

Approved: 8 February 2021



Post-COVID-19 Remobilization of the Membership Plan

Phase I: Resuming Regularly Scheduled Meetings

MSWG
January 31, 2021

Template Updated 8 June 2020

COVID-19 Remobilization of the Membership Plan – Phase I

This plan has been developed for Mississippi Wing, using the template provided by the Civil Air Patrol National Headquarters to enter Phase I, Resuming Regularly Scheduled Meetings.

Additional staffing and resources have been coordinated with (other wing or region, if applicable) , to cover gaps in this wing’s available resources.

NOTE: Deviations from the template are authorized, but should be coordinated by contacting the COVID-19 Planning Team at COVID-19Plans@capnhq.gov.

Plan Coordinator and Point of Contact: Felix Diaz, Lt Col, CAP

Primary Phone: (706) 536 - 9177

Primary Email: famdiaz3@yahoo.com

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

See Attachments

Phase I: Resuming Regularly Scheduled Meetings

Item#	Task	OPR/Assigned Personnel	Date Tasked	Suspense	Date Completed	Notes
1.1.	Verify state government guidance currently allows or will allow gatherings on the date proposed for resuming meetings (Review of overall directives in impacted state)	Maj Shiyou	5 July 20		26 Jan 2021	At the present time, we are still limited to no more than 10 people in a group setting. Social distancing is still required, as are face masks.
1.2.	Hold meeting with between Plan Coordinator and Health Services Officer	Lt Col Diaz Capt Conner			8 Sept 2020	IAW Mississippi State & CDC Guidelines
1.2.1.	Wing priorities for training events should be coordinated	Capt Staats	30 July 20		7 Aug 20	Annual training plan approved; Oct & Nov priorities set.

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1.2.1.1.	Check state and local health guidance regarding gatherings (Review of each jurisdiction impacted by this plan)	Maj Shiyou	5 July 20		26 Jan 2021	At the present time, we are still limited to no more than 10 people in a group setting. Social distancing is still required, as are face masks.
1.2.1.2.	Prepare information for subordinate units on temperature screening, health education, and sanitation	Capt Conner Lt Col Diaz			12 Sept 2020	IAW Mississippi State & CDC Guidelines
1.2.2	Consult with Wing Legal Officer about resuming meetings	Maj Shiyou			12 Sept 2020	Complete
1.2.3	Coordinate with Wing Director of Safety	1 Lt Miguez			16 Sept 2020	Complete
1.2.3.1	Verify proper risk planning tools are available to units	1 Lt Miguez			16 Sept 2020	Complete
1.2.3.2	Prepare to communicate with subordinate units on Safety-related matters (see 1.7. below)	1 Lt Miguez			16 Sept 2020	Complete
1.2.4	Coordinate with Wing Director of Cadet Programs	Capt Bond	5 July 20		09 Sep 2020	Complete
1.2.4.1	Prepare recommendations for units regarding meeting activities and alternatives to maintain optimal distance while at meetings	Capt Bond	5 July 20		09 Sep 2020	See Attachment 1
1.2.4.2	Prepare bullets for units to incorporate when sending messages to parents about the resumption of meetings	Capt Bond	5 July 20		09 Sep 2020	See Attachment 2

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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	Lt Col Diaz			4 Sept 20	IAW Mississippi State & CDC Guidelines
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.	Lt Col Diaz			26 Jan 2021	Send to National COVID-19 Planning Team
1.4.1.	Briefly describe/ summarize previous coordination accomplished	Lt Col Diaz			12 Sept 2020	Brief Staff Members
1.4.2.	Verify no jurisdictional restrictions are in place from State or Local Governments	Maj Shiyou	5 July 20		8 Sept 20	At the present time, we are still limited to no more than 10 people in a group setting. Social distancing is still required, as are face masks.
1.4.3.	Set date to resume meetings; this is also the start of Phase II.	All MSWG Staff			1 Oct 2020	Complete
1.5.	Receive approval from the CAP COVID-19 Planning Team to reinstate meetings. Plan for one-week lead time.	Lt Col Diaz			TBD	Pending Approval from COVID-19 Planning Team
1.6.	Publish the date that meetings may resume to subordinate units	Lt Col Diaz			12 Sept 2020	Tentative on approval from National COVID Team
1.7.	Task Wing Director of Safety to communicate the following to subordinate units	1 Lt Miguez			16 Sept 2020	Complete
1.7.1.	Units will review CAPFs 160, 160S, and 160HL to be sure COVID-19 risks are considered and mitigated	1 Lt Miguez			16 Sept 2020	Complete
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	1 Lt Miguez			16 Sept 2020	Complete
1.8.	Task Wing Health Service Officer to communicate the following to subordinate units:	Lt Col Diaz Capt Conner			12 Sept 2020	Complete

