, and I don't have access right now)
  - Use checklists that are laminated and can be wiped down before and after flight.
  - Use protective gloves to protect your hands upon entering the hangar. Take them off before exiting the hangar by pulling them inside out when taking them off. Have a set aside trash bag with closure solely for the gloves. NOTE: the gloves only protect your hands, all other surfaces are not being protected by your gloves, including your face.
  - Sanitize safely the interior and exterior of the aircraft of those places anyone touched when you exit the aircraft. Sanitize the hangar areas anyone touched on your way out.
- CAP Members and Pilots
  - Check your temperature before leaving home before going to a CAP activity
  - If you are not feeling well or feel you are an at-risk person, don't go.
  - COVID symptoms to be aware of: fever 100.5 or higher, cough, shortness of breath, difficulty breathing, at least two of the following: chills, muscle pain, headache, sore throat and loss of taste or smell.
  - Clean restrooms after each person uses it.
  - Sick personnel: if anyone becomes sick after being at CAP facility or hangar/aircraft, a thorough cleaning with protective gloves and masks shall be accomplished before using again.

Maj Jo Ellen Peters, CAP

**From:** Maj Jo Ellen Peters CAP  
**Sent:** Sunday, May 31, 2020  
**To:** [Announcements@mmcap.org](mailto:announcements@mmcap.org)  
**Subject:** Minnesota Wing Reopening Safely

## REMOBILIZATION FOR PILOTS

- Form 5's
  - 123 pilots
  - 35 expired Form 5's (includes June and July)
  - 12 expired in 2019 and potentially will not renew
  - 23 pilots to renew after remobilization
- Form 91's
  - 77 Mission Pilots
  - 19 expired (includes June and July)
  - 8 expired in 2019 and potentially will not renew
  - 11 pilots to renew after remobilization
- Check Pilots
  - 31 Check Pilots
  - 19 expired (includes June and July)
  - 8 expired in 2019 and potentially will not renew
  - 11 pilots to renew after remobilization
- 18 Check Pilot Examiners
- Mission Check Pilots
  - 23
  - 5 expired (includes June and July)
  - 5 to renew after remobilization

If we are to remobilize in June or July, then we would have 39 currencies to renew. Many are overlapping, ie. one person can need to renew all four – F5, F91, and Check Pilot and Mission Check Pilot in one flight. There are 12 current Check Pilots. Goal is to get the 11 expired Check Pilots renewed by the Check Pilot Examiners within one or two weeks, and the 23 VFR pilots renewed within the first month.

All of this will be fairly easy to do with the numbers of Check Pilots we have spread throughout the state.

Where we have a potential backlog will be in September. We have 3 pilots expiring the end of August and 61 expiring the end of September.

With knowing that 61 pilots renewed their F5 in September last year, it is well within our capability to renew those that have expired before and during the shutdown.

The next priority is Phase 2 when the cadets can begin flying. It is unknown by staff how many cadets are currently training. There are 10 cadets with the Cadet Wings scholarships that are ready to fly. Seven in one squadron. The goal is to have the senior members up and current before Phase 2 opens flying for the cadets.

Plan Completed By: Lt Col Paul Prior

Last Updated: 30 May 2020

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## ATTACHMENT #2: 1.2.1.2 CDC Documents

### Symptoms of Coronavirus (COVID-19)

Your symptoms can include the following:

**Fever**

If you have COVID-19, you may have mild (or no symptoms) to severe illness. Symptoms can appear 2-14 days after you are exposed to the virus that causes COVID-19.

**Cough**

Seek medical attention immediately if you or someone you love has **emergency warning signs**, including:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion or not able to be woken
- Bluish lips or face

**Shortness of breath**

This list is not all inclusive. Please consult your medical provider for any other symptoms that are severe or concerning.



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

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### Stop the Spread of Germs

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

**Avoid close contact with people who are sick.**

**Cover your cough or sneeze with a tissue, then throw the tissue in the trash.**

**Clean and disinfect frequently touched objects and surfaces.**

**Avoid touching your eyes, nose, and mouth.**

**When in public, wear a cloth face covering over your nose and mouth.**

**Stay home when you are sick, except to get medical care.**

**Wash your hands often with soap and water for at least 20 seconds.**



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

21627-A April 7, 2020 9:58 AM

## Important Information About Your Cloth Face Coverings

As COVID-19 continues to spread within the United States, CDC has recommended additional measures to prevent the spread of SARS-CoV-2, the virus that causes COVID-19. In the context of community transmission, CDC recommends that you:



Stay at home as much as possible



Practice social distancing (remaining at least 6 feet away from others)



Clean your hands often



In addition, CDC also recommends that everyone wear cloth face coverings when leaving their homes, regardless of whether they have fever or symptoms of COVID-19. This is because of evidence that people with COVID-19 can spread the disease, even when they don't have any symptoms. Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated, or otherwise unable to remove the mask without assistance.

