

Approved: 17 June 2020



Post-COVID-19 Remobilization of the Membership Plan

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

MNWG
Completed 09 Jun 2020

Template Updated 8 June 2020

COVID-19 Remobilization of the Membership Plan – Phase II

This plan has been developed for Minnesota 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@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

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

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

1. Completed all items as stated in Phase 1 Remobilization Plan.
2. Telephone conference calls and/or online meetings with Squadron Commanders and Wing Staff for information on any planned activities.
3. On page 8 of the MNWG Phase 1 Plan, under aircraft, there was a statement that "Masks are optional". The statement was incorrect, and on Saturday, 13 Jun 2020, MNWG issued an e-mail statement to all Wing Members clarifying they are **required to wear masks in the aircraft unless the wear interferes with communications or in any way affects safety of flight**.
4. According to the covidactnow.org website, Minnesota has been at an infection rate of 0.92, positive test rate of 2.1%, ICU Headroom of 27%, and Contact Traced is at 38%. Infection rate has been below the 1.0 requirement since May 26. Reviewing Minnesota Department of Health data, active cases have been on downward trend since 22 May 2020* (There was a single-day increase on 26 May 2020). On 15 Jun 2020, there were only 3 new reported positive cases in Minnesota. Currently there are 357 hospitalized. As of 15 Jun 2020, there are a total approximately 429,145 completed tests.
5. MNWG'S PLAN IN BRIEF: Given that the number of cases have been decreasing in Minnesota and the lessening of legal restrictions on groups meeting or what individuals can or cannot do, MNWG proposes allowing CAP activities and units to meet, following the Phase 2 guidelines of no more than 50 people in a room until further notice. If a meeting has more than 50 people, the additional people can participate via online or

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meetings maybe staggered to limit the amount of people meeting to 50 members or less. The same would apply to training activities, aerospace activities, recruiting activities, and most other CAP activities. All members will take their temperature at home or by a no-touch thermometer before entering the meeting place. The use of facial coverings during Phase 2 when groups meet indoors, should be enforced, even if social distancing can be maintained. When out of doors, social distancing should be sufficient.

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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	MNWG CC, Col William Hienz	08 Jun 2020		14 Jun 2020	Currently coordinating activities with Wing Staff and Squadron Commanders. Events being added to Wing Calendar and monitored.
2.1.1.	Wing priorities for training events should be coordinated with unit commanders' needs	MNWG ES, Maj Thomas Fitzhenry	08 Jun 2020		15 Jun 2020	SEE 2.1 above. Continuously coordinate MNWG priorities for training events with unit commanders' needs.
2.1.2.	Task staff officers to provide input on list of events and priorities:	MNWG CV (select), Maj Raymond Phillips	08 Jun 2020		10 Jun 2020	Tasking staff officers to provide input on list of wing events and priorities.
2.1.2.1.	Director of Aerospace Education	MNWG DAE, 1Lt Patrick Kooiker	11 Jun 2020		15 Jun 2020	Provided input on list of Aerospace Education training activities and priorities.
2.1.2.2.	Director of Cadet Programs	MNWG DCP, Lt Col Ellen Browning	11 Jun 2020		15 Jun 2020	Phone call with DCP to discuss upcoming activities. Possible Oct 2020 MNWG-wide activity.
2.1.2.3.	Director of Operations/Emergency Services	MNWG DES, Maj Thomas Fitzhenry	11 Jun 2020		15 Jun 2020	Provided input on list of Emergency Services training activities and priorities.
2.1.2.4.	Director of Professional Development	MNWG DPD, Lt Douglas Kilian	11 Jun 2020		15 Jun 2020	Provided input on list of Professional Development activities and priorities.
2.1.2.5.	Plans and Programs Officer	MNWG XPO, Maj Carrie Niemann	11 Jun 2020		15 Jun 2020	Provided input on list of Plans and Programs events and priorities. None planned before Dec 2020 Wreaths Across America.
2.2.	Coordinate with subordinate unit leaders to deconflict calendar events to the greatest extent possible	MNWG CV (select), Maj Raymond Phillips	08 Jun 2020		Ongoing - 15 Jun 2020	Coordinated with subordinate unit leaders to de-conflict calendar events to the greatest extent possible.
2.3.	Publish updated event listings to the Wing calendar and promote these dates to the units for their planning and participation	MNWG CV (select), Maj Raymond	19 Jun 2020		Ongoing – 17 Jun 2020	Done. Continuously publish updated activity and event listings to the Minnesota Wing Calendar, and promote these dates to the units for their planning