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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
1.8.1.	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 Diaz			12 Sept 2020	Briefed to Squadron Commanders, Staff IAW Mississippi State & CDC Guidelines
1.8.2.	Educate members on their stratified level of risk (i.e., Low-risk vs. High-risk)	Lt Col Diaz Capt Conner			12 Sept 2020	Briefed to Squadron Commanders, Staff IAW Mississippi State & CDC Guidelines
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 Diaz			12 Sept 2020	Briefed to Squadron Commanders, Staff IAW Mississippi State & CDC Guidelines
1.8.4	Units will ensure no more than 10 members are together at gatherings. Squadrons with more than 10 members must submit a plan on how they will comply with restrictions	Lt Col Diaz			12 Sept 2020	Briefed to Squadron Commanders, Staff IAW Mississippi State & CDC Guidelines
1.9.	Task Wing Director of Cadet Programs to communicate the following to subordinate units:	Capt Bond	5 July 2020		09 Sep 2020	Complete
1.9.1.	Units identify ways to meaningfully engage and fully participate in meetings without formations, drill, or other close-distance activities	Capt Bond	5 July 2020		09 Sep 2020	See Attachment 1
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	Capt Bond	5 July 2020		09 Sep 2020	See Attachment 2

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1.10.	Task Wing Director of Operations to communication the following to subordinate units.	Capt Staats	5 Sept 20		5 July 20	Complete
1.10.1	Identify flight operations permitted during Phase I	Capt Staats	4 July 20		26 Jan 21	Updated
1.10.2.	Identify requirements (Currency, etc) for senior members	Capt Staats	4 July 20		5 July 20	Using FAA and NHQ requirements
1.10.3.	Identify requirements for cadets that have earned their Private Pilot's License to return to flying	Capt Staats	4 July 20		5 July 20	No Phase I cadet flight involvement
1.10.4.	Identify requirements for cadets training to earn their Private Pilot's License	Capt Staats	4 July 20		26 Jan 21	Updated
1.10.1.	Identify cleaning standards for aircraft and vehicles before and after use	Capt Staats	2 July 20		2 July 20	Using NHQ standards

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Phase I: Resuming Regularly Scheduled Meetings; Cadet Programs

1.2.4.1 /1.9.1. Recommendations for units regarding meeting activities and alternatives to maintain optimal distance while at meetings / 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 of 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 with the facility managers on specific location access and procedures, and also to communicate with 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 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 a 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.
- Remember the maximum of 10 includes 2 senior members, to maintain CPPT...so only 8 cadets.
- Some smaller group ideas are below:
 - Move senior meeting nights to different night than cadets
 - Planning/staff meeting – just cadet programs staff and cadet staff
 - Large squadrons could rotate flights during the month (Week 1 – Staff; Week 2 – Flight A; Week 3 – Flight B, etc...)
 - Emergency Services training groups: ICUT, GTM, MSA, sUAS
- Chairs placed 6' apart prior to the meeting by staff; easily removable tape to mark spacing on the floor

Sample Memo to Members and Parents (Phase 1)

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

MEMORANDUM FOR: ALL UNIT MEMBERS

FROM: LT COL FELIX DIAZ, CV

SUBJECT: Return to Normal Squadron Meetings (Phase 1 Limitations)

1. As the state of Mississippi 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, during Phase 1, 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. During Phase I, the Regular Unit Meetings must follow the guidelines listed below:

- 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 meetings.
- e. Temperature can be taken onsite at check-in with a no-touch thermometer or the member has the option to take their own temperature at home and report no fever on check-in. 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 and social distancing shall be followed.

3. **XXXXXXXXXX Composite Squadron** will return to their normal “in-person” meetings on **LXXX**. The unit will continue to meet at **XXXXXXXXXXXXXXXXXXXXXXXXXX**. The unit will also continue its normal meeting time from **XXXXXXXXXXXXXX**. 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 XXXXXXXXXXXX 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 XXXXXXXXXXXX; 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) or they will report their temperature. 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 a 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 bought (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 at the end of the meeting.

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 an allergy season and these are sometimes difficult to avoid.

4. 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.

5. These policies are subject to change based upon additional policies and information given by both Mississippi 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.