### How cloth face coverings work

Cloth face coverings prevent the person wearing the mask from spreading respiratory droplets when talking, sneezing, or coughing. If everyone wears a cloth face covering when out in public, such as going to the grocery store, the risk of exposure to SARS-CoV-2 can be reduced for the community. Since people can spread the virus before symptoms start, or even if people never have symptoms, wearing a cloth face covering can protect others around you. Face coverings worn by others protect you from getting the virus from people carrying the virus.



### How cloth face coverings are different from other types of masks

Cloth face coverings are NOT the same as the medical facemasks, surgical masks, or respirators (such as N95 respirators) worn by healthcare personnel, first responders, and workers in other industries. These masks and respirators are personal protective equipment (PPE). Medical PPE should be used by healthcare personnel and first responders for their protection. Healthcare personnel and first responders should not wear cloth face coverings instead of PPE when respirators or facemasks are indicated.



N95 respirator



Cloth covering

### General considerations for the use of cloth face coverings

When using a cloth face covering, make sure:

- The mouth and nose are fully covered
- The covering fits snugly against the sides of the face so there are no gaps
- You do not have any difficulty breathing while wearing the cloth face covering
- The cloth face covering can be tied or otherwise secured to prevent slipping



Avoid touching your face as much as possible. Keep the covering clean. Clean hands with soap and water or alcohol-based hand sanitizer immediately, before putting on, after touching or adjusting, and after removing the cloth face covering. Don't share it with anyone else unless it's washed and dried first. You should be the only person handling your covering. Laundry instructions will depend on the cloth used to make the face covering. In general, cloth face coverings should be washed regularly (e.g., daily and whenever soiled) using water and a mild detergent, dried completely in a hot dryer, and stored in a clean container or bag.

For more information, go to: <https://www.cdc.gov/coronavirus/2019-nCoV/prevent-getting-sick/cloth-face-cover-faq.html>



CS 116514 05/14/2020

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

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

5/14/2020

When to wear gloves | CDC



## Coronavirus Disease 2019

### When to wear gloves

For the general public, CDC recommends wearing gloves when you are cleaning or caring for someone who is sick.

In most other situations, like running errands, wearing gloves is not necessary. Instead, practice [everyday preventive actions](#) like keeping [social distance](#) (at least 6 feet) from others, washing your hands with soap and water for 20 seconds (or using a hand sanitizer with at least 60% alcohol), and wearing a [cloth face covering](#) when you have to go out in public.



#### When cleaning

When you are routinely [cleaning and disinfecting your home](#).

- Follow precautions listed on the disinfectant product label, which may include:
  - wearing gloves (reusable or disposable) and
  - having good ventilation by turning on a fan or opening a window to get fresh air into the room you're cleaning.
- Wash your hands after you have removed the gloves.



#### When caring for someone who is sick

If you are providing care to someone who is sick [at home or in another non-healthcare setting](#)

- Use disposable gloves when cleaning and disinfecting the area around the person who is sick or other surfaces that may be frequently touched in the home.
- Use disposable gloves when touching or having contact with blood, stool, or body fluids, such as saliva, mucus, vomit, and urine.
- After using disposable gloves, throw them out in a lined trash can. Do not disinfect or reuse the gloves.
- Wash your hands after you have removed the gloves.



#### When gloves aren't needed

Wearing gloves outside of these instances (for example, when using a shopping cart or using an ATM) will not necessarily protect you from getting COVID-19 and may still lead to the spread of germs. The best way to protect yourself from germs when running errands and after going out is to regularly wash your hands with soap and water for 20 seconds or use hand sanitizer with at least 60% alcohol.

<https://www.cdc.gov/coronavirus/2019-nCoV/prevent-getting-sick/gloves.html>

1/2

5/14/2020

When to wear gloves | CDC



#### Other ways to protect yourself

COVID-19 is a respiratory virus and is mainly spread through droplets created when a person who is infected coughs, sneezes, or talks. You can protect yourself by keeping [social distance](#) (at least 6 feet) from others and washing your hands with soap and water for 20 seconds (or using a hand sanitizer with at least 60% alcohol) at [key times](#), and practicing [everyday preventive actions](#).



