

Approved: 3 June 2020



Post-COVID-19 Remobilization of the Membership Plan

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

MTWG

Completed dd MMM 2020

COVID-19 Remobilization of the Membership Plan – Phase II

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

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 Billy Jackson

Primary Phone:

Primary Email: billy.jackson@mtwg.cap.gov

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

Teleconference calls for planning. For Phase II, a single day distributed SAREX on June 13 to focus training for flight crew, some GT and MBS position training. MTWG CI is scheduled for July 11. That could possibly be in Phase III if MT continues to improve.

Plan Completed By: Maj Billy Jackson

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COVID-19 Remobilization of the Membership Plan – Phase II

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

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

Item#	Task	OPR/Assigned Personnel	Date Tasked	Suspense	Date Completed	Notes
2.1.	Wing Commanders should review their wing calendar for previously-postponed and upcoming day-only events	Col Gilchrist	15 May 2020	29 May 2020	25 May 2020	
2.1.1.	Wing priorities for training events should be coordinated with unit commanders' needs	Col Gilchrist	15 May 2020	29 May 2020	25 May 2020	List was created with input from unit commanders
2.1.2.	Task staff officers to provide input on list of events and priorities:	Maj Jackson	15 May 2020	29 May 2020	18 May 2020	
2.1.2.1.	Director of Aerospace Education	Maj Munson	18 My 2020	29 May 2020	26 May 2020	Ongoing - No specific AE activities planned
2.1.2.2.	Director of Cadet Programs	Capt Rickard	18 My 2020	29 May 2020	26 May 2020	Ongoing
2.1.2.3.	Director of Operations/Emergency Services	Col Graf / Lt Eichner	15 May 2020	29 May 2020	25 May 2020	See attached list of priorities. Distributed SAREX being planned for 13 June
2.1.2.4.	Director of Professional Development	Lt Col. Statum	18 May 2020	29 May 2020	26 May 2020	Ongoing - No specific PD classes planned at this point
2.1.2.5.	Plans and Programs Officer	N/A		29 May 2020		
2.2.	Coordinate with subordinate unit leaders to deconflict calendar events to the greatest extent possible	Col. Gilchrist	15 May 2020	29 May 2020	25 May 2020	Ongoing
2.3.	Publish updated event listings to the Wing calendar and promote these dates to the units for their planning and participation	Col Nash		29 May 2020	25 May 2020	Ongoing
2.4.	Task the Director of Safety to coordinate with Activity Directors	Maj Jackson	15 May 2020	29 May 2020	25 May 2020	Ongoing
NOTE:	<i>The term "Activity Directors" may include Incident Commanders that are directing exercises. Incident Commanders should use existing operational guidance for real-world missions and taskings. Use good judgement.</i>					
2.4.1.	Activity Directors will use Post-COVID-19 produced Risk Management (RM) forms to mitigate local risks	Maj Jackson	15 May 2020	29 May 2020		Directors will use the COVID 19 RM checklist as events are planned and occur.

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2.4.2.	Activity Directors identify sources for face coverings, gloves, & sanitizer to use in case of a return to increased risk	Maj Jackson	15 May 2020	29 May 2020		Ongoing.
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Phase II: Resuming One-Day Special Activities (AE Events, SAREXs, etc; continued)

Item#	Task	OPR/Assigned Personnel	Date Tasked	Suspense	Date Completed	Notes
2.5.	Task the Health Service Officer to coordinate with Activity Directors	Maj Johnson	21 May 2020	29 May 2020	25 May 2020	Wing Has no HS0. Maj Johnson will advise
2.5.1.	Health Service Officers consider screening with no-touch thermometers at events (if such equipment is available and practical)	Maj Johnson	21 May 2020	29 May 2020	25 May 2020	Wing Has no HS0. Maj Johnson will advise
2.5.2.	Health Service Officers remind members that identify as High-risk to remain home, but participate virtually	Maj Johnson	21 May 2020	29 May 2020	25 May 2020	Wing Has no HS0. Maj Johnson will advise
2.5.3.	Health Service Officers ensure that there is a cleaning/sanitizing plan for commonly touched surfaces, a hand washing plan, a face covering plan, a temperature check plan (either performed prior to entering the activity with a no-touch thermometer or performed at home prior to coming to the activity), and a social distancing plan.	Maj Jackson	15 May 2020	29 May 2020	25 May 2020	Wing Has no HS0. Maj Johnson will advise Plan is attached.
2.6.	Ensure Activity Directors have plans in place to communicate last-minute cancellations of events to participants	Maj Lenell		29 May 2020		As needed
2.7.	Ensure Activity Directors have plans in place to conduct verification of local public health guidance, local weather, and any other information that may lead to event cancellation (Continuation Check)	Maj Lenell		29 May 2020		As needed
2.7.1.	45 Days Prior Continuation Check	Maj Lenell		29 May 2020		As needed

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2.7.2.	14 Days Prior Continuation Check	Maj Lenell		29 May 2020		As needed
2.7.3.	7 Days Prior Continuation Check	Maj Lenell		29 May 2020		As needed
2.7.4.	1 Day Prior Continuation Check	Maj Lenell		29 May 2020		As needed
2.7.5.	Day-Of Continuation Check	Maj Lenell		29 May 2020		As needed

