

Approved: 19 Jan 2021



Post-COVID-19 Remobilization of the Membership Plan

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

MNWG

Completed 09 Jun 2020

Revised 17 Jan 2021

Template Updated 8 June 2020

Approved to re-enter Phase II effective 19 Jan 2021

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:

Primary Email:

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

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

On 3 Jun 2020, MNWG was approved to move to Post COVID-19 Phase 1 Remobilization.

On 17 Jun 2020, MNWG was approved to move to Post COVID-19 Phase 2 Remobilization.

On 15 Nov 2020, MNWG reverted to Phase 0.

Minnesota Wing has been closely monitoring the COVID-19 data points intensely since early March.

Daily COVIDActNow.org updates are sent to MNWG CC Staff.

Per 17 Jan 2021 covidactnow.org website, Minnesota is at Daily New Cases 26.9 per 100K, an Infection Rate of 0.96, Positive Test Rate of 5.5%, ICU Headroom of 73%, and Contact Tracers Hired is at 14%.

COVID-19 Remobilization of the Membership Plan – Phase II

MNWG'S PLAN IN BRIEF: Given that COVIDActNow.org data points 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 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.

Current as of 17 Jan 2021:

On 22 Dec 2020 and again on 15 Jan 2021, MNWG's COVID-19 Remobilization Planning Team requested pertinent MNWG Members update the 17 Jun 2020 approved Post COVID-19 Phase 2 Remobilization Plan.

On 17 Jan 2021, MNWG Members completed updating the 17 Jun 2020 approved Post COVID-19 Phase 2 Remobilization Plan.

In accordance with Minnesota Governor's 06 Jan 2021 Executive Order 21-01 (EO), youth programs may continue to operate if they can do so safely. SEE_ATTACHMENT #4: DRAFT Minnesota Wing Health Services Officer Communications to Subordinate Units.

Cities and counties in Minnesota do not have more restrictions than the State of Minnesota. MNWG's COVID-19 Remobilization Planning Team will continually monitor city and county restrictions and COVIDActNow.org data points for Minnesota, and appropriately adjust our plans accordingly.

Once MNWG's revised Post COVID-19 Phase 2 Remobilization Plan is approved, MNWG CC will work with the unit commanders, and the Minnesota COVID-19 Remobilization Planning Team on how to best re-open MNWG units for training and operations.

COVID-19 Remobilization of the Membership Plan – Phase II

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

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

Item#	Task	OPR/Assigned Personnel	Date Tasked	Suspense	Date Completed	Notes
2.1.	Wing Commanders should review their wing calendar for previously-postponed and upcoming day-only events	MNWG CC, Col William Hienz	15 Jan 2021		17 Jan 2021	Continue 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	15 Jan 2021		17 Jan 2021	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 Maj Raymond Phillips	15 Jan 2021		17 Jan 2021	Continue 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	15 Jan 2021		17 Jan 2021	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	15 Jan 2021		17 Jan 2021	Phone call with DCP to discuss upcoming activities. Possible 12-14 Mar 2021 MNWG-wide activity.
2.1.2.3.	Director of Operations/Emergency Services	MNWG DES, Maj Thomas Fitzhenry	15 Jan 2021		17 Jan 2021	Continuous input on list of Emergency Services training activities and priorities.
2.1.2.4.	Director of Professional Development	MNWG DPD, Lt Douglas Kilian	15 Jan 2021		17 Jan 2021	Continuous input on list of Professional Development activities and priorities.
2.1.2.5.	Plans and Programs Officer	MNWG XPO, Maj Carrie Niemann	15 Jan 2021		17 Jan 2021	Continuous 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 Maj Raymond Phillips	15 Jan 2021		Ongoing - 17 Jan 2021	Continuous coordination 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 Maj Raymond Phillips	15 Jan 2021		Ongoing – 17 Jan 2021	Continuously publish updated activity and event listings to the Minnesota Wing Calendar, and promote these dates to the units for their planning and participation.
2.4.	Task the Director of Safety to coordinate with Activity Directors	MNWG SEO, 1Lt Richard	15 Jan 2021		17 Jan 2021	Continuously coordinating Safety with Activity Directors. SEE ATTACHMENT 3 - DRAFT MNWG

