

Approved: 11 June 2020



Post-COVID-19 Remobilization of the Membership Plan

Phase I: Resuming Regularly Scheduled Meetings

MOWG
Completed dd MMM 2020

Template Updated 12 May 2020

COVID-19 Remobilization of the Membership Plan – Phase I

This plan has been developed for Missouri 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 (N/A), 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: Maj Jen Smith

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

Missouri Wing has been closely monitoring COVID-19 statistics since the initial closure. Missouri Wing proposes to move from Phase 0 to Phase 1 on 19 June 2020.

Currently the Missouri Show Me Strong Recovery Order extends through June 15. This order (see attachment 0) includes continued social distancing as well precautionary health measures. In this time prior to Phase 1 the planning team will take the time to educate members via email and in virtual meetings of the limitations, health and safety education as well as guidelines for operating as listed within the planning document. Additionally within this time the team will continue to monitor infection rate, positive test rate and other factors to ensure the opening date is appropriate and safe for members.

The Missouri infection rate per covidactnow.org has trended around 1% for over a month consistently. While positive test rates peaked the end of May it was followed by a drastic decrease and the state now shows under 3% positive test rate, this is confirmed by John Hopkins University site showing Missouri at a 2.78% positive test rate. In the last week the state has increased testing to an average of 8,000 tests per day to target hot spot areas as well as previously untested areas of the state. Per the Missouri COVID-19 dashboard (<https://www.arcgis.com/apps/MapSeries/index.html?appid=8e01a5d8d8bd4b4f85add006f9e14a9d>) in the last 5 days (27 May to June 1) of the 33,237 test done only 771 resulted as positive. St. Louis County, a "hot spot" for positive testing has had been on a downward trend since mid April (<https://apps.cares.missouri.edu/portal/apps/10.7.1/opsdashboard/index.html#/85c305211ddf4dac9a92680c32e6dcf8>).

We believe combined data from various sources forecast a declining trend. Data will continuously be monitored as Missouri Wing approaches the proposed 19 June move to Phase 1 with approval from the CAP COVID-19 Planning Team.

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COVID-19 Remobilization of the Membership Plan – Phase I

Phase I: Resuming Regularly Scheduled Meetings - [See Plan details by item numbers below.](#)

Item#	Task	OPR/Assigned Personnel	Date Tasked	Suspense	Date Completed	Notes
1.1.	Verify state government guidance currently allows or will allow gatherings on the date proposed for resuming meetings (Review of overall directives in impacted state)	Maj Steve Vogt	19 May 2020	27 May 2020	20 May 2020	See details below
1.2.	Hold meeting with between Plan Coordinator and Health Services Officer	Lt Col David Miller/Maj Jen Smith	19 May 2020	27 May 2020	20 May 2020	Maj Jen Smith corresponded with MOWG HSO Lt Col David Miller
1.2.1.	Wing priorities for training events should be coordinated	Col Erica Williams	19 May 2020	27 May 2020	25 May 2020	See Attachment 1
1.2.1.1.	Check state and local health guidance regarding gatherings (Review of each jurisdiction impacted by this plan)	Maj Steve Vogt	19 May 2020	27 May 2020	20 May 2020	See Attachment 2
1.2.1.2.	Prepare information for subordinate units on temperature screening, health education, and sanitation	Lt Col David Miller	19 May 2020	27 May 2020	27 May 2020	Information provided in 1.8 will be sent out to commanders with a follow up virtual meeting.
1.2.2	Consult with Wing Legal Officer about resuming meetings	Col Erica Williams	19 May 2020	27 May 2020	1 June 2020	Per legal team, no additional steps needed beyond those within the plan.
1.2.3	Coordinate with Wing Director of Safety	Lt Col Joe St. Clair	19 May 2020	27 May 2020	19 May 2020	
1.2.3.1	Verify proper risk planning tools are available to units	Col Erica Williams	19 May 2020	27 May 2020	25 May 2020	See Attachments 3
1.2.3.2	Prepare to communicate with subordinate units on Safety-related matters (see 1.7. below)	Col Erica Williams	19 May 2020	27 May 2020	25 May 2020	See 1.7
1.2.4	Coordinate with Wing Director of Cadet Programs	Maj Jen Smith	19 May 2020	27 May 2020	19 May 2020	Maj Jen Smith corresponded with Lt Col Mike Toedebusch, MOWG DCP
1.2.4.1	Prepare recommendations for units regarding meeting activities and alternatives to maintain optimal distance while at meetings	Lt Col Mike Toedebusch	19 May 2020	27 May 2020	27 May 2020	See Attachment 4
1.2.4.2	Prepare bullets for units to incorporate when sending messages to parents about the resumption of meetings	Lt Col Mike Toedebusch	19 May 2020	27 May 2020	27 May 2020	See Attachment 5

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COVID-19 Remobilization of the Membership Plan – Phase I

Phase I: Resuming Regularly Scheduled Meetings (Continued)

