Post-COVID-19 Remobilization of the Membership Plan

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

MOWG
Completed 22 June 2020

Template Updated 14 May 2020
COVID-19 Remobilization of the Membership Plan – Phase II

This plan has been developed for Missouri 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 (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, MOWG Chief of Staff of Missions

Primary Phone: (636) 544-2595

Primary Email: jsmith@cap.gov

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 1 to Phase 2 on 3 July 2020.

Currently the Missouri Show Me Strong Recovery Order has lifted restrictions in the state however continued social distancing and practicing good hygiene is recommended. Prior to entering Phase 2 the planning team will continue 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. Members are to abide by any additional regulations within their town or county that may supersede those in the MOWG CAP Phase 2 plan (counties with additional restriction are included). The Missouri infection rate per covidactnow.org has trended around 1% for well over a month consistently. Positive test rates have remained consistent under 4% for several weeks with a slight increase in the last 2 days. The team will continue to monitor the rates and postpone movement into Phase 2 if necessary.

Units and members have responded positively and are following protocol for the phase 1 restrictions. They are seeking guidance and asking questions if needed and moving forward in the program. In addition to unit meetings, Phase 2 training proposed includes orientation flights, aircrew proficiency and evaluation flights, and a staff training day for encampment cadre.

Plan Completed By: Maj Jen Smith
Last Updated: 23 June 2020
Template Updated 14 May 2020
## Phase II: Resuming One-Day Special Activities (AE Events, SAREXs, etc)

<table>
<thead>
<tr>
<th>Item#</th>
<th>Task</th>
<th>OPR/Assigned Personnel</th>
<th>Date Tasked</th>
<th>Suspension</th>
<th>Date Completed</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.1.</td>
<td>Wing Commanders should review their wing calendar for previously-postponed and upcoming day-only events</td>
<td>Col Tom Martin</td>
<td>16 June 2020</td>
<td>26 June 2020</td>
<td>19 June 2020</td>
<td></td>
</tr>
<tr>
<td>2.1.1.</td>
<td>Wing priorities for training events should be coordinated with unit commanders’ needs</td>
<td>Major Jen Smith</td>
<td>16 June 2020</td>
<td>26 June 2020</td>
<td>22 June 2020</td>
<td>See list below</td>
</tr>
<tr>
<td>2.1.2.</td>
<td>Task staff officers to provide input on list of events and priorities:</td>
<td>Major Jen Smith</td>
<td>16 June 2020</td>
<td>26 June 2020</td>
<td>19 June 2020</td>
<td>See list below</td>
</tr>
<tr>
<td>2.1.2.1.</td>
<td>Director of Aerospace Education</td>
<td>Major Lanna Fletcher</td>
<td>16 June 2020</td>
<td>26 June 2020</td>
<td>22 June 2020</td>
<td>See list below</td>
</tr>
<tr>
<td>2.1.2.2.</td>
<td>Director of Cadet Programs</td>
<td>LtCol Mike Toedebusch</td>
<td>16 June 2020</td>
<td>26 June 2020</td>
<td>22 June 2020</td>
<td>See list below</td>
</tr>
<tr>
<td>2.1.2.3.</td>
<td>Director of Operations/Emergency Services</td>
<td>Major Steve Vogt/Capt Sam Samarasinghe</td>
<td>16 June 2020</td>
<td>26 June 2020</td>
<td>22 June 2020</td>
<td>See list below</td>
</tr>
<tr>
<td>2.1.2.4.</td>
<td>Director of Professional Development</td>
<td>Lt Col John Greenwald</td>
<td>16 June 2020</td>
<td>26 June 2020</td>
<td>22 June 2020</td>
<td>See list below</td>
</tr>
<tr>
<td>2.1.2.5.</td>
<td>Plans and Programs Officer</td>
<td>Capt Amanda Lewis</td>
<td>16 June 2020</td>
<td>26 June 2020</td>
<td>22 June 2020</td>
<td>See list below</td>
</tr>
<tr>
<td>2.2.</td>
<td>Coordinate with subordinate unit leaders to deconflict calendar events to the greatest extent possible</td>
<td>Major Jen Smith</td>
<td>16 June 2020</td>
<td>26 June 2020</td>
<td>22 June 2020</td>
<td>Ongoing</td>
</tr>
<tr>
<td>2.3.</td>
<td>Publish updated event listings to the Wing calendar and promote these dates to the units for their planning and participation</td>
<td>Major Jen Smith</td>
<td>16 June 2020</td>
<td>26 June 2020</td>
<td>19 June 2020</td>
<td>Current events published, new events added as needed</td>
</tr>
<tr>
<td>2.4.</td>
<td>Task the Director of Safety to coordinate with Activity Directors</td>
<td>Lt Col Joe St. Clair</td>
<td>16 June 2020</td>
<td>26 June 2020</td>
<td>17 June 2020</td>
<td>See below</td>
</tr>
</tbody>
</table>