#### Gloves in the workplace

Guidelines and recommendations for glove use in [healthcare](#) and [work settings](#) will differ from recommendations for the general public.

Page last reviewed: May 9, 2020

Plan Completed By: Lt Col Paul Prior  
Last Updated: 30 May 2020

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## **ATTACHMENT #3: 1.7 Minnesota Wing Director of Safety Communications to Subordinate Units**

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SDRAFT

1Lt Richard Wayman, CAP

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**From:** 1Lt Richard Wayman, CAP  
**Sent:** Sunday, May 31, 2020  
**To:** [unit-cc@lists.mncap.org](mailto:unit-cc@lists.mncap.org), [wingstaff@lists.mncap.org](mailto:wingstaff@lists.mncap.org)  
**Subject:** Minnesota Wing Reopening Safety Information

Commanders and Safety Officers

As part of the remobilization process, we need to have some risk management guidance implemented. This guide outlines areas of concern for meetings and a management section. Each unit must review this and implement the processes as needed. Follow the link "CAP Guideline for Gatherings:"

- [https://www.socivilairpatrol.com/media/cms/CAP\\_Guideline\\_for\\_Gatherings\\_Coron\\_0BEB02958CCA.pdf](https://www.socivilairpatrol.com/media/cms/CAP_Guideline_for_Gatherings_Coron_0BEB02958CCA.pdf)

Here is a link to some COVID19 based Risk Management training scenarios and resources provided by CAP Safety. I recommend looking it over, going through them yourselves, and consider presenting to your units.

- <https://www.socivilairpatrol.com/members/cap-national-hq/safety/covidrm>

We also need to identify resources for use in case of a return to increased risk. These resources include but are not restricted to the following: Face coverings, gloves, hand sanitizer, and surface disinfectant. One source for all of these that everyone can access is:

- <https://www.amazon.com>

Please use the following guides from the CDC to know the symptoms of, and how to help stop the spread of COVID19:

- <https://www.cdc.gov/coronavirus/2019-ncov/downloads/COVID19-symptoms-11x17-en.pdf>
- <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention-H.pdf>

Please use this link from the CDC for information on cloth face coverings and their usage:

- <https://www.cdc.gov/coronavirus/2019-ncov/downloads/cloth-face-coverings-information.pdf>
- <https://www.cdc.gov/coronavirus/2019-ncov/downloads/cloth-face-covering.pdf>

The main thing is we need to assess the risks and implement strategies to mitigate those risks.

1Lt Richard Wayman, CAP  
Minnesota Wing Safety Officer  
(C) 763-458-5750  
U.S. Air Force Auxiliary  
[GoCivilAirPatrol.com](http://GoCivilAirPatrol.com)  
[www.mncap.org](http://www.mncap.org)

1Lt Richard Wayman, CAP

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**From:** 1Lt Richard Wayman, CAP  
**Sent:** Sunday, May 31, 2020  
**To:** [unit-cc@lists.mncap.org](mailto:unit-cc@lists.mncap.org), [wingstaff@lists.mncap.org](mailto:wingstaff@lists.mncap.org)  
**Subject:** Pandemic Procedures for Meeting Rooms

Commanders and Safety Officers

### PANDEMIC PROCEDURES

#### For Meeting Rooms

Your safety and your squadron's safety must be our highest propriety, as we resume operations.

Please review and follow the procedures, so we may remain open and don't suffer any setbacks with an outbreak.

- Thoroughly clean offices, meeting rooms, hangars and garages
  - Provide hand sanitizer for entry and exit of rooms, and at multiple locations depending on size of meeting areas
  - Clean restrooms after every use (wipe down all surfaces with germicide before exiting restroom)
  - Reposition furniture to allow for 6' of safety room
  - Masks are optional, each squadron will determine need
- Hangars and garages
  - Use disposable gloves entering hangar or garage
  - Wipe surfaces before touching
  - Clean and remove or store unnecessary items to make cleaning easier
  - Provide a dedicated trash bag with a draw string near the exit to dispose of gloves when leaving
  - Remove gloves by pulling them inside out as you are taking them off
- Members
  - Make sure you are feeling well and do not have a temperature or other symptoms before arriving
  - Maintain 6' while at CAP function
  - Look out for one another – send anyone home that appears sick or may be an at-risk person
  - Do not share pens, devices, or other equipment, etc. Bring what you need