Item#	Task	OPR/Assigned Personnel	Date Tasked	Suspense	Date Completed	Notes
1.3.	Have subordinate unit commanders verify that local governments do not have more restrictive social-distancing guidelines than those at the state level	Maj Steve Vogt	19 May 2020	27 May 2020	20 May 2020	Refer to Attachment 2 for local entity restrictions.
1.4.	Send copy of planning documents to the CAP COVID-19 Planning Team at COVID-19Plans@capnhq.gov , and copy the Region CC to reinstate meetings.	Maj Jen Smith	19 May 2020	27 May 2020	5 June 2020	
1.4.1.	Briefly describe/ summarize previous coordination accomplished	Maj Jen Smith	19 May 2020	27 May 2020	4 June 2020	See Narrative
1.4.2.	Verify no jurisdictional restrictions are in place from State or Local Governments	Maj Steve Vogt	19 May 2020	27 May 2020	20 May 2020	Refer to Attachment 2 for local entity restrictions.
1.4.3.	Set date to resume meetings; this is also the start of Phase II.	Maj Jen Smith	19 May 2020	27 May 2020		19 June 2020
1.5.	Receive approval from the CAP COVID-19 Planning Team to reinstate meetings. Plan for one-week lead time.	Maj Jen Smith	19 May 2020	12 June 2020		
1.6.	Publish the date that meetings may resume to subordinate units	Maj Jen Smith	19 May 2020	12 June 2020		
1.7.	Task Wing Director of Safety to communicate the following to subordinate units	Lt Col Joe St. Clair	19 May 2020	27 May 2020	19 May 2020	Maj Jen Smith coordinated with Lt Col Joe St. Clair, MOWG Vice Commander, temporary MOWG Safety Officer
1.7.1.	Units will review CAPFs 160, 160S, and 160HL to be sure COVID-19 risks are considered and mitigated	Lt Col Joe St. Clair	19 May 2020	27 May 2020	20 May 2020	See Attachment 6
1.7.2.	Unit Safety Officers s will emphasize continued use of face coverings, gloves, and hand sanitizer, as well as social distancing, hand washing and surface cleaning/disinfection	Lt Col Joe St. Clair	19 May 2020	27 May 2020	20 May 2020	See Attachment 6
1.8.	Task Wing Health Service Officer to communicate the following to subordinate units:	Lt Col David Miller	19 May 2020	27 May 2020	27 May 2020	See Attachment 6

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Phase I: Resuming Regularly Scheduled Meetings (Continued)

Item#	Task	OPR/Assigned Personnel	Date Tasked	Suspense	Date Completed	Notes
1.8.1.	Units will ensure no members or guests with a temperature of 100.4 or greater are admitted (a temperature at or above 100.4°F is the CDC recognized point where there is a fever). Units will require members to take their temperature at home or may screen with no-touch thermometers prior to entry.	Lt Col David Miller	19 May 2020	27 May 2020	27 May 2020	All members and/or guests will have their temperature checked prior to a meeting or event, either at home or via a no-touch thermometer at the meeting or event. Anyone with a fever of 100.4 degrees F will be asked to return home and not attend the meeting or event.
1.8.2.	Educate members on their stratified level of risk (i.e., Low-risk vs. High-risk)	Lt Col David Miller	19 May 2020	27 May 2020	27 May 2020	See detailed narrative below
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)	Lt Col David Miller	19 May 2020	27 May 2020	27 May 2020	See detailed narrative below
1.9.	Task Wing Director of Cadet Programs to communicate the following to subordinate units:	Maj Jen Smith	19 May 2020	27 May 2020	19 May 2020	
1.9.1.	Units identify ways to meaningfully engage and fully participate in meetings without formations, drill, or other close-distance activities	Lt Col Mike Toedebusch	19 May 2020	27 May 2020	27 May 2020	See Attachment 4
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	Lt Col Mike Toedebusch	19 May 2020	27 May 2020	27 May 2020	See Attachment 5

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1. Resuming Regularly Scheduled Meetings

- 1.1. Verify that current state-level guidance allows gatherings
(NOTE: This is a broad look at the overall direction from state officials in the area impacted by this plan.)

Excerpt of State of Missouri Order – See Attachment 0

Businesses and employees should work together to implement public health and safety measures for employees and customers, including employee use of personal protective equipment if available, in addition to any guidance provided by the Centers for Disease Control and Prevention (CDC). Strict social distancing and sanitation protocols are also encouraged.

Employees should continue to practice good hygiene, especially if their job duties require contact with other people closer than six feet (6'). Furthermore, elderly or otherwise vulnerable populations should minimize travel to the extent possible and avoid socializing in groups that do not readily allow for appropriate physical distancing.

The Order is in place through Monday, June 15, 2020. The Order will be re-evaluated before it expires, and may be further restricted, less restricted, or extended in the current form.

Q: I am a member of a fraternal organization. Are we allowed to open our building and meet?

A: Fraternal organizations such as the Knights of Columbus and the Fraternal Order of Eagles may gather, but must adhere to the social distancing and communal seating areas requirements.

- 1.2. Consult with staff officers to prepare to resume regularly scheduled meetings

Lt Col David Miller/Maj Jen Smith – email correspondence

- 1.2.1. Wing Priorities for training events should be coordinated

See Attachment 1

- 1.2.1.1. Check state and local health guidance regarding gatherings
(Note: This is a look at each jurisdiction impacted by this plan.)