COVID-19 Remobilization of the Membership Plan – Phase II

		Wayman				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	15 Jan 2021		17 Jan 2021	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	15 Jan 2021		17 Jan 2021	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 Maj Raymond Phillips	15 Jan 2021		17 Jan 2021	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	15 Jan 2021		17 Jan 2021	MNWG HSO will continue to 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. SEE ATTACHMENT #4
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	15 Jan 2021		17 Jan 2021	MNWG HSO will continue to provide guidance for Units to remind members that identify as High-risk to remain home, but participate virtually. SEE ATTACHMENT #4
2.5.3.	Health Service Officers ensure that there is a cleaning/sanitizing plan for commonly touched surfaces, a hand washing plan, a face covering plan, a temperature check plan (either performed prior to entering the activity with a no-touch thermometer or performed at home prior to coming to the activity), and a social distancing plan.	MNWG HSO, Maj Robert Taylor, DO	15 Jan 2021		17 Jan 2021	MNWG HSO will continue to 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-touch thermometer or performed at home prior to coming to the activity), and a social distancing plan. SEE ATTACHMENTS #1 and #4
2.5.4.	Units will ensure no more than 50 members	MNWG HSO,	15 Jan		Ongoing -	MNWG HSO will continue to provide guidance for

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	are together at gatherings. Squadrons with more than 50 members must submit a plan on how they will comply with restrictions	Maj Robert Taylor, DO	2021		17 Jan 2021	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. SEE ATTACHMENTS #3, #4 and #5
2.6.	Ensure Activity Directors have plans in place to communicate last-minute cancellations of events to participants	MNWG HSO, Maj Robert Taylor, DO	15 Jan 2021		Ongoing - 17 Jan 2021	MNWG HSO will continue to 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	15 Jan 2021		Ongoing - 17 Jan 2021	MNWG HSO will continue to 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. (Continuous Check)
2.7.1.	45 Days Prior Continuation Check	MNWG CV Maj Raymond Phillips	TBD			When events are identified, the Continuous Check process will begin.
2.7.2.	14 Days Prior Continuation Check	MNWG CV Maj Raymond Phillips	TBD			When events are identified, the Continuous Check process will begin.
2.7.3.	7 Days Prior Continuation Check	MNWG CV Maj Raymond Phillips	TBD			When events are identified, the Continuous Check process will begin.
2.7.4.	1 Day Prior Continuation Check	MNWG CV Maj Raymond Phillips	TBD			When events are identified, the Continuous Check process will begin.
2.7.5.	Day-Of Continuation Check	MNWG CV 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 Maj Raymond Phillips	15 Jan 2021		17 Jan 2021	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 Maj Raymond Phillips CV	15 Jan 2021			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 Maj Raymond Phillips	15 Jan 2021			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	15 Jan 2021		17 Jan 2021	All cities and counties with CAP units defer to current State of Minnesota Governor's Executive Orders. 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 Maj Raymond Phillips	15 Jan 2021		17 Jan 2021	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 Maj Raymond Phillips	TBD		TBD	Receive approval from the CAP COVID-19 Planning Team to resume one-day special activities. Plan for one-week(or less) lead time.
2.10.	Publish the date that one-day special activities will resume to subordinate units	MNWG CV 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 Maj Raymond Phillips	15 Jan 2021		TBD	Task Wing Director of Operations to communicate the following to subordinate units. SEE ATTACHMENT #1
2.11.1.	Identify flight operations permitted during Remobilization Phase II	MNWG DO, Capt Greg Erickson	15 Jan 2021		17 Jan 2021	Identify flight operations permitted during Remobilization Phase II. SEE ATTACHMENT #1
2.11.2	Identify requirements (Currency, etc) for Senior members	MNWG DO, Capt Greg	15 Jan 2021		17 Jan 2021	Identify requirements (Currency, etc) for Senior members. SEE ATTACHMENT #1

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		Erickson				
2.11.3	Identify cadet training requirements that may be different than Phase I requirements	MNWG DO, Capt Greg Erickson	15 Jan 2021		17 Jan 2021	Identify cadet training requirements that may be different than Phase I requirements. SEE ATTACHMENT #1
2.11.4	Identify cleaning standards for aircraft and vehicles before and after use	MNWG DO, Capt Greg Erickson	15 Jan 2021		17 Jan 2021	Identify cleaning standards for aircraft and vehicles before and after use. SEE ATTACHMENT #1

ATTACHMENT #1 Minnesota Wing Director of Operations Communications to Aircrew

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Capt Greg Erickson, CAP

From: Capt Greg Erickson, DO, CAP
Sent: Tuesday, 19 Jan, 2021
To: announcements@minncap.org
Subject: CAP Resuming Operations during Post COVID-19 Phase 2 Remobilization