XXXXXXXXXXXXXXXXXX, XXXXX, CAP

Squadron Commander, SER-MS-XXX

CAPF 160 - DELIBERATE RISK ASSESSMENT WORKSHEET

1. ACTIVITY COVID-19 Phase I	2. DATE <i>{DD/MM/YYYY}</i> 15/09/2020
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3. PREPARED BY			
a. Name <i>(Last, First, Middle Initial)</i> Migues, James, W	b. Rank 1st Lt	c. Duty Title/Position MSWG Director of Safety	
d. Unit SER-MS-001	e. Email james.rnigues@MSWG.CAP.GOV	f. Telephone (228) 238-3135	
g. Signature of Preparer <div style="text-align: center; font-size: 1.5em; margin-top: 10px;">/LT LT</div>			

Five steps of Risk Management: (1) Identify the hazards (2) Assess the Risks (3) Develop Controls & Make Decisions
 (4) Implement controls (5) Supervise and evaluate (Step numbers do not equate to numbered items on form)

4. SUB- ACTIVITY or SPECIFIC TASK	5. HAZARD	6. INITIAL RISK LEVEL	7. RISK CONTROL	8. HOW TO IMPLEMENT/ WHO WILL IMPLEMENT	9. RESIDUAL RISK LEVEL
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: - Member - Medium - Machine - Mission/ Activity - Management	Use Risk Assessment Matrix on page 3.	Describe the actual control being used to address the specific risk.	Describe how the risk control will be implemented and monitored, and who is responsible.	Use Risk Assessment Matrix on page 3 of form
Resume Normal Meetings	Personnel will be briefed before any activity. All State and CDC guidelines will be adhered to. Squadron/CC, SE and Wing/CC, DSE will ensure being followed	L B	Wearing of Face Mask required and Temp/hrs taken before access to facility. Maintaining Social Distancing and will decontaminate areas of common use before and after each meeting. MD, be limited to 10 person per room.	How: Temps taken before access to facility, That Face masks are on, Social Distancing is adhere to will be monitored by constant walk throughs Who: wing CC / Squadron CC	L B
Search and Rescue Exercise	Personnel will briefed before SAREX. All State and CDC Guidelines will be adhered to. Squadron/CC, DCC, DCSE, IC and Wing/CC, DSE will ensure being followed	L B	Wearing of face mask required, Temps taken before access to exercise, Maintain Social Distancing, Clean and Disinfect of Aircraft, Vehicles and Common use areas.	How: Temps taken before access to exercise. Face masks on at all times, Social Distancing is adhere to all times will be monitored by constant walk throughs Who: IC/GTUMSO	L B
Resume Normal Flight Ground OP's	Personnel will be briefed before any Flight or Ground Op. All State and CDC guidelines will be adhered to. Squadron/CC, PIC, IC and Wing/CC, DSE	M G	Disinfect Aircraft or Vehicles before and after each use. Wearing of Face masks and gloves required due to being in an enclosed area	How: Aircraft/Vehicles Disinfected before and after each use and checked afterwards, wearing of face mask and gloves. Monitored by aircrews. Who: PIC/DO/DSE/IC/Wing/CC	M G

ADDITIONAL SPACES FOR ITEMS 4 THROUGH 9 PROVIDED ON PAGE 2

10. OVERALL RESIDUAL RISK LEVEL - <i>(The highest residual risk level in Column 9, with all controls implemented):</i>	EXTREMELY HIGH <input type="checkbox"/> HIGH <input type="checkbox"/> MEDIUM <input checked="" type="checkbox"/> LOW <input type="checkbox"/>
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NOTE: ALL RESIDUAL RISKS ASSESSED AS "H" OR "EH" MUST BE APPROVED BY CAP/CC

11. OVERALL SUPERVISION PLAN AND RECOMMENDED COURSE OF ACTION: Temperatures will be taken before access to any CAP Facility or Activity by either the Incident Commander or Squadron/CC or their designee. Face Mask will be worn at all times when in enclosed areas or inside CAP Facilities. Disinfecting Stations will be in common areas and at the main entrance. Social Distancing will be in place at all times. There will be 10 person per room with social distancing. The Incident Commander, Squadron/CC, Mission Safety Officers, Squadron Safety Officers, Wing/CC Wing/DSE or designee will ensure on-going evaluations and assessments of plan along with real time Risk Management and constantly monitored by walk throughs and by unscheduled visits by the Wing/DSE
12. APPROVAL OR DISAPPROVAL OF MISSION OR ACTIVITY APPROVE <input checked="" type="checkbox"/> DISAPPROVE <input type="checkbox"/>

a. Name <i>(Last, First, Middle Initial)</i>	b. Rank	c. Duty Title/Position	d. Signature of Approval Authority
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Instructions for Completing CAPF 160 - Deliberate Risk Assessment Worksheet