See Attachment 2 for local entity restrictions. As of this writing, St Louis County, St Charles County and Pettis Counties are the only Counties I find with current restrictions other than the State Order indicated in Para 1.1.

- 1.2.1.2. Prepare to communicate with subordinate units on Health Services-related matters

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See 1.8. below, this information will be emailed to commanders with a follow up virtual meeting.

1.2.2. Consult with Wing Legal Officer about resuming meetings

Per legal team, no additional steps needed beyond those within the plan.

1.2.3. Coordinate with Wing Director of Safety

1.2.3.1. Verify proper risk planning tools are available to units [See Attachments 3](#)

1.2.3.2. Prepare to communicate with subordinate units on Safety-related matters (see 1.7. below)

1.2.4. Coordinate with Wing Director of Cadet Programs.....

1.2.4.1. Prepare recommendations for units regarding meeting activities and alternatives to maintain optimal distance while at meetings [See Attachment 4](#)

1.2.4.2. Prepare bullets for units to incorporate when sending messages to parents about the resumption of meetings [See Attachment 5](#)

1.3. Query commanders of subordinate units to verify that local
governments do not have more restrictive social-distancing
guidelines than those at the state level

[See attachment 2 for local entity restrictions. As of this writing, St Louis County, St Charles County and Pettis Counties are the only Counties I find with current restrictions other than the State Order indicated in Para 1.1.](#)

1.4. Communicate intentions to reinstate meetings to the CAP COVID-19.....
Planning Team at COVID-19Plans@capnhq.gov and copy the Region Commander

1.4.1. Briefly describe/summarize previous coordination accomplished (i.e., 1.2. & 1.3. above) [See above and attachments, for first coordination efforts](#)

1.4.2. Verify no jurisdictional restrictions are in place from State or Local Governments

[See attachment 2 for local entity restrictions. As of this writing, St Louis County, St Charles County and Pettis Counties are the only Counties I find with current restrictions other than the State Order indicated in Para 1.1.](#)

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- 1.4.3. Set date to resume meetings; this is also the start of Phase II.
- 1.5. Receive approval from the CAP COVID-19 Planning Team to reinstate meetings
Plan for one-week lead time.
- 1.6. Publish the date that meetings may resume to subordinate units.....
- 1.7. Task Wing Director of Safety to communicate the following
to subordinate units: [See Attachment 6](#)
- 1.7.1. Units will review CAPFs 160, 160S, and 160HL to be sure
COVID-19 risks are considered and mitigated
- 1.7.2. Unit Safety Officers emphasize continued use of face
coverings, gloves, and hand sanitizer as well as social
distancing, hand washing surface cleaning/disinfection
- 1.8. Task Wing Health Service Officer to communicate the following.....
to subordinate units:
- 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.

All members and/or guests will have their temperature checked prior to a meeting or event, either at home or via a no-touch thermometer at the meeting or event. Anyone with a fever of 100.4 degrees F will be asked to return home and not attend the meeting or event.

- 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)

Per the CDC, High-risk members would include those: aged 65 years or older; living in a nursing home or long-term facility; and those of all ages with underlying medical conditions, particularly if not well controlled, including – chronic lung disease, moderate to severe asthma, serious heart conditions, 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), severe obesity, diabetes, chronic kidney disease undergoing dialysis, or liver disease.

Low-risk members would include those in good general health without the above conditions.

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(<https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html>)

- 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)

All members and/or guests attending a meeting or event will be of good health. Any member or guest having any of the following symptoms will abstain from attending the weekly meetings:

- Fever (100.4 degrees F or higher)
- Cough (non-productive) of an unknown origin
- Shortness of Breath/Difficulty Breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell
- Nausea, vomiting, or diarrhea

All members and/or guests will have their temperature checked prior to a meeting or event, either at home or via a no-touch thermometer at the meeting or event. Anyone with a fever of 100.4 degrees F will be asked to return home and not attend the meeting or event.

All members and/or guests will be required to wear some kind of face covering/mask while in attendance. Face masks prevent the spread of droplets through the air. Face masks may be home-made or may be commercially purchased (i.e. medical grade surgical/simple mask). Masks will be placed on the member and/or guest prior to exiting their vehicle upon arrival and will remain on until they have re-entered their car that the end of the meeting or event.

Social distancing guidelines will be followed at all possible times. Classrooms and groups will have chairs spaced at a distance of 6 feet. If this is not able to be maintained, classes and groups may be split up so that social distancing can be obtained. When in formation, cadets will space themselves at double arm interval in order to maintain the needed six feet spacing. Even when not in formation, all members will maintain a six feet separation.

Prior to the meeting or event, staff will sanitize all surfaces of chairs, tables, countertops, etc. that members and/or guests may come in contact with throughout the meeting or event. This

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process will be repeated at least 1 time during the course of the meeting or event and then again prior to leaving the meeting or event.

Proper hand washing will be encouraged and maintained throughout the meeting or event. If possible, staff will provide hand sanitizer for members and/or guests to use throughout the meeting or event as they see fit. If hand sanitizer is not available, members and/or guests will be encouraged to use soap and water. Members and/or guests will wash their hands on a regular basis throughout the meeting or event.