RESUMING OPERATIONS – PHASE II

- Resume training: F5, F91, Flight Reviews, Currency, and Proficiency Flight requirements.
- Advance ratings: CFI, CFI-I, Instrument, and Commercial for Senior Members.
- Small Group Crew Training (units or groups of locally conducted training for members to earn crew qualifications, not large area classes so that we avoid any potential for overnight activities; personnel would generally be flying with local people that they know).
- CAP, AFROTC and AFJROTC Cadet Orientation Flights including large flying days
- TOP Flights.
- Monitor local infection rates and status as to current Phase for potential changes and adjustments.
- Establish and post cleaning procedures in CAP facilities, offices, meeting places, hangars, and garages. Clean and disinfect restrooms after each use.
- Reposition furniture for required physical distancing of six feet.
- Aircraft Procedures
 - Require pilots to self-assess for symptoms, illness, and vulnerability/underlying conditions.
 - Wash hands before and after accessing the aircraft.
 - Masks are mandatory, unless they interfere with communications.
 - Sanitize aircraft with disinfectant wipes or 70% isopropyl alcohol as part of pre- and post-flight operations. Do NOT spray instrumentation.
 - Remove all materials not required by regulation
 - Remove CAP headsets from aircraft. Do NOT share headsets.
 - Require pilots and crew to either use their own devices or assign them to specific pilots until further notice.
 - Do not share kneeboards, cameras, pens, pencils or any other devices.
 - Follow Garmin guidance for sterilizing avionics
 - DO NOT touch nor wipe down the G1000 screens or any other advanced technology screens or equipment. Use only approved cleaning products for that purpose.
 - Use laminated checklists that can be wiped down before and after flight operations.
 - Use disposable gloves to protect your hands upon entering and leaving the hangar. Pull them out from the inside out and set aside a trash bag solely for their disposal. DO NOT touch your face when wearing gloves.
 - Sanitize the interior and exterior areas/parts of the aircraft that have been touched when exiting the aircraft.
 - Before exiting the hangar, sanitize any areas that have been touched.
- CAP Members and Pilots
 - Do a COVID-19 symptom self-assessment at home prior to attending a CAP-related activity. Symptoms of which to be aware are but not limited to: a fever of 100.4 degrees or higher,

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cough, shortness of breath, difficulty breathing, chills, muscle pain, headache, sore throat or loss of taste or smell. A self-assessment can be found at

<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/coronavirus-self-checker.html>


- Do not attend CAP-related activity if not well or in a vulnerable or immunosuppressant condition.
- Keep an attendance record for possible contact tracing if needed.
- Should any members become infected after attending a CAP-related meeting or flying in a CAP aircraft, the areas should be cleaned and disinfected prior to the next use.

Capt Greg Erickson, CAP
Minnesota Wing Director of Operations
(H) 612-207-9647
U.S. Air Force Auxiliary
GoCivilAirPatrol.com
www.minncap.org

ATTACHMENT #2: CDC Documents

Symptoms of Coronavirus (COVID-19)

Know the symptoms of COVID-19, which can include the following:



Cough, shortness of breath or difficulty breathing

Fever or chills

Muscle or body aches

Vomiting or diarrhea


New loss of taste or smell

Symptoms can range from mild to severe illness, and appear 2-14 days after you are exposed to the virus that causes COVID-19.

Seek medical care immediately if someone has emergency warning signs of COVID-19.

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face


This list is not all possible symptoms. Please call your healthcare provider for any other symptoms that are severe or concerning to you.

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

10818 • 1/27/2021

Stop the Spread of Germs

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



Stay at least 6 feet (about 2 arm lengths) from other people.

Cover your cough or sneeze with a tissue, then throw the tissue in the trash and wash your hands.


When in public, wear a mask over your nose and mouth.

Do not touch your eyes, nose, and mouth.

Clean and disinfect frequently touched objects and surfaces.

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://www.cdc.gov/coronavirus)

10818 • 02/02/2021

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 316651A 05/04/2020

cdc.gov/coronavirus

COVID-19 Remobilization of the Membership Plan – Phase II

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

Minnesota Department of Health Document – Visitor and Employee Health Screening

MINNESOTA DEPARTMENT OF HEALTH

STAY SAFE MN

VISITOR AND EMPLOYEE HEALTH SCREENING

CHECKLIST FOR NON-HEALTH CARE SETTINGS

11/10/2020

Please answer "yes" or "no" to each question:

1. Do you feel sick or do you have any of the following symptoms of COVID-19?

- ☐ Fever of 99.5 degrees Fahrenheit or higher, or feeling feverish
- ☐ New cough
- ☐ Shortness of breath
- ☐ Chills
- ☐ Headache
- ☐ Muscle pain
- ☐ Sore throat
- ☐ Fatigue
- ☐ Congestion
- ☐ Loss of taste or smell

2. Have you cared for or have you had close contact within the last 14 days with someone who has COVID-19 or who has symptoms of COVID-19?