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		Phillips				and participation.
2.4.	Task the Director of Safety to coordinate with Activity Directors	MNWG SEO, 1Lt Richard Wayman	11 Jun 2020		15 Jun 2020	Continuously coordinating Safety with Activity Directors. SEE ATTACHMENT 3 - DRAFT MNWG SEO e-mail.
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 taskings. Use good judgement.</i>					
2.4.1.	Activity Directors will use Post-COVID-19 produced Risk Management (RM) forms to mitigate local risks	MNWG SEO, 1Lt Richard Wayman	11 Jun 2020		15 Jun 2020	MNWG SEO ensures Activity Directors use Post-COVID-19 produced Risk Management (RM) forms to mitigate local risks. SEE ATTACHMENT 3 - DRAFT MNWG SEO e-mail.
2.4.2.	Activity Directors identify sources for face coverings, gloves, & sanitizer to use in case of a return to increased risk	MNWG SEO, 1Lt Richard Wayman	11 Jun 2020		15 Jun 2020	MNWG SEO ensures Activity Directors identify sources for face coverings, gloves, & sanitizer to use in case of a return to increased risk. SEE ATTACHMENT 3 - DRAFT MNWG SEO e-mail.

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	MNWG CV (select), Maj Raymond Phillips	14 Jun 2020		15 Jun 2020	Via telephone, MNWG CV tasked MNWG HSO to coordinate with Activity Directors, as noted below.
2.5.1.	Health Service Officers consider screening with no-touch thermometers at events (if such equipment is available and practical)	MNWG HSO, Maj Robert Taylor, DO	14 Jun 2020		15 Jun 2020	MNWG HSO will advise Units to consider screening with no-touch thermometers at events (if such equipment is available and practical). Most units have already purchased no-touch thermometers.
2.5.2.	Health Service Officers remind members that identify as High-risk to remain home, but participate virtually	MNWG HSO, Maj Robert Taylor, DO	14 Jun 2020		15 Jun 2020	MNWG HSO will provide guidance for Units to remind members that identify as High-risk to remain home, but participate virtually.
2.5.3.	Health Service Officers ensure that there is a cleaning/sanitizing plan for commonly touched surfaces, a hand washing plan, a face covering plan, a temperature check plan (either performed prior to entering the	MNWG HSO, Maj Robert Taylor, DO	11 Jun 2020		15 Jun 2020	MNWG HSO will provide guidance for Units to ensure that there is a cleaning/sanitizing plan for commonly touched surfaces, a hand washing plan, a face covering plan, a temperature check plan (either performed prior to entering the activity with a no-

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	activity with a no-touch thermometer or performed at home prior to coming to the activity), and a social distancing plan.					touch thermometer or performed at home prior to coming to the activity), and a social distancing plan.
2.5.4.	Units will ensure no more than 50 members are together at gatherings. Squadrons with more than 50 members must submit a plan on how they will comply with restrictions	MNWG HSO, Maj Robert Taylor, DO	18 Jun 2020		Ongoing - 18 Jun 2020	MNWG HSO will provide guidance for Unit to ensure no more than 50 members are together at gatherings. Squadrons with more than 50 members must submit a plan on how they will comply with restrictions
2.6.	Ensure Activity Directors have plans in place to communicate last-minute cancellations of events to participants	MNWG HSO, Maj Robert Taylor, DO	18 Jun 2020		Ongoing - 18 Jun 2020	MNWG HSO will provide guidance for Units to ensure Activity Directors have plans in place to communicate last-minute cancellations of events to participants
2.7.	Ensure Activity Directors have plans in place to conduct verification of local public health guidance, local weather, and any other information that may lead to event cancellation (Continuation Check)	MNWG HSO, Maj Robert Taylor, DO	18 Jun 2020		Ongoing - 18 Jun 2020	MNWG HSO will provide guidance for Units to ensure Activity Directors have plans in place to conduct verification of local public health guidance, local weather, and any other information that may lead to event cancellation (Continuation Check)
2.7.1.	45 Days Prior Continuation Check	MNWG CV (select), Maj Raymond Phillips	TBD			When events are identified, the Continuous Check process will begin.
2.7.2.	14 Days Prior Continuation Check	MNWG CV (select), Maj Raymond Phillips	TBD			When events are identified, the Continuous Check process will begin.
2.7.3.	7 Days Prior Continuation Check	MNWG CV (select), Maj Raymond Phillips	TBD			When events are identified, the Continuous Check process will begin.
2.7.4.	1 Day Prior Continuation Check	MNWG CV (select), Maj Raymond Phillips	TBD			When events are identified, the Continuous Check process will begin.
2.7.5.	Day-Of Continuation Check	MNWG CV (select), Maj Raymond Phillips	TBD			When events are identified, the Continuous Check process will begin.