- 1.9. Task Wing Director of Cadet Programs to communicate the following.....
to subordinate units:
- 1.9.1. Units identify ways to meaningfully engage and fully.....
participate in meetings without formations, drill, or other
close-distance activities [See Attachment 4](#)
- 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 [See
Attachemnt 5](#)



Missouri Department of Health and Senior Services

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Randall W. Williams, MD, FACOG
Director



Michael L. Parson
Governor

May 28, 2020

The Director of the Department of Health and Senior Services, finding it necessary to protect public health and prevent the further spread of COVID-19, pursuant to the authority granted under section 192.020, RSMo, and 19 CSR 20-20.040, hereby order the following:

1. When individuals leave their homes or places of residence to work, to access food, health care, necessities, or to engage in other activities, they should at all times practice social distancing. Individuals may go to and from an individual's place of worship, provided that limitations on social distancing are properly adhered to.
2. In accordance with the guidelines from the President and the Centers for Disease Control and Prevention (CDC), every person and business in the State of Missouri shall abide by social distancing requirements, including maintaining six feet (6') of space between individuals. This provision shall not apply to family members or individuals performing job duties that require contact with other people closer than six feet (6'). Individuals performing job duties that require contact with other people closer than six feet (6') should take enhanced precautionary measures to mitigate the risks of contracting or spreading COVID-19. This provision shall apply in all situations, including, but not limited to, when customers are standing in line or individuals are using shared indoor or outdoor spaces.
3. In accordance with the guidelines from the President, the CDC, and the Centers for Medicaid and Medicare Services, people shall not visit nursing homes, long-term care facilities, retirement homes, or assisted living homes unless to provide critical assistance or in end-of-life circumstances. Elderly or otherwise vulnerable populations should take enhanced precautionary measures to mitigate the risks of contracting COVID-19.
4. Any entity that employs individuals that is engaged in retail sales to the public, shall limit the number of individuals in any particular retail location as follows:
 - (1) Twenty-five (25) percent or less of the entity's authorized fire or building code occupancy, as set by local authorities, for a retail location with square footage of less than ten thousand square feet (10,000 ft²);
 - (2) Ten (10) percent or less of the entity's authorized fire or building code occupancy, as set by local authorities, for a retail location with square footage of ten thousand square feet (10,000 ft²) or more.
5. In accordance with the guidelines from the President and the CDC, schools shall remain closed for the remainder of the 2019-2020 academic school year. At the discretion of the school district, nothing in this Order shall prohibit school teachers, school staff, students, and parents from reentering school buildings in order to work, retrieve personal belongings, or return school property as long as limitations on social distancing are properly adhered to. Summer school and

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other on-campus activities may proceed under guidelines set forth by the Department of Elementary and Secondary Education. Notwithstanding Section 2 of this Order, nothing in this Order shall prohibit daycares, child care providers, or schools from providing child care in accordance with CDC guidelines. Further, this Order does not prohibit schools from providing Food and Nutritional Services for those children that qualify.

6. Restaurants may offer dining-in services, provided that the limitations on social distancing and other precautionary public health measures, including proper spacing of at least six feet (6') between tables, lack of communal seating areas to parties that are not connected, and having no more than ten (10) people at a single table, are properly adhered to. The continued use of drive-thru, pickup, or delivery options is encouraged throughout the duration of this Order.
7. State office buildings shall be open to the public as soon as practicable, and essential state functions shall continue. The State Capitol Building shall remain open to the public during meetings or proceedings of the General Assembly.
8. Pursuant to section 44.101, RSMo, this Order shall not be construed to prohibit or restrict the lawful possession, transfer, sale, transportation, storage, display, or use of firearms or ammunition during the declared state of emergency, subject to the provisions set forth herein.

Pursuant to section 192.290, RSMo, this Order shall be observed throughout the state and enforced by all local and state health authorities; provided however, nothing herein shall limit the right of local authorities to make such further ordinances, rules, regulations, and orders not inconsistent with this Order which may be necessary for the particular locality under the jurisdiction of such local authorities. Local public health authorities are hereby directed to carry out and enforce the provisions of this Order by any legal means.

This Order shall be in effect beginning 12:00 A.M., Monday, June 1, 2020, and shall remain in effect until 11:59 P.M., Monday, June 15, 2020, unless extended by further order of the Director of the Department of Health and Senior Services with said extensions not to exceed the duration of the effective period of Executive Order 20-09.



Randall W. Williams, MD, FACOG
Director

COVID-19 Missouri Wing Phase 1-Training Priorities

1. COVID-19 Support AFAM and Corporate missions
 - a. These missions will continue as the wing has been participating in them.
 - b. Members will maintain CDC guidelines while working these missions.
 - c. Health screening questions will be asked as members come to the missions.
 - d. Members displaying symptoms and/or with a 100.4 degree temperature will not be allowed to participate.
 - e. All surfaces shall be sanitized before, during, and after the meeting.
 - f. Face coverings will be worn in phase 1.
 - g. Social distancing shall be followed.