Close contact means spending a total of 15 minutes or more throughout the course of a day within about 6 feet of anyone who has COVID-19.

If you answer yes to either of these questions, do not enter this building.

Wear a mask. Wash your hands. Stay 6 feet from others. Stay home if you feel sick.

m MINNESOTA

Minnesota Department of Health | health.mn.gov | 651-201-5000
625 Robert Street North PO Box 64975, St. Paul, MN 55164-0975
Contact health.communications@state.mn.us to request an alternate format.

VISITOR AND EMPLOYEE HEALTH SCREENING

Conduct a health screening each time an employee or visitor enters the building.

If a worker or visitor answers "yes" to any of the screening questions, tell them they should go home, stay away from other people, and consider getting tested for COVID-19. If they have question or symptoms get worse, they should contact their doctor or other health care provider.

You may also take their temperature, if it can be done safely, for instance from behind a clear partition. However, temperature screening is not required. Both you and the other person must wear masks or cloth face coverings and sanitize all equipment used.

Note: Screening for symptoms will only identify people who have symptoms at the moment. People can spread COVID-19 even if they do not have symptoms.

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

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1Lt Richard Wayman, CAP

From: 1Lt Richard Wayman, CAP
Sent: Tuesday, 19 Jan 2021
To: unit-cc@lists.mnccap.org, wingstaff@lists.mnccap.org
Subject: Minnesota Wing Reopening Safety Information

MNWX Commanders and Safety Officers,

As part of Minnesota Wing's Post COVID-19 Phase 2 Remobilization process, it is necessary to implement the risk management guidance outlined below. This guidance outlines areas of concern for meetings and a management section. Each unit must review this information and implement the process as needed. Follow the link to COVID-19 Information available at:
<https://www.gocivilairpatrol.com/covid-19-information-cena>

Here's the link to CAP's COVID-19-based Risk Management training scenarios and resources.
<https://www.gocivilairpatrol.com/members/cap-national-hq/safety/covidm>

Please consider adapting and incorporating parts or the whole, as elements of your safety briefings.

As conditions change, please continue to monitor your supplies of personal protective equipment such as face coverings/masks, hand sanitizer, gloves, and surface cleaners to ensure an appropriate supply is available.

The Center for Disease Control (CDC) does a very good job of updating their guidance on symptoms and processes to mitigate the spread of COVID-19.

Symptoms: <https://documentcloud.adobe.com/link/review?uri=urn:and:scds:US:fc51d112-3c1a-464c-a979-70186f3c8e0d>

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

Mask guidance: <https://www.cdc.gov/coronavirus/2019-nCoV/prevent-getting-sick/about-face-coverings.html>

Finally, it's important to apply Operational Risk Management (ORM) processes and practices consistently. This is the ideal time to either catch up on or refresh your ORM knowledge and skills. The Risk Management Safety courses are now on the AXIS Learning Management System. You may access ORMS courses from the eServices home page, click on "Online Learning" and select "Learning Management Systems".

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www.gocivilairpatrol.com
www.mnccap.org

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SDRAFT

1Lt Richard Wayman, CAP

From: 1Lt Richard Wayman, CAP
Sent: Tuesday, Jan 19, 2021
To: unit-cc@lists.mnccap.org, wingstaff@lists.mnccap.org
Subject: Pandemic Procedures for Meeting Rooms

Commanders and Safety Officers

PANDEMIC PROCEDURES

For Meeting Rooms

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

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

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

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ATTACHMENT #4: 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: Tuesday, 19 Jan 2021
To: unit-co@ata.mnscap.org, wingstaff@ata.mnscap.org
Subject: Minnesota Wing Post COVID-19 Phase 2 Remobilization

Commanders and Safety Officers

The information below represents the current guidance from the Centers for Disease (CDC).

Minnesota state government Executive Order 21-01 and the Minnesota Department of Health. In accordance with Executive Order 21-01 (EO), youth programs may continue to operate if they can do so safely. Phase 2 CAP remobilization limits maximum number of members in a group at 50.