**NOTE:** 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.

| 2.4.1. | Activity Directors will use Post-COVID-19 produced Risk Management (RM) forms to mitigate local risks | Lt Col Joe St. Clair                        | 16 June 2020    | 26 June 2020 | 17 June 2020 | See below                 |
| 2.4.2. | Activity Directors identify sources for face coverings, gloves, & sanitizer to use in case of a return to increased risk | Lt Col Joe St. Clair                        | 16 June 2020    | 26 June 2020 | 17 June 2020 | See below                 |
## Phase II: Resuming One-Day Special Activities (AE Events, SAREXs, etc; continued)

<table>
<thead>
<tr>
<th>Item#</th>
<th>Task</th>
<th>OPR/Assigned Personnel</th>
<th>Date Tasked</th>
<th>Suspense Date</th>
<th>Date Completed</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.5</td>
<td>Task the Health Service Officer to coordinate with Activity Directors</td>
<td>Lt Col David Miller</td>
<td>16 June 2020</td>
<td>26 June 2020</td>
<td>22 June 2020</td>
<td></td>
</tr>
<tr>
<td>2.5.1</td>
<td>Health Service Officers consider screening with no-touch thermometers at events (if such equipment is available and practical)</td>
<td>Lt Col David Miller</td>
<td>16 June 2020</td>
<td>26 June 2020</td>
<td>22 June 2020</td>
<td>Recommended for all activities. See below.</td>
</tr>
<tr>
<td>2.5.2</td>
<td>Health Service Officers remind members that identify as High-risk to remain home, but participate virtually</td>
<td>Lt Col David Miller</td>
<td>16 June 2020</td>
<td>26 June 2020</td>
<td>22 June 2020</td>
<td>Will be announced with Phase 2 information to members. See below.</td>
</tr>
<tr>
<td>2.5.3</td>
<td>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.</td>
<td>Lt Col David Miller</td>
<td>16 June 2020</td>
<td>26 June 2020</td>
<td>22 June 2020</td>
<td>Will be announced with Phase 2 information to members. See below.</td>
</tr>
<tr>
<td>2.6</td>
<td>Ensure Activity Directors have plans in place to communicate last-minute cancellations of events to participants</td>
<td>Major Jen Smith</td>
<td>16 June 2020</td>
<td>26 June 2020</td>
<td>19 June 2020</td>
<td>Ongoing as needed.</td>
</tr>
<tr>
<td>2.7</td>
<td>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)</td>
<td>Major Jen Smith</td>
<td>16 June 2020</td>
<td>26 June 2020</td>
<td>21 June 2020</td>
<td>Will be announced with Phase 2 information to members. See below for current counties with orders.</td>
</tr>
<tr>
<td>2.7.1</td>
<td>45 Days Prior Continuation Check</td>
<td>Activity Director</td>
<td>16 June 2020</td>
<td></td>
<td></td>
<td>Will be performed as needed for each activity</td>
</tr>
<tr>
<td>2.7.2</td>
<td>14 Days Prior Continuation Check</td>
<td>Activity Director</td>
<td>16 June 2020</td>
<td></td>
<td></td>
<td>Will be performed as needed for each activity</td>
</tr>
<tr>
<td>2.7.3</td>
<td>7 Days Prior Continuation Check</td>
<td>Activity Director</td>
<td>16 June 2020</td>
<td></td>
<td></td>
<td>Will be performed as needed for each activity</td>
</tr>
<tr>
<td>2.7.4</td>
<td>1 Day Prior Continuation Check</td>
<td>Activity Director</td>
<td>16 June 2020</td>
<td></td>
<td></td>
<td>Will be performed as needed for each activity</td>
</tr>
<tr>
<td>2.7.5</td>
<td>Day-Of Continuation Check</td>
<td>Activity Director</td>
<td>16 June 2020</td>
<td></td>
<td></td>
<td>Will be performed as needed for each activity</td>
</tr>
</tbody>
</table>
## COVID-19 Remobilization of the Membership Plan – Phase II