2. Regular Unit Meetings
 - a. Members will maintain CDC guidelines while holding regular meetings.
 - b. Maximum groups of 10 in a local vicinity – limiting to only planning/staff meetings or dividing the unit so no more than 10 members meet at a given time and location. Staggering meeting times or separate locations are acceptable if under the 10 member maximum.
 - c. In addition to the 10 or less members meeting, continued virtual meetings are recommended for high risk members and when more than 10 need to meet.
 - d. Health screening questions will be asked as members come to the meetings.
 - e. Members displaying symptoms and/or with a 100.4 degree temperature will not be allowed to participate.
 - f. All surfaces shall be sanitized before, during, and after the meeting.
 - g. Face coverings will be worn in phase 1.
 - h. Social distancing shall be followed.

3. Professional Development
 - a. Members will maintain CDC guidelines while holding any Professional Development training.
 - b. The focus for Professional Development training will be:
 - i. SLS
 - ii. CLC
 - iii. TLC
 - c. For high-risk members, the Wing will encourage activity directors to offer online training as is practical during Phase 1.
 - d. Health screening questions will be asked as members come to the trainings.
 - e. Members displaying symptoms and/or with a 100.4 degree temperature will not be allowed to participate.
 - f. All surfaces shall be sanitized before, during, and after the training.
 - g. Face coverings will be worn in phase 1.
 - h. Social distancing shall be followed.

4. Emergency Services
 - a. Members will maintain CDC guidelines while holding any Emergency Services training.
 - b. The focus for Emergency Services training will be communications training for phase 1.
 - i. Basic communications operations (ICUT, etc.) training
 - ii. WMIRS training for communications

Attachment 1

- c. Other emergency services training should be online (both individualized and group meetings via the internet) during phase 1.
 - d. Health screening questions shall be asked as members come to the training.
 - e. Members displaying symptoms and/or with a 100.4 degree temperature will not be allowed to participate.
 - f. All surfaces shall be sanitized before, during, and after the training.
 - g. Face coverings will be worn in phase 1.
 - i. Unless radio operations are inhibited by it
 - h. Social distancing will be followed.
5. Operations
- a. Members will maintain CDC guidelines while holding any Operations training.
 - b. The focus for Operations training will be:
 - i. CAPF 70-5s for our pilots.
 - 1. This would be only 2 members in the aircraft.
 - ii. Aircrew proficiency and evaluations
 - 1. We have several members who have been participating in virtual training and require 2 sorties to complete their qualifications. Potentially up to 4 members in the aircraft, typically 3.
 - iii. Pilot proficiency flights
 - iv. G1000 familiarization
 - 1. 3 members in an aircraft on the ground.
 - v. sUAS training
 - 1. Flight training and evaluation conducted with 2-3 members.
 - vi. Instruction (glider and powered)
 - 1. 2 members – will follow prescribed CDC guidelines & sanitation procedures
 - vii. Solo flight training (cadets & senior members)
 - 1. Will follow prescribed sanitation procedures.
 - 2. While not required to wear a mask when flying solo will be required to have a mask for the possibility of intermittent stops.
 - viii. Tow pilot training
 - 1. 2 members in the tow plane in conjunction with solo or dual glider flights.
 - c. Health screening questions shall be asked as members come to the training.
 - d. Members displaying symptoms and/or with a 100.4 degree temperature will not be allowed to participate.
 - e. All surfaces shall be sanitized before, during, and after the training.
 - f. Face coverings will be worn in phase 1.
 - g. Social distancing shall be followed.
6. Cadet Orientation Flights – NOT AUTHORIZED IN PHASE 1

Attachment 2

Squadron	City	County	County Order	City Order	Expire Date
Mineral Area	Bonne Terre	St Francois	No		19 May
Gateway	St. Louis	St. Louis	Yes		
St Louis 1	Bridgeton	St. Louis	Yes		Open
Wentzville	Wentzville	St. Charles	Yes		Open
Lake Ozark	Eldon	Miller	No		May 3
Central Missouri	Columbia	Boone	No		May 3
Sedalia	Sedalia	Pettis	Yes		May 31
Fort Leonard Wood	FLW	Pulaski	No		Apr 30
Saline County	Marshall	Saline	No		Apr 23
Laclede County	Lebanon	Laclede	No		Apr 24
Warrensburg	Warrensburg	Johnson	No		May 3
Excelsior Springs	Excelsior Springs	Clay	No		May 3
Harry Truman	Kansas City	Platte		No	May 15
Platte Valley	Parkville	Platte	No		May 4
Charles Long	Kansas City	Clay		No	May 15
Lee's Summit	Lee's Summit	Jackson	No		May 15
Parkland Composite	Farmington	St Francois	No		19 May
Trail of Tears	Cape Girardeau	Cape Girardeau	No		May 4
Bootheel	Malden	Dunklin	None Listed		Unlisted
Springfield Composite	Springfield	Greene	No		May 4
Table Rock Composite	Hollister	Taney	No		April 27
Hoover	Joplin	Jasper	None Listed		

Attachment 3

Missouri Wing is preparing for Phase 1 of our COVID-19 Remobilization Plan.

As part of the process, we need to have some safety and risk assessment information reviewed and shared prior to the start of Phase 1.