Plan Completed By: Lt Col Paul Prior

Last Updated: 30 May 2020

## **ATTACHMENT #4: 1.8 Minnesota Wing Health Services Officer Communications to Subordinate Units**

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Maj Robert Taylor, DO, CAP

**From:** Maj Robert Taylor, DO, CAP  
**Sent:** Saturday, May 31, 2020  
**To:** [unit-cc@lists.mncap.org](mailto:unit-cc@lists.mncap.org), [wingstaff@lists.mncap.org](mailto:wingstaff@lists.mncap.org)  
**Subject:** Minnesota Wing Reopening Safely

Commanders and Safety Officers

The information below represents the current guidance from the MN State government and the MN Department of Health. This order will expire at 23:59 on 31MAY2020. The concern is that community spread of COVID-19 in Minnesota and nationwide is increasing. This could trigger an extension of the order by MN public health officials who are monitoring the number of COVID tests that can be administered, the number of new COVID-19 cases, hospital capacity, the rate of increase in positive tests, the share of cases where the source of infection is not known, and the rate of hospitalizations and deaths.

1.1 Current Guidance from Stay Safe MN: Beginning May 18, non-critical businesses, like retail stores and main street businesses, can reopen if they have a social distancing plan and operate at 50 percent capacity. Additionally, the Walz-Flanagan Administration is assembling guidance on how to safely reopen bars, restaurants, barbershops, and salons beginning June 1. Also, starting May 18, Minnesotans are welcome to gather with friends and family in groups of 10 or less with safe social distancing practices in place.

1.2.1.2 Current Guidance from Stay Safe MN: All gatherings of more than 10 people are prohibited. Examples of prohibited gatherings include, but are not limited to, social, civic, community, faith-based, or leisure events, sporting or athletic events, performances, concerts, conventions, fundraisers, parades, fairs, and festivals that bring together more than 10 people from more than one household.

1.2.1.2 See attachments: 30APR2020 Temperature Screening Guideline, COVID Self Protection guidance from the CDC

1.8 Task Wing Health Service Officer to communicate the following to subordinate units: Will draft letter to be sent out to MN CAP which will include the following:

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.

MN CAP members to do self-checks:

-Do I feel sick? (if yes, stay home)

-Do I have a temperature? (If 100.4 deg F or higher, stay home)

-If either of the above is affirmative, may participate in on-line/virtual activities

-If able to transition to Re-activation Phase 1, follow CAP COVID-19 Temperature Screening guideline: .....-If able to transition to Re-activation Stage 1, follow CAP COVID-19 Temperature Screening guideline:  
 file:///C:/Users/ARMY/Desktop/CAP%20COVID/CAP\_COVID\_19\_Temperature\_Screening\_29C5E049DA530.pdf

file:///C:/Users/ARMY/Desktop/CAP%20COVID/CAP\_COVID\_19\_Temperature\_Screening\_29C5E049DA530.pdf

1.8.2 Educate members on their stratified level of risk (i.e. Low-risk vs. High-risk in accordance with CDC guidance on COVID)

- High Risk Individuals as identified by the Centers for Disease Control (CDC)
- People 65 years and older
- People who live in a nursing home or long-term care facility

People of all ages with underlying medical conditions, particularly if not well controlled, including:

- People with chronic lung disease or moderate to severe asthma
- People who have serious heart conditions
- People who are immunocompromised
  - Many conditions can cause a person to be immunocompromised, including cancer treatment, smoking, bone marrow or organ transplantation, immune deficiencies, poorly controlled HIV or AIDS, and prolonged use of corticosteroids and other immune weakening medications
- People with severe obesity (body mass index [BMI] of 40 or higher)
- People with diabetes
- People with chronic kidney disease undergoing dialysis
- People with liver disease

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)

CDC Guidance to protect oneself and others:

Everyone Should

Plan Completed By: Lt Col Paul Prior

Last Updated: 30 May 2020

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

DRAFT

- Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.
- Avoid touching your eyes, nose, and mouth with unwashed hands.

### Avoid close contact

- Avoid close contact with people who are sick, even inside your home. If possible, maintain 6 feet between the person who is sick and other household members.
- Put distance between yourself and other people outside of your home.
  - Remember that some people without symptoms may be able to spread virus.
  - Stay at least 6 feet (about 2 arms' length) from other people.
  - Do not gather in groups.
  - Stay out of crowded places and avoid mass gatherings.
  - Keeping distance from others is especially important for people who are at higher risk of getting very sick.