<p>1. Activity: Briefly describe the overall Activity for which the deliberate risk assessment is being conducted (e.g., SAREX, Wing Encampment, NCSA, etc.).</p>	<p>10. Overall Risk After Controls Are Implemented: Assign an overall residual risk level. This is the highest residual risk level (from block 9). NOTE: Any activity with residual risk identified as "EH" or "H" must be approved by CAP/CC.</p>
<p>2. Date: Self Explanatory.</p>	
<p>3. Prepared By: Information provided by the individual conducting the deliberate risk assessment for the activity.</p>	<p>11. Supervision Plan and Recommended Course of Action: Completed by preparer. Summarize the overall risk management plan for the Activity, including identification of individual responsible for on-going evaluation of plan and supervision of real time risk management.</p>
<p>4. Sub-Activity or Specific Task: Use a separate block to describe each sub-activity or task. Examples might include Obstacle Course, PT Test, Aircraft Parking, or other tasks that are a part of the overall Activity.</p>	
<p>5. Hazard: Specify hazards related to the subtask in block 4. There may be multiple hazards associated with each sub-activity. Use a separate row for each hazard.</p>	<p>12. Approval/Disapproval of Activity: The leader in charge of the event (Activity Director, Commander, Incident Commander, etc.) approves or disapproves the Activity based on the overall risk assessment in Block 10 .</p>
<p>6. Initial Risk level: Determine probability and severity. Using the risk assessment matrix (page 3), determine level of risk for each hazard specified, using probability and potential severity . Enter resulting Risk Level in this column .</p>	
<p>7. Control: Describe or explain the risk control s or methods to be used to reduce the risk level associated with the hazard identified in block 5.</p>	<p>13. Risk Assessment Review: For on-going activities, the approval authority (Block 12) should appoint individuals with sufficient oversight of the activity to periodically review risk controls to determine if they are effective or if overall risk has changed. If the overall risk rises above the level already approved, operations should cease until the appropriate approval authority is contacted and approves continued operations. Signature signifies review complete and event continues as planned.</p>
<p>8. How to Implement/ Who Will Implement: Briefly describe how each control will be implemented and the name of the individual who has primary responsibility for implementing and monitoring the risk control.</p>	
<p>9. Residual Risk Level: Assuming the controls will be effective, determine the residual risk level based on the predicted probability and possible severity with the controls in place. NOTE: Any residual risk identified as "EH" or "H" must be approved by CAP/CC.</p>	<p>14. After-Action Feedback and Lessons learned: Provide specific input on the effectiveness of risk controls and their contribution to mission success or failure. Include recommendations for new or revised controls, practical solutions, or alternate actions. Submit and brief valid lessons learned as outlined in CAPR 160-1.</p>
	<p>Additional Guidance: Use CAPF 160HI if additional rows are needed for hazard assessments.</p>



HEADQUARTERS MISSISSIPPI WING
CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY
1635 Airport Dr.
Jackson MS 39209



Subject: Mississippi Wing Corrected Remobilization Plan

31 January 2021

1. Identify flight operations permitted during Phase I
 - Flight Evaluations
 - Crew Proficiency
 - Dual Instruction (including cadet flight instruction such as in the Wings Program)
 - Individual aircrew training
 - Carefully pre-scheduled local CAP Orientation Flights (Everyone doesn't show up for the day at one time, but rather, two cadets show up for an assigned flight block with plenty of time in between to wipe the aircraft clean and leave before the next cadets arrive). Everyone is wearing a mask. Pick locations where social distancing can still be done if for some reason people show up early.

2. The following are the numbers of Mississippi residents that have received the Covid vaccine: 240,000 people in MS have received the Covid vaccine and that we are currently administering over 10,000 vaccines daily.

MSWG Interim Commander
Lt Col Felix Diaz, CAP
U. S. Air Force Auxiliary
Go.civilairpatrol.com



HEADQUARTERS MISSISSIPPI WING
CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY
1635 Airport Dr.
Jackson MS 39209



15 September 2020

MEMORANDUM: SQUADRON CC
SQUADRON SE

FROM: MSWG DIRECTOR OF SAFETY

SUBJECT: COVID-19 Phase 1 Remobilization for Members

1. Mississippi Wing is preparing for Phase 1 of our COVID 19 Remobilization Plan.
2. 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.
 - a. 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 process 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.
3. The MSWG 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.
 - a. CAP Safety and COVID-19 <https://www.gocivilairpatrol.com/members/cap-national-hq/safety/covidrm>
 - b. COVID-19 Information Center <https://www.gocivilairpatrol.com/covid-19-information-cena>
4. 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.
5. MSWG 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.
6. Thank you for taking the time to review this information and preparing for future meetings!

// signed //
JAMES MIGUES, 1st Lt, CAP
Director, Safety



HEADQUARTERS MISSISSIPPI WING
CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY
1635 Airport Dr.
Jackson MS 39209



15 September 2020

MEMORANDUM: SQUADRON CC
SQUADRON SE

FROM: MSWG DIRECTOR OF SAFETY

SUBJECT: COVID-19 Phase 1 Remobilization for Members

1. You are 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 Education and Training meeting. Wing wishes these to be done at your very next 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.
2. As the Squadron 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.
3. 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>.
4. This is the time for you, as the Squadron 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 Mississippi Wing of the Civil Air Patrol.