We have attached two documents for review. The "CAP Guideline for Gatherings" is a risk assessment tool of areas of concern for meetings and a management section. Each unit must review this form and implement the processes as needed. The "5 M's for COVID-19 Risk Assessment" is another tool from NHQ Safety to help our Wing to review the risks that we might face as we begin to remobilize.

The MOWG Remobilization Team would also like to remind you of the following pages on the NHQ website. These pages have some great information to review as we prepare for Phase 1.

CAP Safety and COVID-19

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

COVID-19 Information Center

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

Additionally, we also need to identify resources to help mitigate the risk of COVID-19 spread. These resources include but are not restricted to the following: Face coverings, gloves, hand sanitizer, and surface disinfectant.

Missouri Wing needs to assess the risks and implement strategies to mitigate those risks to begin our remobilization plan. The information attached is the key to beginning our plan.

Thank you for taking the time to review this information and preparing for future meetings!

The “5 M’s” for Coronavirus

Special Risk Considerations During COVID-19 Crisis

This document is meant to supplement the [“5 M’s” Guide to Risk Assessments](#). The Coronavirus demands that we look at a new set of hazards so we can reduce the risk of being exposed to the virus or inadvertently spreading the virus. These are just a few of the areas to consider as you fill out

Using the 5 M’s in A Risk Assessment:

Here is what you will see when you look at Steps 4 & 5 of the CAPF 160:

Step 1: The Plan. Look at the whole plan for the entire activity. You may want to go through in order and write down every task that may have a chance of exposing you to the coronavirus ... everything you touch or people you encounter.

Step 2: The Hazards. Using the 5 M’s, as described below, ask yourself “what can go wrong?” How does this task expose you to the virus? Then you’ll be able to apply a risk control to each of those exposure risks.

4. SUB- ACTIVITY or SPECIFIC TASK	5. HAZARD
Note: Each sub-activity or task will probably have multiple hazards/risks associated with it. Each one should be assessed.	Consider Hazards from each of the “5-M” categories in CAPP 163: <ul style="list-style-type: none">- Member- Media- Machine- Mission/Activity- Management

Member: Take a look at all the information about the members themselves. A few examples:

- Is the member “mission essential?”
- Has the member been anywhere that may have exposed them to the virus?
- Is the member over the age of 65, or does the member have any health conditions like diabetes, heart disease, respiratory illness, lung problems, or anything else that may increase the risk of a bad income if they catch COVID-19?
- Does the member live with anyone who may have the conditions listed above?

Medium: This refers to the environment you’ll be facing.

- Will multiple members be in close proximity (in a vehicle? In an airplane?)
- Does the mission area allow for adequate social distancing?
- Has the area been sanitized? Is the area equipped with adequate hand-washing or sanitizing resources?

Machine: This applies to the airplane, the vehicle, the gear that will be used.

- Has the aircraft or vehicle been cleaned IAW with [CAP/LG guidelines](#)?
- Does the plan include cleaning all equipment following its use and prior to storing?

Mission: This looks at the plan itself and the complexity of the mission.

- Is the mission essential?
- Is the mission or activity included in CAP/CCs list of approved activities and missions?
- Is there a way of completing the activity online, on the phone, or through virtual meeting?

Management: This refers to the organizational factors that influence our activities and missions.

- Are you complying with the current guidance from CAP NHQ and the National Commander?
- Are you complying with all guidance from local, state, and national authorities?

IMPORTANT NOTE: These are just a starting point to help you look at all exposure risks. The goal through the entire activity is to actively ask, **and answer:**

“what can expose me to the virus, and what am I doing to prevent it?”



Civil Air Patrol Guideline for Gatherings

Coronavirus Risk Assessment

Directions: Commanders, Activity Directors, and Incident Commanders (ICs) should perform an initial and routine Coronavirus (COVID-19) risk assessment for gatherings (e.g., meetings, training events, operational missions or conferences) with their safety and health services team. While this guideline provides a generalized risk assessment, each item does not have a weight and leaders must use this tool in concert with the [CAPF 160 Deliberate Risk Assessment Worksheet](#) for the activity or Operations Plan and Incident Action Plan for Missions. **As a reminder, for most in the U.S., the immediate risk is thought to be low, per the U.S. Centers for Disease Control and Prevention (CDC).** This Guideline **will expire on April 15, 2020** because of the evolving situation.



RISK #1 SURFACE CLEANING: Can routine environmental cleaning of frequently touched surfaces be assured by using CDC guidance <https://www.cdc.gov/coronavirus/2019-ncov/prepare/disinfecting-building-facility.html>?

Mitigation Strategy – Leaders should prioritize environmental cleaning/sanitation with EPA approved cleansers on commonly touched surfaces to reduce COVID-19 transmission. https://www.epa.gov/sites/production/files/2020-03/documents/sars-cov-2-list_03-03-2020.pdf

Continuous cleaning	Cleaning > twice per day	Cleaning twice per day	Cleaning once per day	No
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RISK #2 SANITATION: Will there be sufficient hand washing stations for participants, hand sanitizer, hand washing facilities for food service workers, planned breaks for hand washing, facial tissues, and several surgical or dust masks (only to be used if someone becomes ill to cover their cough droplets) available for the full task period as well as opportunity planned in the schedule to wash hands or use hand sanitizer? **Lastly, will there be ≤10 people present?**

Mitigation Strategy – Leaders should procure or direct members to procure soap, water and alcohol-based hand rubs and ensure adequate supplies are maintained. CDC recommends hand sanitizer and sanitizing wipes in commonly used areas to encourage hand hygiene.