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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)	MNWG CV (select), Maj Raymond Phillips	11 Jun 2020		15 Jun 2020	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).
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	MNWG CV (select), Maj Raymond Phillips	11 Jun 2020			E-mail 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.
2.9.1.	Briefly describe/summarize previous coordination accomplished (i.e., 2.1 through 2.8 above)	MNWG CV (select), Maj Raymond Phillips	11 Jun 2020			Briefly describe/summarize previous coordination accomplished (i.e., 2.1 through 2.8 above).
2.9.2.	Verify no jurisdictional restrictions are in place from State or Local Governments	MNWG HSO, Maj Robert Taylor, DO	11 Jun 2020		15 Jun 2020	All counties with CAP units defer to State Phase 2 Directive: OFFICE OF THE GOVERNOR. MNWG HSO periodically verify no jurisdictional restrictions are in place from State or Local Governments.
2.9.3.	Set date to resume one-day special activities	MNWG CV (select), Maj Raymond Phillips	11 Jun 2020		15 Jun 2020	In coordination with MNWG CC Staff, will set date to resume one-day special activities.
2.9.4.	Receive approval from the CAP COVID-19 Planning Team to resume one-day special activities. Plan for one-week lead time.	MNWG CV (select), Maj Raymond Phillips	TBD		TBD	Receive approval from the CAP COVID-19 Planning Team to resume one-day special activities. Plan for one-week lead time.
2.10.	Publish the date that one-day special activities will resume to subordinate units	MNWG CV (select), Maj Raymond Phillips	TBD		TBD	Will publish the date that one-day special activities will resume to subordinate units.
2.11.	Task Wing Director of Operations to communicate the following to subordinate units	MNWG CV (select), Maj Raymond Phillips	11 Jun 2020	18 Jun 2020	TBD	Task Wing Director of Operations to communicate the following to subordinate units.

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2.11.1.	Identify flight operations permitted during Remobilization Phase II	MNWG DO, Capt Greg Erickson	11 Jun 2020	18 Jun 2020		Identify flight operations permitted during Remobilization Phase II.
2.11.2	Identify requirements (Currency, etc) for Senior members	MNWG DO, Capt Greg Erickson	11 Jun 2020	18 Jun 2020		Identify requirements (Currency, etc) for Senior members.
2.11.3	Identify cadet training requirements that may be different than Phase I requirements	MNWG DO, Capt Greg Erickson	11 Jun 2020	18 Jun 2020		Identify cadet training requirements that may be different than Phase I requirements.
2.11.4	Identify cleaning standards for aircraft and vehicles before and after use	MNWG DO, Capt Greg Erickson	11 Jun 2020	18 Jun 2020	12 Jun 2020	Identify cleaning standards for aircraft and vehicles before and after use.

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From: Lt Col Paul Prior, CAP <paul.prior@mncap.org>
Sent: Thursday, June 18, 2020 12:42 PM
Subject: Phase II still on hold: Additional information for reopening in Phase II
Importance: High

Members of Minnesota Wing,

CAP NHQ is still processing our application.

Apparently Minnesota Wing is the **sixth** wing to apply for Post COVID-19 Phase 2 Remobilization. This email reiterates guidance and information you have already been sent, and emphasizes some more information.

Below is the necessary information for reopening in Phase 2.

Phase 2 allows for one day events, such as meetings and one day SAREX's. *The size of any group is limited to fifty or less people.* Phase 2 allows, 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 flights are in low-risk areas). Any SAREX's and other activities will be local or operated as a distributed SAREX in order to meet these criteria.

Please be sure to re familiarize yourselves with the information on the links provided. NOTE: Distancing and masks are still needed, as well as sanitizer and cleaning of surfaces.

Health Service Officers consider screening with no-touch thermometers at events (if such equipment is available and practical).

MN Wing will NOT be supplying no-touch thermometers to squadrons. Each squadron will be responsible for acquiring these devices as temperature screenings will be required prior to entrance at Minnesota Wing CAP events.

No-touch thermometers may be purchased from a wide variety of retailers and on-line stores: Walmart, Target, Walgreens, CVS, Harbor Freight, Amazon, Best Buy, Home Depot, etc.