Current Guidance from Stay Safe MN: Youth programs include: certified child care centers, youth enrichment programs, and school-age programs exempt from licensure. Examples include community education classes, YMCA's, school age care programs operated by public and private schools, parks and recreation programs, Boys and Girls Clubs, art programs, camps, those operated by non-profits, and 21st Century Community Learning Centers.

There are many effective measures to limit the spread of COVID-19 virus infection.

Understanding that risk for severe illness with COVID-19 increases with age, with older adults at highest risk. For example, people in their 50s are at higher risk for severe illness than people in their 40s. Similarly, people in their 60s or 70s are, in general, at higher risk for severe illness than people in their 50s. The greatest risk for severe illness from COVID-19 is among those aged 85 or older.

Adults of any age with the following conditions are at increased risk of severe illness from the virus that causes COVID-19: Cancer; Chronic kidney disease; COPD (chronic obstructive pulmonary disease); Heart conditions, such as heart failure, coronary artery disease, or cardiomyopathies; Immunocompromised state (weakened immune system) from solid organ transplant; Obesity (body mass index [BMI] of 30 kg/m² or higher but < 40 kg/m²); Severe Obesity (BMI ≥ 40 kg/m²); Pregnancy; Sickle cell disease; Smoking; Type 2 diabetes mellitus.

Based on what we know at this time, adults of any age with the following conditions might be at an increased risk for severe illness from the virus that causes COVID-19: Arthritis (moderate-to-severe); Cerebrovascular disease (affects blood vessels and blood supply to the brain); Cystic fibrosis; Hypertension or high blood pressure; Immunocompromised state (weakened immune system) from blood or bone marrow transplant, immune deficiencies, HIV, use of corticosteroids, or use of other immune weakening medicines; Neurologic conditions, such as dementia; Liver disease; Overweight (BMI > 25 kg/m², but < 30 kg/m²); Pulmonary fibrosis (having damaged or scarred lung tissue); Thalassemia (a type of blood disorder); Type 1 diabetes mellitus.

Children with the following conditions might be at increased risk for severe illness: obesity, medical complexity, severe genetic disorders, severe neurologic disorders, inherited metabolic disorders, sickle cell disease, congenital (since birth) heart disease, diabetes, chronic kidney disease, arthritis and other chronic lung disease, and immunosuppression due to malignancy or immune-weakening medications.

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According to the CDC there are simple measures everyone should follow to help prevent spread of COVID-19:

- Wear a mask that covers your nose and mouth to help protect yourself and others. Masks offer some protection to you and may protect those around you if you are unknowingly infected with the virus that causes COVID-19.
- Choose a mask with two or more layers of washable, breathable fabric that fits snugly against the sides of your face.
- Stay 6 feet apart and avoid crowds.
- The more people you are in contact with, the more likely you are to be exposed to COVID-19.
- Avoid indoor spaces as much as possible, particularly ones that aren't well ventilated.
- You may find it harder to stay 6 feet apart in indoor spaces.
- Wash your hands often. Use soap and water for 20 seconds, especially after you have been in a public place or hand sanitizer with at least 60% alcohol if soap and water aren't available.

The following are some of the most common symptoms of COVID-19 infection:

- Feeling feverish, or Temperature of 99.5 deg F or higher
- New cough
- Shortness of breath
- Chills
- Headache
- Muscle pain
- Sore Throat
- Fatigue
- Congestion
- Loss of sense of taste or smell

If you have any of these symptoms or if you have had close contact within the last 14 days with someone who has COVID-19 or who has symptoms of COVID-19, do not attend the CAP activity, stay home and consider seeking COVID testing or medical care.

CAP is all about team work. If we all work hard at following the current guidance we can help protect our members and successfully reactivate our Minnesota Squadrons.

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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

From: Lt Col Ellen Browning, CP, CAP
Sent: Tuesday, 19 Jan, 2021
To: airpatrol@minncap.org
Subject: CAP Post COVID-19 Phase 2 Remobilization of Cadet Programs

All,

I have been asked to reach out to all the squadrons about Post COVID-19 Phase 2 Remobilization of Cadet Programs.

In Phase 2, there are to be no more than 50 people at an activity or meeting. During Phase 2, virtual meetings may continue, but Squadron Commanders, Deputy Commanders for Cadets, Cadet Commander, Flight Officers/Flight Sergeants, and other necessary staff with a maximum of fifty (50) persons 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 the following 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/Kaboodle
- Orientation Flights can resume
- Small group activities (example: Highway clean up, helping at a local food shelf, etc.)
- Drone 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
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ATTACHMENT #6: SAMPLE Unit Commander Communications to MNWG Volunteers and Family Members