### Cover your mouth and nose with a cloth face cover when around others

- You could spread COVID-19 to others even if you do not feel sick.
- Everyone should wear a cloth face cover when they have to go out in public, for example to the grocery store or to pick up other necessities.
  - Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask without assistance.
- The cloth face cover is meant to protect other people in case you are infected.
- Do NOT use a facemask meant for a healthcare worker.
- Continue to keep about 6 feet between yourself and others. The cloth face cover is not a substitute for social distancing.

### Cover coughs and sneezes

- If you are in a private setting and do not have on your cloth face covering, remember to always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.
- Throw used tissues in the trash.
- Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

### Clean and disinfect

- Clean AND disinfect frequently touched surfaces daily. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks.
- If surfaces are dirty, clean them. Use detergent or soap and water prior to disinfection.

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- Then, use a household disinfectant. Most common EPA-registered household disinfectants will work.

### Monitor Your Health

- **Be alert for symptoms.** Watch for fever, cough, shortness of breath, or other symptoms of COVID-19.
- **Take your temperature** if symptoms develop.
  - Don't take your temperature within 30 minutes of exercising or after taking medications that could lower your temperature, like acetaminophen.
- Follow CDC guidance if symptoms develop.

Maj Robert Taylor, DO, CAP  
Minnesota Wing Health Services Officer  
(C) 651-380-3327  
U.S. Air Force Auxiliary  
[GoCivilAirPatrol.com](http://GoCivilAirPatrol.com)  
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Plan Completed By: Lt Col Paul Prior

Last Updated: 30 May 2020

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

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Maj Robert Taylor, DO, CAP

**From:** Maj Robert Taylor, DO, CAP  
**Sent:** Sunday, May 31, 2020  
**To:** [unit-cc@lists.mnchap.org](mailto:unit-cc@lists.mnchap.org), [wingsstaff@lists.mnchap.org](mailto:wingsstaff@lists.mnchap.org)  
**Subject:** CAP Event Screening Guideline

## CAP Event Screening Guideline

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

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).

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.

This Guidance and attachments can be referenced from *Civil Air Patrol COVID-19 Temperature Screening Guideline 30APR2020*

Plan Completed By: Lt Col Paul Prior  
Last Updated: 30 May 2020

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## **ATTACHMENT #5: Minnesota Wing Director of Cadet Programs Communications to Subordinate Units and Parents**

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Lt Col Ellen Browning, CAP

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**From:** Lt Col Ellen Browning, CP, CAP  
**Sent:** Saturday, May 31, 2020  
**To:** [announcements@mmcap.org](mailto:announcements@mmcap.org)  
**Subject:** CAP Phase One Reopening Cadet Programs

All,

I have been asked to reach out to all the squadrons for phase one of reopening for cadets.

In Phase One, there are to be no more than ten people at a meeting. During Phase One, virtual meetings should continue, but Squadron Commanders, Deputy Commanders for Cadets, Cadet Commander, Flight Officers/Flight Sergeants, and other necessary staff with a maximum of ten can gather for planning of the virtual meetings. All will need to follow the CDC's recommendations of social distancing and washing of hands. Also, if personnel are feeling sick, they must stay at home.

Most squadrons are doing a great job keeping our cadets engaged, I would like to offer to help keep cadets engaged as Minnesota Wing moves into Phase One:

- Testing/Promotion Contest (some already doing this)
- Guest Speakers
- STEM Kits/Model Rocketry
- Bingo/Jeopardy/Kaboodo
- Orientation Flights can resume
- Small group activities (example: Highway clean up, helping at a local food shelf, etc.)
- Dorn program (Maj Tom Fitzhenry will be put this together)

The above are just a few ideas on ways to keep cadets engaged during this time.

Once we move into Phase Two, we will be able to ease more cadets in. For larger squadrons, an idea would be to assign flights to alternate meeting weeks for in-person meetings, as they become allowed again. This would be away to ease cadets back into meetings and still comply with number of people that can gather.