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

Item#	Task	OPR/Assigned Personnel	Date Tasked	Suspense	Date Completed	Notes
2.8.	Ensure Unit Commanders are aware of and following the same procedures for unit-only single-day activities (i.e., they are the Activity Director for the purposes of this checklist, for unit events)	Maj Jackson	15 May 2020	29 May 2020	25 May 2020	
2.9.	Email this plan to signal intentions to resume single-day events to the CAP COVID-19 Planning Team at COVID-19Plans@capnhq.gov , and copy the Region Commander	Maj Jackson	15 May 2020	29 May 2020	27 May 2020	
2.9.1.	Briefly describe/summarize previous coordination accomplished (i.e., 2.1 through 2.8 above)	Maj Jackson	15 May 2020	29 May 2020	27 May 2020	Consolidating and prioritizing training lists
2.9.2.	Verify no jurisdictional restrictions are in place from State or Local Governments	Lt Col Semple	15 May 2020	29 May 2020	25 May 2020	All counties with CAP units defer to State Phase 2 Directive: OFFICE OF THE GOVERNOR
2.9.3.	Set date to resume one-day special activities			29 May 2020	25 May 2020	1 June 2020
2.9.4.	Receive approval from the CAP COVID-19 Planning Team to resume one-day special activities. Plan for one-week lead time.	Maj Jackson	15 May 2020	29 May 2020		
2.10.	Publish the date that one-day special activities will resume to subordinate units	Maj Jackson	15 May 2020	29 May 2020		

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COVID-19 Remobilization of the Membership Plan – Phase II

From: Maj Billy Jackson, CAP <billy.jackson@mtwg.cap.gov>
Sent: Wednesday, June 3, 2020 12:42 PM
Subject: Phase II still on hold: Additional information for reopening in Phase II
Importance: High

Ladies and Gentlemen,

This message is BCC'd to all member of Montana Wing.

NHQ is still processing our application. Apparently we are the first wing to apply for Phase II. This email reiterates information you have already been sent and reemphasizes some more information.

Below is the necessary information for reopening in Phase II.

Phase II allows for one day events, such as meetings and one day SAREX's. *The size of any group is limited to fifty or less.* Phase II allows, small-group local crew training, flight evaluations/check rides, crew proficiency, dual instruction and CAP cadet orientation flights (assuming all members are low-risk and all flights are in low-risk areas). Any SAREX's and other activities will be local or operated as a distributed SAREX in order to meet these criteria.

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

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

Wing has just obtained no touch thermometers to issue to each squadron.

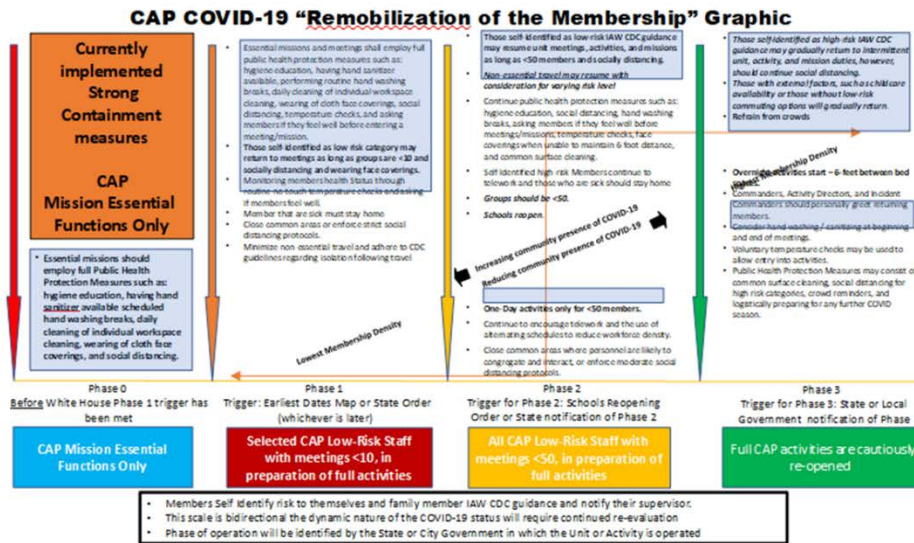
All personnel shall continue daily temperature checks and monitor for symptoms. If a no-touch thermometer is available, a designated senior member shall be assigned to take temperatures of members prior to entrance to unit events. A temperature of 100.4 or higher shall be considered a fever. Members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

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

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

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

Health Service Officers shall ensure there is a unit plan to minimize the spread of Covid-19. Current CAP/CDC guidelines shall be followed at all times. In the event that guidelines differ, the most stringent guideline shall be followed. The Health Service Officer shall refer to guidelines often as they are likely to change rapidly. <https://www.cdc.gov/coronavirus/2019-ncov/index.html>



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Wing Training Priority List

1. Most important. Git 'em done ASAP. Highest priority.

- Onboarding CFIs in this order: Penney, Borash, Trapp
- Check Pilot Upgrade: Ramirez
- Onboarding Non-CFI Pilots, 7 in the pipeline
- MP upgrades: Stanton
- MBS Training (we are one deep in way too many qualifications):
 - = IC: ASAP
 - = OSC: Complete Maj Jackson
 - = AOBD: Complete Lt Davis and Capt Brainerd
 - = GBD: Complete 1
 - = FASC: Complete 1
 - = MSA: Complete lots of members
 - = CUL: Complete 1
 - = PIO: Complete 1
 - = MSO: Complete 1
- Ground Team training: GTLs, GTs. Seniors and Cadets
- Communications training for Comm Unit Leaders, Mission Radio Operators, HF operators, etc.

2. Very Important. Needed soon, but can wait a bit. Priority

- MS & MO training. Many completed Mission Scanner academic training in December but never got the chance to fly. More Mission Observer training too
- MSO: Complete 1 Safety Officers
- CUL: Complete 1
- GBD: Complete 1
- MSO: Complete 1

3. Needed. Git 'em when we can. Low priority.

- Conduct a mountain flying training weekend, numerous pilots in need
- DAART Training and upgrade
- UAS training and certifications

4. Nice to do soon. Lowest priority.

- Flight Line training for Supervisors and members