// signed //
JAMES MIGUES, 1st Lt, CAP
MSWG Director of Safety



Purpose: Provide a template for CAP Health Services Officers (or their designee) to conduct temperature screening operations for the protection of the force to identify individuals who are potentially ill and should not be allowed into a CAP activity. **Note:** this is a voluntary screening, but failure to conduct a screening may result in non-entry to the work site. Screeners may only be senior members.

- I. **Authorities:** The U.S. Centers for Disease Control and Prevention (CDC) has recommended that temperature checks may be instituted in some areas where there have been acute COVID-19 outbreaks, per <https://www.cdc.gov/coronavirus/2019-ncov/php/risk-assessment.html>.
- II. **Essential Equipment (see attachment A)**
 - A. Minimum of: (1) table and (1) chair and (1) place for a sign
 - B. Two paper Stop signs (Attachment B)
 - C. One paper "Instructions" sign (Attachment C)
 - D. One paper "Look here" sign (Attachment D)
 - E. No touch thermometer (2)
 - F. Pass marker system (colored dots, tags, markers, wristbands, etc.)
 - G. Hand sanitizer
 - H. EPA approved sanitizing solution and wipes for equipment, chair, and table cleaning
 - I. Instruction card for a person who does not meet the standard for the recheck (Attachment E).
 - J. Clock or timer that can measure 5-minutes
 - K. Appropriately sized examination gloves (wash hands after duty is completed).
 - L. Face covering for temperature taker
- III. **Competency**

- A. Thermometer screener will review the manufacturer's instructions and a supervisor will review the protocol below with the temperature screener and be shown proficiency with the protocol.

IV. Voluntary Screening Protocol

- A. Set-Up: Establish screening area using table and chairs at a set distance apart. Place a marker halfway between and perpendicular to the location where the person is being screened so they can look at the item when being screened and if they cough, the cough will not be in the screener's direction. When possible, remove cover/hat and have person being screened remain in room temperature environment for ten minutes before screening. Ensure people awaiting screening maintain 6- foot social distancing.
- B. Greeting: Upon approach of personnel, ask two initial statements to the individual:
- 1) "Hello, we are screening people for elevated temperatures and COVID symptoms."
 - 2) "How are you feeling today?"
 - a. If the person is feeling ill, inform them that they should not participate today and ask the person to leave the screening area.
 - b. If the person states that they are feeling well, proceed to temperature check and invite the person to voluntarily be screened for fever.
- C. Temperature Check: Take the person's temperature using the "no touch thermometer" with the table as a barrier between the temperature-taker and the person. A temperature at or above 100.4°F is the CDC recognized point where there is a fever.
1. If the temperature is less than 100.4°F, place a colored indicator on the persons ID Badge and welcome the person to enter.
 2. If the temperature is greater than or equal to 100.4°F, have the person wait in the secondary waiting area for five (5) minutes before rechecking the temperature.
- D. Temperature Recheck: After five (5) minutes, recheck the person's temperature reading.
1. If the temperature is now less than 100.4°F, place a colored indicator on the persons ID Badge and welcome the person to enter.
 2. If the temperature is still greater than or equal to 100.4°F, the temperature taker will explain that the person is being recommended for non-entry and provide them with the temperature at or above 100.4 °F Card (attachment E).

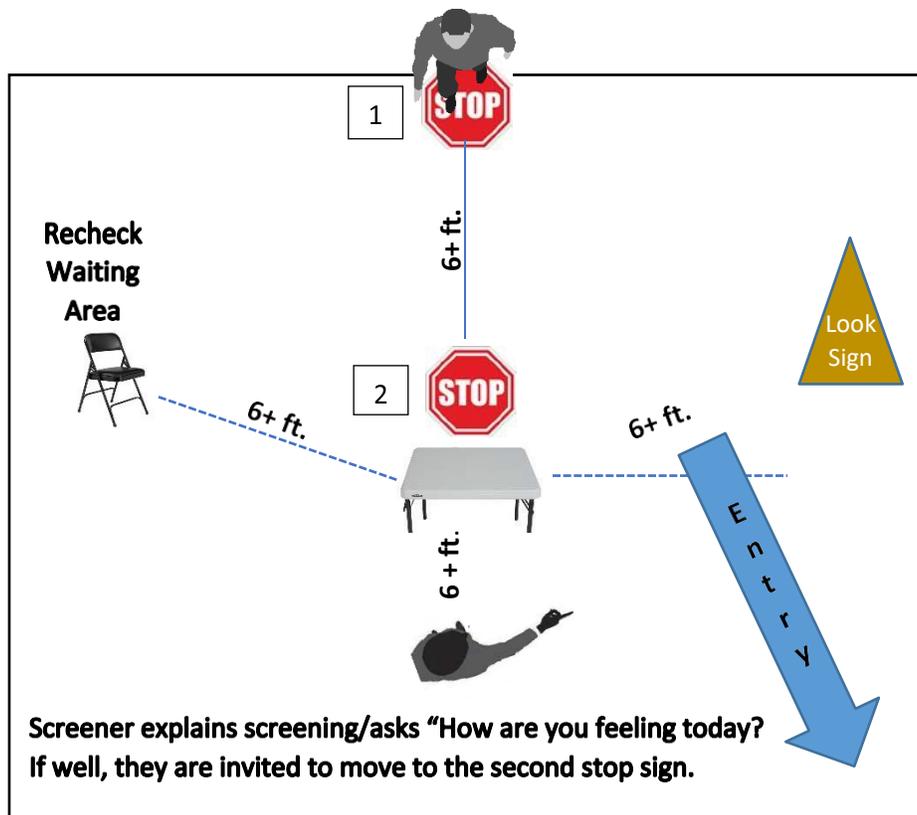
**CIVIL AIR PATROL
COVID-19 Temperature Screening Guideline**