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

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<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>2.8.</td>
<td>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)</td>
<td>Major Jen Smith</td>
<td>16 June 2020</td>
<td>26 June 2020</td>
<td>22 June 2020</td>
<td>Will be announced with Phase 2 information.</td>
</tr>
<tr>
<td>2.9.</td>
<td>Email this plan to signal intentions to resume single-day events to the CAP COVID-19 Planning Team at <a href="mailto:COVID-19Plans@caphq.gov">COVID-19Plans@caphq.gov</a>, and copy the Region Commander</td>
<td>Major Jen Smith</td>
<td>16 June 2020</td>
<td>26 June 2020</td>
<td>22 June 2020</td>
<td></td>
</tr>
<tr>
<td>2.9.1</td>
<td>Briefly describe/summarize previous coordination accomplished (i.e., 2.1 through 2.8 above)</td>
<td>Major Jen Smith</td>
<td>16 June 2020</td>
<td>26 June 2020</td>
<td>22 June 2020</td>
<td>See below.</td>
</tr>
<tr>
<td>2.9.2</td>
<td>Verify no jurisdictional restrictions are in place from State or Local Governments</td>
<td>Major Jen Smith</td>
<td>16 June 2020</td>
<td>26 June 2020</td>
<td>22 June 2020</td>
<td></td>
</tr>
<tr>
<td>2.9.3</td>
<td>Set date to resume one-day special activities</td>
<td>Major Jen Smith</td>
<td>16 June 2020</td>
<td>26 June 2020</td>
<td>22 June 2020</td>
<td>3 July 2020</td>
</tr>
<tr>
<td>2.9.4</td>
<td>Receive approval from the CAP COVID-19 Planning Team to resume one-day special activities. Plan for one-week lead time.</td>
<td>Major Jen Smith</td>
<td>16 June 2020</td>
<td>26 June 2020</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.10</td>
<td>Publish the date that one-day special activities will resume to subordinate units</td>
<td>Major Jen Smith</td>
<td>16 June 2020</td>
<td>26 June 2020</td>
<td></td>
<td>Target date 3 July, 2020 will publish once plan is approved.</td>
</tr>
</tbody>
</table>
2.1.1 Missouri Wing Training Priority List

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 2.
   g. Social distancing shall be followed.

2. Regular Unit Meetings
   a. Members will maintain CDC guidelines while holding regular meetings.
   b. Maximum groups of 50 in a local setting.
   c. In addition to the 50 or less members meeting, continued virtual meetings are recommended for high risk members.
   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. Social distancing shall be followed.
   h. Face coverings will be worn in meetings in Phase 2.

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. Virtual training will be continued for Professional Development in Phase 2.

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 and GTM training for phase 2.
      i. Basic communications operations (ICUT, etc.) training
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ii. WMIRS training for communications

iii. Mission Scanner Training – (class portion done virtually)

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. 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 2.
g. Senior members 65 and older may resume flight instruction at their discretion. MOWG has limited instructors under 65 thus making this a mission critical element to MOWG aviation operations.
   i. Members must self-assess prior to flying.
   ii. Only one other member may be in the airplane while training.

6. Cadet Orientation Flights – Will be resumed
   a. Cadets will arrive no more than 2 at a time for orientation flights.
   b. Adequate time will be scheduled between flights for sanitizing the aircraft.

7. Cadet Programs
   a. Encampment Staff Training Day to be held as a 1 day event.
      i. No more than 50 members present in one training area.
      ii. Social Distancing will be practiced.
2.4. Task the Director of Safety to coordinate with Activity Directors

All activity directors will need to perform the 5 M’s for COVID-19 Risk Decisions found on https://www.gocivilairpatrol.com/members/cap-national-hq/safety/covidrm. This needs to be done for every activity during PHASE 2. The term “Activity Directors” also includes Incident Commanders that are directing exercises. Incident Commanders should use existing operational guidance for real-world missions and tasking. It is adamant that all Activity Directors use good judgement.