Respectfully,

Lt Col Ellen Browning, CAP  
Minnesota Wing Director of Cadet Programs  
(C) 507-259-0001  
U.S. Air Force Auxiliary  
[GoCivilAirPatrol.com](http://GoCivilAirPatrol.com)  
[www.mmcap.org](http://www.mmcap.org)

Plan Completed By: Lt Col Paul Prior  
Last Updated: 30 May 2020

## **ATTACHMENT #6: SAMPLE Unit Commander Communications to MNWG Volunteers and Family Members**



GROUP 2, MINNESOTA WING  
CIVIL AIR PATROL  
UNITED STATES AIR FORCE AUXILIARY  
6275 Crossman Lane  
Inver Grove Heights, MN 55076



SAMPLE

SAMPLE

SAMPLE

SAMPLE

31 May 2020

TO: Members, Volunteers, and Family of Minnesota Wing

FROM: (Squadron Commander)

SUBJECT: Minnesota Wing COVID-19 Reopening Plan

Members, Volunteers, and Family members of Minnesota 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 that you and your families are well at this time. As always, the safety of our members and volunteers is our top priority.

As Minnesota Wing prepares for reopening, NHQ has set criteria for a three-phase reopening process. State, county, and city guidelines are being vigilantly watched for each squadron's area. Each squadron will be encouraged to take specific measures to keep our members safe. Measures for phase one will be no gatherings greater than ten people, each member to wear a mask (unless medically unable to), temperature checks before entrance into a building, etc. Members also may be asked about any flu or virus-related symptoms prior to arrival at a meeting. If a member shows any symptoms, they will be asked not to attend the meeting for the safety of themselves and others. Phase I does not include regular meetings as we are still limited to ten and social distancing, but small groups of training or planning are allowed.

As our team and local squadrons press on and plan for the reopening of the wing, we may progress to further phases or regress depending on the information from our local health department. If you are still uncomfortable attending or allowing your cadet to attend possible training, we understand, and none are required.

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

Respectfully,

<Squadron Commander>

Plan Completed By: Lt Col Paul Prior

Last Updated: 30 May 2020

## **ATTACHMENT #7: 26 May 2020 Minnesota Wing Commander E-mail to MNWG Membership**

**From:** Announcements <announcements-bounces@lists.mncap.org> on behalf of William Hienz <whienz@cap.gov>  
**Sent:** Tuesday, May 26, 2020 11:44:59 PM  
**To:** MN Wing Announcements List <Announcements@lists.mncap.org>  
**Subject:** [CAP Announcement] MN Wing Remobilization Efforts

Minnesota Wing,

I hope everyone had an enjoyable and meaningful Memorial Day weekend. Our Wing traditionally has participated in many in-person Memorial Day events throughout our state, honoring the ultimate sacrifice so many have made in service to our great nation. We do not forget them, and we honor their memory and service. I look forward to 2021, when our Memorial Day programming can resume with renewed dedication and purpose.

In the meantime, I wanted to take a moment to share the efforts MN Wing is making to resume normal CAP activities, just as safely and efficiently as possible, in the face of this unprecedented pandemic.

Civil Air Patrol National Headquarters (CAP NHQ) has established a robust, three-phase reopening process, customized to each State/Wing. If you'd like to read all the available details, please visit <https://www.goCivilAirPatrol.com/covid-19-remobilization>. For more generalized CAP COVID-19 guidance categorized to date, please visit <https://www.goCivilAirPatrol.com/covid-19-information-cena>.

I have designated a MN Wing COVID-19 Remobilization Planning Team to draft and submit our reopening plans to CAP NHQ for approval. That team is headed up by our Vice Commander, Lt Col Paul Prior, who has invested an enormous amount of time and energy to coordinate with personnel throughout the Wing, under the guidance of our Wing Health Services Officer, Maj (Dr.) Robert Taylor. They are studying national, state, and local health guidance in developing our reopening plans. There is a lot of data! Our first round of submissions to CAP NHQ is set for tomorrow, 27 May. CAP NHQ will then review those submissions and advise next steps toward Phase-One reopening of MN Wing.

I will keep you updated as we move toward Phase One, which will allow limited CAP activities as we work toward complete reopening in due time. Remobilizing our Wing safely is top-of-mind, every day. Please do not hesitate to reach out to me, Lt Col Prior, or your local command team with any questions as we work toward remobilization.

Meanwhile, stay connected to each other and to your squadrons! There are many opportunities to serve and to advance your training right now. Once this crisis is over, I believe we will emerge stronger than ever before, as CAP always has, since we were established on December 1, 1941.

Thank you,

**Col Bill Hienz, CAP**  
Minnesota Wing Commander  
612.618.2857 (c)  
Civil Air Patrol, U.S. Air Force Auxiliary  
<http://GoCivilAirPatrol.com>

Plan Completed By: Lt Col Paul Prior  
Last Updated: 30 May 2020

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