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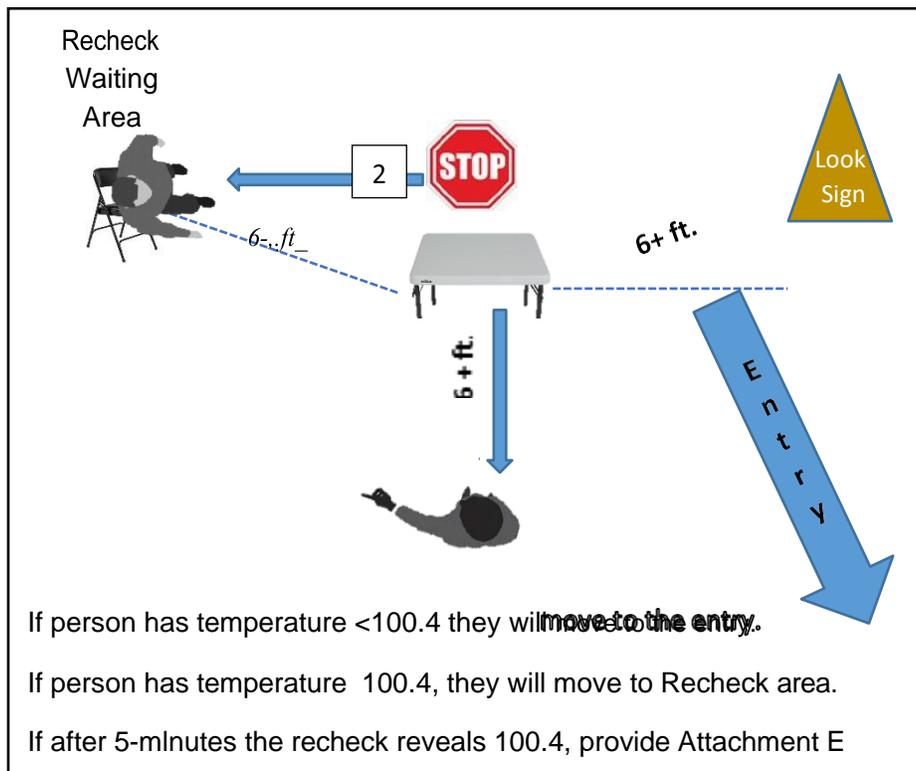
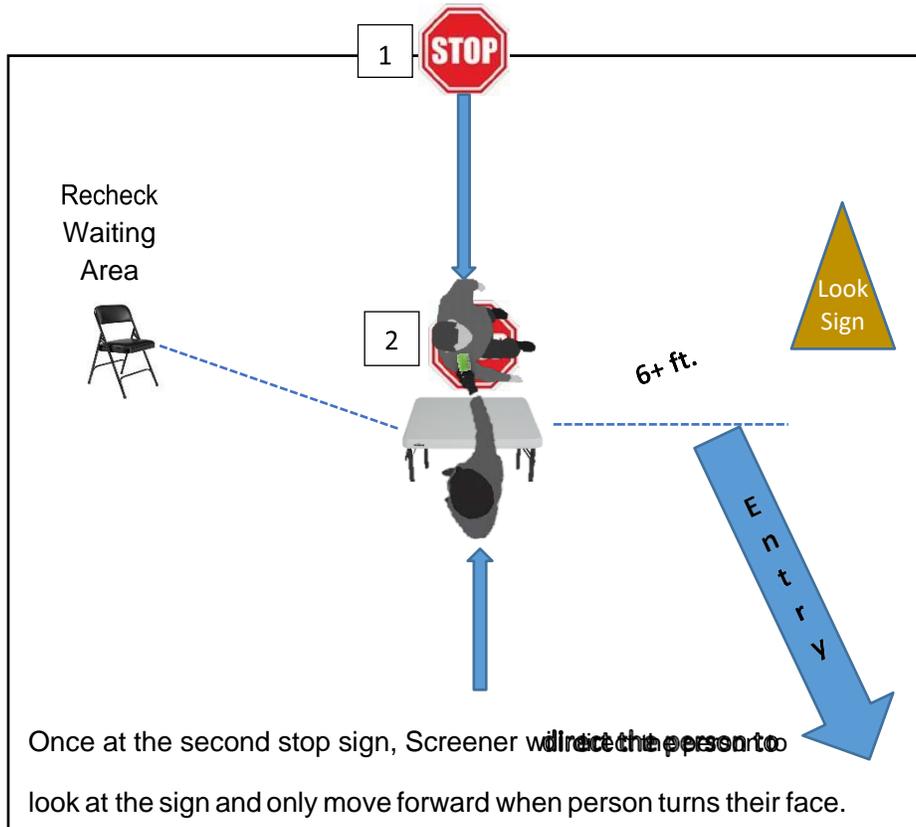
3. **Note:** Person may elect to speak with the local unit commander, activity director, incident command, or health service officer for an appeal or for more information.