Yes				No
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RISK #3 OPT OUT FOR ILLNESS: Will all attendees be instructed that they may not attend WITHOUT REPERCUSSION, if: feverish, coughing, or having difficulty breathing and turned away from the meeting if they arrive ill?

Mitigation Strategy – Leaders should ensure that attendees will be directly advised not to attend if they have any symptoms consistent with an infectious disease. Direct phone is preferred because symptoms of illness may be more easily identified during a conversation.

Yes, advised via phone		Yes, advised via email		No
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RISK #4 OBSERVING FOR SYMPTOMS: Will there be one health services officer or designee to instruct and observe for every 9 people attending?:

- **Attendees to avoid contact closer than 6-feet** with anyone who is ill and properly wash their hands;
- Instruct attendees to self-observe for signs of illness, use cough etiquette, and refrain from touching their face;
- Supervise or perform environmental cleaning and;
- Observe and report to the local Commander any attendee who has signs of illness

Mitigation Strategy – Leaders should ensure that health reminders are regularly briefed to all attendees

Yes, 1:9 ratio achieved				No
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Civil Air Patrol Guideline for Gatherings

Coronavirus Risk Assessment

RISK #5 MORE SEVERE RISK FOR SOME: Will there be attendees who are older adults (commonly defined as ≥ 65 years of age) or those with serious chronic medical needs such as heart conditions, lung conditions, or diabetes at the gathering?

*Mitigation Strategy – Per U.S. CDC, early information shows that older adults or those with serious chronic medical conditions appear to be at higher risk of becoming seriously ill. They should take **everyday steps to keep space between themselves and others, keep away from others who are sick, limit close contact, wash hands often, avoid crowds as much as possible, avoid non-essential commercial air travel, and if there is an outbreak in the community, stay home as much as possible to reduce the risk of exposure.** <https://www.cdc.gov/coronavirus/2019-ncov/specific-groups/high-risk-complications.html>

As a reminder, no one may discriminate based on age, physical or mental disability, or other protected classes. Instead, work with the member to find a satisfactory position that provides reasonable risk reduction by using the mitigation strategy above*.

No		Yes, but using strategy above*		Yes
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MANAGEMENT AND ACCEPTENCE OF RISK: In the context of the five risks (surface cleaning, human sanitation, opt out for illness, observing for symptoms, and more severe illness for some), what is the criticality of the planned task? – Mission essential tasks or essential tasks are prioritized.

Mitigation Strategy – Once leaders determine the overall exposure risks and the increased severity for any elderly or predisposed people who may attend based on activity applications or general knowledge of unit personnel, they should look at the overall need for the gathering or mission. If it is a routine meeting or gathering which is not an emergency or critical to an Air Force assigned mission, then consideration should be given to cancelling the gathering or finding a way to facilitate a virtual meeting or some other method of information exchange.

Health information available to leaders may be limited, but that is ok. It is not necessary or appropriate to ask members to provide detailed health information beyond that already required in health services regulations, [CAPR 160-1\(I\)](#). Discretion and judgment should be used to make decisions with what is available.

Emergency services missions or essential tasks				
Training activities or meetings difficult to conduct virtually				

Phase I: Resuming Regularly Scheduled Meetings; Cadet Programs

1.2.4.1/1.9.1. Units identify ways to meaningfully engage and fully participate in meetings without formations, drill, or other close-distance activities

- Units should be prepared for the possibility that not all parents will allow cadets to return to meetings immediately. Units should plan to continue virtual environment to allow those cadets to attend as well.
- Upon resumption to CPFT, units must plan to provide sanitation and social distancing during CPFT events.
 - Units that use facilities (track, gym, etc.) away from the squadron location should plan to communicate to parents to arrange transport to and from location.
 - Cadets should be staggered during the mile run to not bunch up.
 - Encourage cadets to cheer others on but avoid contact.
- Opening and closing events should be conducted in such a way as to provide social distancing without the use of a formation.
- Develop a plan for promotions without having members pin insignia on the cadet. This may include the use of parents or family members to do this.
- Ceremonies such as award presentations, change of command, etc. must be conducted with social distancing in place.
- Activities such as inspections may be done, however social distancing will be maintained.
- Coordinate with testing officers to conduct tests with cadets spread out and not inside closed room.
- Develop classes that can be conducted in an open environment without cadets seated closely together. Use of projectors, videos, etc. is encouraged to not need cadets to huddle together to see demonstrations.
- Develop interactive classes where cadets have their own supplies such as rocketry etc. Do not use shared supplies, but if this cannot be avoided, they must be sanitized between each use.
- Conduct drill tests without the use of other cadets acting as a flight, etc.

1.2.4.2/1.9.2. Units draft a local message to parents to inform them about what CAP is doing to keep Cadets safe while they participate.