Senior members 65 and old may resume flight instruction, SAR/DR training, proficiency flying, glider flying, sUAS operations, and the administering/receiving of the applicable CAPF 70-5 and CAPF 70-91 checks. The MOWG has only 4 available instructors (3 powered and 1 glider that are under age 65), thus identifying a mission critical element to MOWG aviation operations. However, those 65 and older must thoroughly self-assess prior to flying and use the 5 M’s Risk Assessment mentioned above. Additionally, there can only be one (1) other member in the airplane when training (two total members in the aircraft).

If a real world SAR/DR mission arises, senior members 65 and over are allowed to crew three member flights as this is identified as a critical mission for CAP.

Senior members 65 and over are still not permitted to do orientation rides as orientation pilots are not a mission critical element for MOWG at this time.

2.4.1 Activity Directors will use Post-COVID-19 produced Risk Management (RM) forms to mitigate local risks.

All Activity Directors will use the Covid-19 Risk Management checklist as events are planned and occur. Forms can be found at https://www.gocivilairpatrol.com/members/cap-national-hq/safety/covidrm.

2.4.2 Activity Directors identify sources for face coverings, gloves, and sanitizer to use in case of a return to increased risk.

Face masks and sanitizers can be found in sufficient quantities at most local retail outlets and hardware stores. Activity Directors need to ensure that adequate supplies of hand sanitizer, masks, and gloves are on hand prior to the activity. Activity Directors should not wait until the last minute to secure these items as failure to do so will result in the activity being cancelled or postponed until sufficient supplies can be obtained to ensure participating member’s safety.
Please avoid the following hand sanitizer products
The FDA has identified the following nine products which may contain methanol:

- All-Clean Hand Sanitizer (NDC: 74589-002-01)
- Esk Biochem Hand Sanitizer (NDC: 74589-007-01)
- CleanCare NoGerm Advanced Hand Sanitizer 75% Alcohol (NDC: 74589-008-04)
- Lavar 70 Gel Hand Sanitizer (NDC: 74589-006-01)
- The Good Gel Antibacterial Gel Hand Sanitizer (NDC: 74589-010-10)
- CleanCare NoGerm Advanced Hand Sanitizer 80% Alcohol (NDC: 74589-005-03)
- CleanCare NoGerm Advanced Hand Sanitizer 75% Alcohol (NDC: 74589-009-01)
- CleanCare NoGerm Advanced Hand Sanitizer 80% Alcohol (NDC: 74589-003-01)
- Saniderm Advanced Hand Sanitizer (NDC: 74589-001-01)

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 keep operations ongoing, CAP NHQ has allowed us to move to PHASE 2. DO NOT FORGET that 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.
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Please continue to seek excellence in all that you do! 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

2.5.1 Health Service Officers Consider Screening with no touch thermometers at events.

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.

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

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
2.5.3 Health Service Officers ensure cleaning/sanitation plan

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 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.

2.7 Activity Directors will have plan in place to conduct verification of local public health guidelines, local weather and any other information that may lead to cancelation.

Current local restrictions are listing in attachment 1. Activity directors will use sources such as the below as well as other local sources to determine local guidelines. https://www.arcgis.com/apps/opsdashboard/index.html#!/59135fbe6eb24581b8d5dd78964ec1e4
https://www.arcgis.com/apps/MapSeries/index.html?appid=8e01a5d8d8bd4f85add006f9e14a9d

2.9.1 Summary of Coordination Efforts

Remobilization team reached out to MOWG Directors regarding training priorities in Phase 2. Slight changes and additions were made to those requested in Phase 1. Additionally Unit and Group commanders were contacted to inquire of training needed for the units and their request fell in line with those priorities of MOWG Directors. MOWG Safety and HSO continued to reinforce risk management requirements, health screening, social distancing and sanitation for Phase 2.