Attachment A: Essential Equipment Recommended Set-up

1. Person stops at first stop sign and the screener states “Hello, we are screening people for elevated temperatures and respiratory symptoms” and then asks “How are you feeling today?” (Attachment B).
2. Person is invited to walk to the second stop sign (Attachment B).
3. Person is instructed that this is a voluntary temperature screening (Attachment C)
4. Person is asked to look at the “Look here” sign (Attachment D).
5. Only once the person looks to the side will the temperature taker advance to the table.
6. The person’s temperature will be taken, while they continue to look at the “Look here” sign.
7. If the person’s temperature is less than 100.4° F, they are invited to enter the building, while if the temperature is greater than or equal to 100.4° F, they are asked to have a seat at the waiting chair and have a recheck.
8. If the recheck is greater than 100.4° F, they will be given a card and informed that they are being recommended for non-entry into the building (Attachment E).



Attachment A: Essential Equipment Recommended Set-up (continued)



Attachment B: Stop Sign



Attachment B: Stop Sign (continued)



Attachment C: Voluntary Instructions Sign

This is a Voluntary
Temperature
Check to protect
our members.
Failure to do so
may result in
non-entry.

Attachment D: Look Here Please Sign



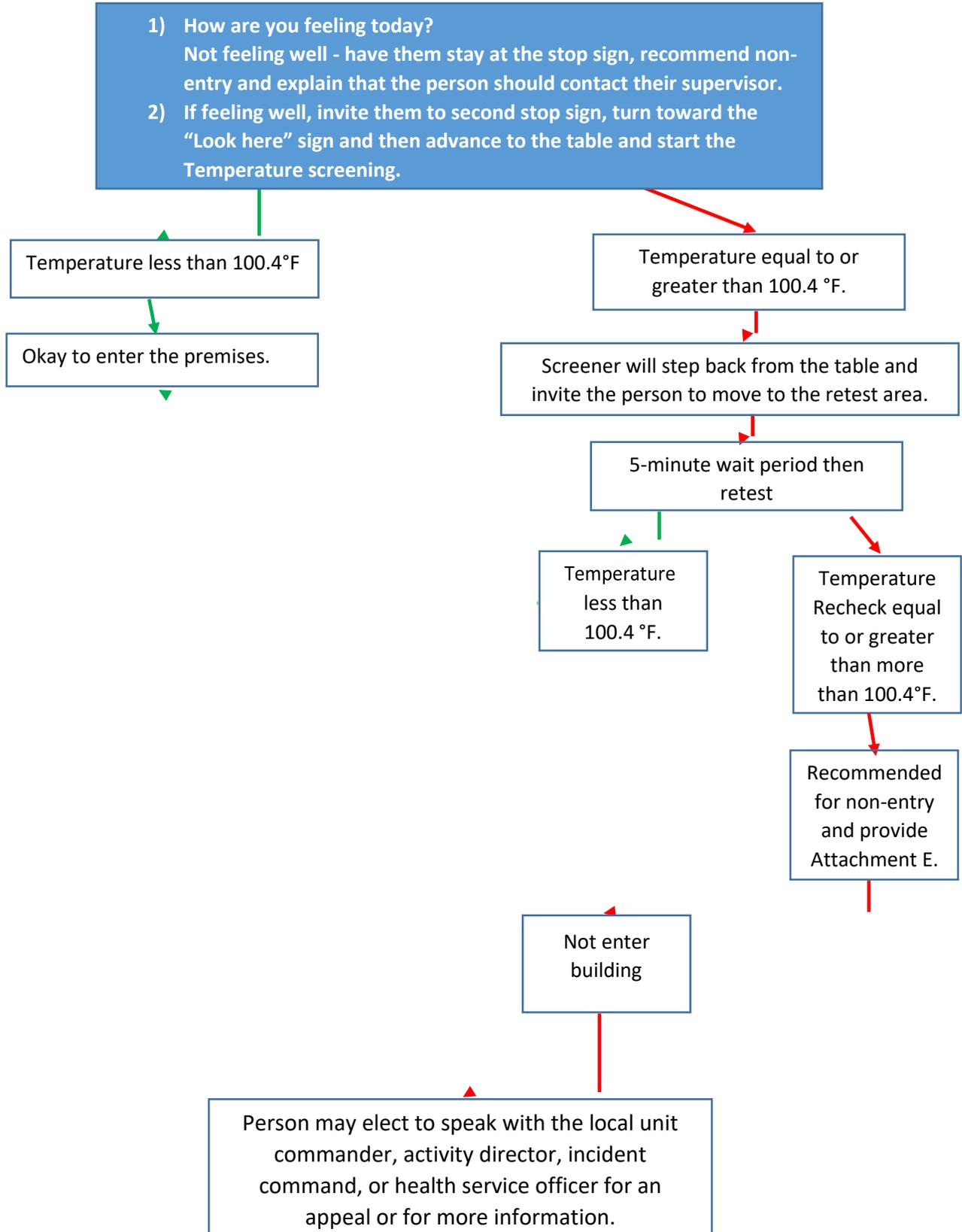
CIVIL AIR PATROL
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Attachment E: Recheck Temperature equal to or above (\geq) 100.4°F card