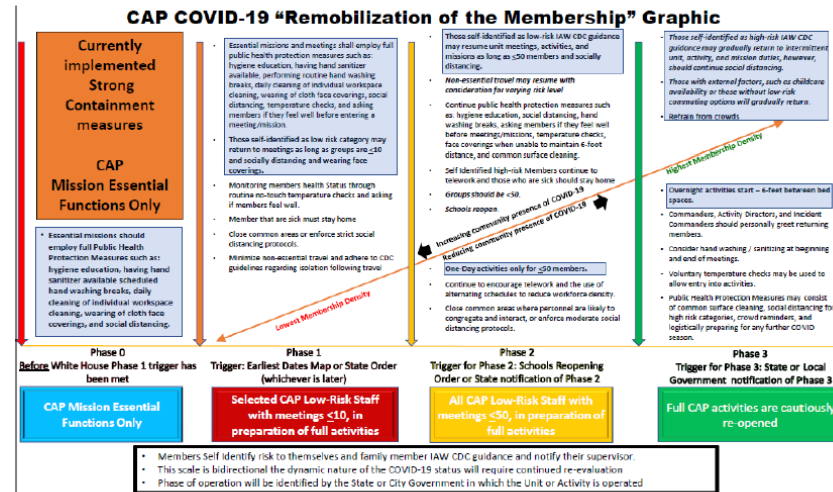
All personnel shall continue daily temperature checks and monitor for symptoms. If a no-touch thermometer is available, a designated senior member shall be assigned to take temperatures of members prior to entrance to unit events. A temperature of 100.4 or higher shall be considered fever. Members presenting with fever or other symptoms shall not attend events. Follow all current CAP/CDC guidelines. Be aware that these guidelines may change rapidly.
<https://www.whitehouse.gov/openingamerica/> <https://www.cdc.gov/coronavirus/2019-ncov/index.html>

Health Service Officers remind members that identify as High-risk to remain home, but participate virtually.

Health Service Officers shall be aware of high-risk conditions associated with increased mortality in patients with Covid-19. Members who identify as high risk should be encouraged to stay home and participate virtually. <https://www.cdc.gov/coronavirus/2019-ncov/index.html>

Health Service Officers ensure that there is a cleaning/sanitizing plan for commonly touched surfaces, a hand washing plan, a face covering plan, a temperature check plan (either performed prior to entering the activity with a no-touch thermometer or performed at home prior to coming to the activity), and a social distancing plan.

Health Service Officers shall ensure there is a unit plan to minimize the spread of Covid19. Current CAP/CDC guidelines shall be followed at all times. In the event that guidelines differ, the most stringent guideline shall be followed. The Health Service Officer shall refer to guidelines often as they are likely to change rapidly. <https://www.cdc.gov/coronavirus/2019-ncov/index.html>.



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ATTCHMENT 2 - Minnesota Wing Training Priority List

Maj Thomas Fitzhenry continuously coordinate MNWG priorities for training events with unit commanders' needs, as noted in 2.1.1 above.

- Carefully pre-scheduled local CAP Cadet Orientation Flights (two cadets show up for an assigned flight block with plenty of time in between to wipe the aircraft clean and leave before the next cadets arrive). Everyone is wearing PPE, e.g, a mask. Pick locations where social distancing can still be done if for some reason people show up early.
- Online training with small local group in-person training, as needed, e.g. ICUT completion.

1. Most important. Highest Priority.

- MP upgrades
- MBS Training
 - IC
 - OSC
 - AOBD
 - GBD
 - MSA
 - CUL
 - PIO
- sUAS Training and Certifications
- Ground Team training: GTLs, GTs. Seniors and Cadets, as appropriate
- Communications training for Communications Unit Leaders, Mission Radio Operators, HF operators, etc.

2. Very Important. Medium Priority

- MS and MO training
- MSO
- CUL
- GBD
- ICUT

3. Needed. Low Priority.

- Flight Line training for Supervisors and members

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ATTACHMENT 3 – DRAFT MNWG Safety Officer Communication

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1Lt Richard Wayman, CAP

From: 1Lt Richard Wayman, CAP
Sent: Monday, June 19, 2020
To: unit-cc@lists.mncap.org, wingstaff@lists.mncap.org
Subject: POST COVID-19 RM Forms

Activity Directors, Commanders and Safety Officers,

1. For our ongoing remobilization process and operations during Phase II we need to make sure we are using Post-COVID-19 Risk Management forms and guidelines during our risk mitigation process. Please view the following links and make sure we are implementing the guidelines appropriately.

“5 M’s For COVID-19 Risk Decisions:”

- https://www.gocivilairpatrol.com/media/cms/5_Ms_forCOVID_risk_assessments_3281D46D7FCE.docx

CAPF 160, CAPF 160S:

- https://www.gocivilairpatrol.com/media/cms/CAPF160_7_May_2020_D185E324398F9.pdf
- https://www.gocivilairpatrol.com/media/cms/CAPF160_S_7_May_2020_F5840F67449A8.pdf

2. Here are two links where a lot of helpful information including operational guidance from CAP NHQ is located:

CAP COVID-19 Information Page:

- <https://www.gocivilairpatrol.com/covid-19-information-cena/>
- <https://www.gocivilairpatrol.com/covid-19-remobilization>

3. 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>

As always, please continue to assess the risks and implement strategies to mitigate those risks.

1Lt Richard Wayman, CAP
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