Counties with additional orders/restrictions
<table>
<thead>
<tr>
<th>Squadron</th>
<th>City</th>
<th>County</th>
<th>County Order</th>
<th>City Order</th>
<th>Expire Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mineral Area</td>
<td>Bonne Terre</td>
<td>St. Francois</td>
<td>No</td>
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<td></td>
</tr>
<tr>
<td>Gateway</td>
<td>St. Louis</td>
<td>St. Louis</td>
<td>Yes</td>
<td>Undetermined</td>
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<tr>
<td>St Louis 1</td>
<td>Bridgeton</td>
<td>St. Louis</td>
<td>Yes</td>
<td>Undetermined</td>
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<tr>
<td>Wentzville</td>
<td>Wentzville</td>
<td>St. Charles</td>
<td>No</td>
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<tr>
<td>Lake Ozark</td>
<td>Eldon</td>
<td>Miller</td>
<td>No</td>
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<tr>
<td>Central Missouri</td>
<td>Columbia</td>
<td>Boone</td>
<td>Yes</td>
<td>June 22</td>
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<tr>
<td>Sedalia</td>
<td>Sedalia</td>
<td>Pettis</td>
<td>No</td>
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</tr>
<tr>
<td>Fort Leonard Wood</td>
<td>FLW</td>
<td>Pulaski</td>
<td>No</td>
<td></td>
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<tr>
<td>Saline County</td>
<td>Marshall</td>
<td>Saline</td>
<td>No</td>
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<tr>
<td>Laclede County</td>
<td>Lebanon</td>
<td>Laclede</td>
<td>No</td>
<td></td>
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<tr>
<td>Warrensburg</td>
<td>Warrensburg</td>
<td>Johnson</td>
<td>No</td>
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</tr>
<tr>
<td>Excelsior Springs</td>
<td>Excelsior Springs</td>
<td>Clay</td>
<td>Yes</td>
<td>July 5</td>
<td></td>
</tr>
<tr>
<td>Harry Truman</td>
<td>Kansas City</td>
<td>Platte</td>
<td>Yes</td>
<td>June 30</td>
<td></td>
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<tr>
<td>Platte Valley</td>
<td>Parkville</td>
<td>Platte</td>
<td>Yes</td>
<td>June 30</td>
<td></td>
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<tr>
<td>Charles Long</td>
<td>Kansas City</td>
<td>Clay</td>
<td>Yes</td>
<td>July 5</td>
<td></td>
</tr>
<tr>
<td>Lee's Summit</td>
<td>Lee's Summit</td>
<td>Jackson</td>
<td>Yes</td>
<td>Undetermined</td>
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<tr>
<td>Parkland Composite</td>
<td>Farmington</td>
<td>St. Francois</td>
<td>No</td>
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<td>Trail of Tears</td>
<td>Cape Girardeau</td>
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<td>No</td>
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<td>Bootheel</td>
<td>Malden</td>
<td>Dunklin</td>
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<td>Springfield Composite</td>
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<td>Greene</td>
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<td>Taney</td>
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<td>Hoover</td>
<td>Joplin</td>
<td>Jasper</td>
<td>Yes</td>
<td>1-Jul</td>
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COVID-19 Remobilization of the Membership Plan – Phase II

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.

**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 them 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.

Plan Completed By: Maj Jen Smith
Last Updated: 23 June 2020
Template Updated 14 May 2020
COVID-19 Remobilization of the Membership Plan – Phase II

- 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-140 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.

<table>
<thead>
<tr>
<th>Risk Assessment</th>
<th>Lower Risk Likelihood</th>
<th>Higher Risk Likelihood</th>
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</thead>
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**RISE #1 SURFACE CLEANING:** Can routine environmental cleaning of frequently touched surfaces be assured by using CDC guidance [https://www.cdc.gov/coronavirus/2019-ncov/prevent-disease/cleaning.html](https://www.cdc.gov/coronavirus/2019-ncov/prevent-disease/cleaning.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/cvs-cov-2-list-03-03-2020.pdf](https://www.epa.gov/sites/production/files/2020-03/documents/cvs-cov-2-list-03-03-2020.pdf)

<table>
<thead>
<tr>
<th>Continuous cleaning</th>
<th>Cleaning twice per day</th>
<th>Cleaning once per day</th>
<th>No</th>
</tr>
</thead>
</table>

**RISE #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.

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<th>Yes</th>
<th>No</th>
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**RISE #3 OPT OUT FOR ILLNESS:** Will all attendees be instructed that they may not attend WITHOUT REPERCUSSIONS, if fever, 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 notified 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.

<table>
<thead>
<tr>
<th>Yes, advised via phone</th>
<th>Yes, advised via email</th>
<th>No</th>
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**RISE #4 OBSERVING FOR SYMPTOMS:** Will there be one health services officer or designate to instruct and observe for every 5 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.

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<tr>
<th>Yes, 1:9 ratio achieved</th>
<th>No</th>
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