SAMPLE

MEMORANDUM FOR All Unit Members

FROM: XXXXXXXXX

SUBJECT: Return to Normal Squadron Meetings

1. As the state of Missouri begins to attempt to return to normal following the COVID-19 epidemic, we are entering a new state of “normal”. In an effort to allow our members to return to the in-person meetings and get back to the way we used to do things, the following procedures will be implemented during our normal meetings in an effort to follow all guidelines from the White House COVID-19 Task Force and the Centers for Disease Control and Prevention. As additional information is issued from higher headquarters, we will adjust our procedures accordingly. We ask that during this time, you please remain vigilant and flexible as we try to return to “normal”.

2. XXXXXXXX Composite Squadron will return to their normal “in-person” meetings on XXXXXX. The unit will continue to meet at XXXXXXXXXXXXXXX. The unit will also continue its normal meeting time from XXXXXXXXXXXX. To keep our members safe, the following procedures will be followed by all members until rescinded by the unit commander:

- a. All members attending the weekly meetings will be of good health. Any member having any of the following symptoms will abstain from attending the weekly meetings:
 - (1) Fever (100.4 degrees F or higher)
 - (2) Cough (non-productive) of an unknown origin
 - (3) Shortness of Breath/Difficulty Breathing
 - (4) Chills
 - (5) Repeated shaking with chills
 - (6) Muscle pain
 - (7) Headache
 - (8) Sore throat
 - (9) New loss of taste or smell

- b. Cadet staff may arrive between XXXXXXXX to have a staff meeting and get information needed for the evening. Cadets not on cadet staff should not arrive prior to XXXX. Senior Executive Staff should plan on arriving between XXXXXXXX; all other Seniors may arrive after XXXX Upon arrival, all members will have their temperature taken via a non-contact method (infra-red temple thermometer). All temperatures will be documented. Anyone displaying a fever will be asked to return home and not attend the meeting.

- c. All members will be required to wear face covering/mask while in attendance. Face masks prevent the spread of droplets through the air. Face masks may be home-made or may be commercially bough (i.e. medical grade surgical/simple mask). Masks will be placed on the member prior to exiting their vehicle upon arrival and will remain on until they have re-entered their car that the end of the evening.
 - d. Social distancing guidelines will be followed at all possible times. Classrooms will have chairs spaced at 6 feet. If this is not able to be maintained, classes may be split up so that social distancing can be obtained. All members will maintain a six feet separation.
 - e. Prior to the meeting, Senior and Cadet Staff will sanitize all surfaces of chairs, tables, etc. that members may come in contact with throughout the meeting. This process will be repeated at least 1 time during the course of the meeting and then again prior to leaving the meeting.
 - f. Proper hand washing will be encouraged and maintained throughout the meeting. If possible, the unit will provide hand sanitizer for members to use throughout the meeting as they see fit. If hand sanitizer is not available, members will be encouraged to use the “old fashioned” method of using soap and water. Members will wash their hands on a regular basis throughout the meeting.
 - g. Proper hygiene will be used at all times. Members are asked to cover their coughs or sneezes into a tissue or their elbow to help cut down on particulate spread. We understand that we are in the middle of allergy season and these are sometimes difficult to avoid.
3. These policies and procedures will go into effect upon the unit’s return to normal meetings. Given the uncertainty of the pandemic and everything going on, parents who do not wish to have their cadets return to normal unit meetings may do so. Please make sure the cadet contacts their chain of command to notify. In addition, parents are also asked to notify the unit commander via email that the cadet will not be attending. Please include how long the absence is expected to last.
4. These policies are subject to change based upon additional policies and information given by both Missouri Wing Headquarters and National Headquarters – Civil Air Patrol. Members will be notified in writing and email of any changes to the above procedures. We thank you in advance for your assistance and cooperation in this matter.

XXXXXXXXXX, XXXXX, CAP
Squadron Commander, NCR-MO-XXX

Attachment 6

FOR DISTRIBUTION TO ALL WING SAFETY OFFICERS (GROUP AND UNIT):

You are well aware of the current environment that exists within our country. In an attempt to resume operations, CAP NHQ has tasked each wing to begin preparations for reopening. When meetings resume, CAP NHQ has safety topics that must be used for your next safety meeting/briefing. Wing wishes these to be done at your very first in-person meeting. These exercises can be found at <https://www.gocivilairpatrol.com/members/cap-national-hq/safety/covidrm>. The two exercises should be done at the same time to reinforce a safety first mentality during these uncertain times. Additionally, at the bottom of this website, there are resources you are encouraged to use as meetings resume and the virus threat continues to prevail.

As a safety officer, you need to emphasize continued use of face coverings, gloves, and hand sanitizers as well as social distancing, hand washing, and surface cleaning/disinfection.

At this time, units need to review all CAPFs 160, 160S, and 160HL to ensure COVID-19 risks are considered and mitigated. Current forms can be found at <https://www.gocivilairpatrol.com/members/publications/forms>.

This is the time for you, as the safety officer, to shine. It is paramount that our members are safe and risks mitigated. I have full faith that you will all execute these duties with the utmost integrity, excellence, and respect as valued volunteer members of the Missouri Wing of the Civil Air Patrol.

Lt Col Joe St. Clair
MOWG Vice Commander
MOWG Interim Director of Safety