<p>You have been found to have a temperature of at least 100.4° F or above and are being recommended for non-entry into this event/activity. Please contact your healthcare provider and notify them that you had a temperature or are feeling ill. If you have any questions, please contact your supervisor, health service officer, or commander.</p>	<p>You have been found to have a temperature of at least 100.4° F or above and are being recommended for non-entry into this event/activity. Please contact your healthcare provider and notify them that you had a temperature or are feeling ill. If you have any questions, please contact your supervisor, health service officer, or commander.</p>
<p>You have been found to have a temperature of at least 100.4° F or above and are being recommended for non-entry into this event/activity. Please contact your healthcare provider and notify them that you had a temperature or are feeling ill. If you have any questions, please contact your supervisor, health service officer, or commander.</p>	<p>You have been found to have a temperature of at least 100.4° F or above and are being recommended for non-entry into this event/activity. Please contact your healthcare provider and notify them that you had a temperature or are feeling ill. If you have any questions, please contact your supervisor, health service officer, or commander.</p>
<p>You have been found to have a temperature of at least 100.4° F or above and are being recommended for non-entry into this event/activity. Please contact your healthcare provider and notify them that you had a temperature or are feeling ill. If you have any questions, please contact your supervisor, health service officer, or commander.</p>	<p>You have been found to have a temperature of at least 100.4° F or above and are being recommended for non-entry into this event/activity. Please contact your healthcare provider and notify them that you had a temperature or are feeling ill. If you have any questions, please contact your supervisor, health service officer, or commander.</p>
<p>You have been found to have a temperature of at least 100.4° F or above and are being recommended for non-entry into this event/activity. Please contact your healthcare provider and notify them that you had a temperature or are feeling ill. If you have any questions, please contact your supervisor, health service officer, or commander.</p>	<p>You have been found to have a temperature of at least 100.4° F or above and are being recommended for non-entry into this event/activity. Please contact your healthcare provider and notify them that you had a temperature or are feeling ill. If you have any questions, please contact your supervisor, health service officer, or commander.</p>

Attachment F: Overall Paradigm



Attachment G: Sanitization of Chair, Table, and/or Thermometer Process

- **Routinely during the Screening Process:**
 - **Spray table surface with sanitizing solution and wipe/rub for 10 seconds.**
 - **Wipe thermometer with sanitizing solution or a disinfecting wipe, place on the clean area of the table and wait for it to dry.**
 - **Spray chair and table legs with sanitizing solution and wipe from top to bottom, then wait to dry.**
 - **Remove gloves and wash hands with hand sanitizer routinely.**
- **After Someone Screens with a Temperature ($\geq 100.4^{\circ}\text{F}$):**
 - **Spray your gloves with sanitizing solution.**
 - **Sanitize areas:**
 - **Spray table surface with sanitizing solution**
 - **Wipe thermometer with sanitizing solution or a disinfecting wipe, place on the clean area of the table and wait for it to dry.**
 - **Spray chair and table legs with sanitizing solution and wipe from top to bottom**
 - **Remove gloves, wash hands with hand sanitizer, reapply a new pair of gloves and then continue.**



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 cleaners 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	fJQ
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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		ffo
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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 ACCEPTANCE 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 1 60-1\(1\)](#). Discretion and judgment should be used to make decisions with what is available.

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