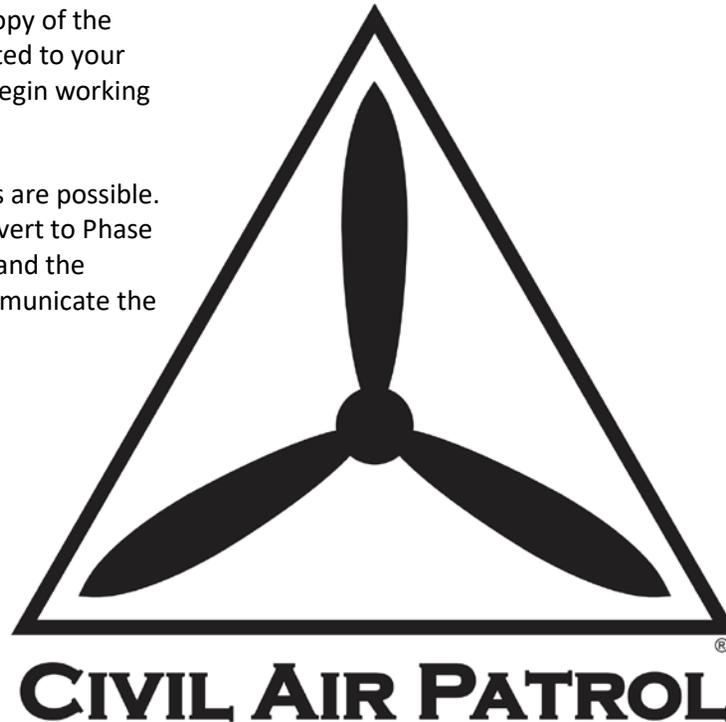


Your COVID-19 Remobilization Phase I plan has been approved by the COVID-19 Planning Team. A copy of the approved plan is attached and may be distributed to your subordinate unit commanders. You may now begin working on Phase II planning.

The COVID-19 situation is fluid, and regressions are possible. Should public health data indicate a need to revert to Phase 0, two-way communication between the wing and the COVID-19 Plans team should take place to communicate the best course of action.

21 May 2020



Post-COVID-19 Remobilization of the Membership Plan

Phase I: Resuming Regularly Scheduled Meetings

MTWG

Completed 11 May 2020

COVID-19 Remobilization of the Membership Plan – Phase I

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 Bethany Lenell, CAP

Primary Phone: (253) 576 - 9532

Primary Email: bethany.lenell@mtwg.cap.gov

Alternate POC: Montana Wing CC, Col. Gilchrist, 406-431-0628, sgilchrist@mtwg.cap.gov

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

Montana wing has been monitoring the situation intensely over the last few weeks in anticipation of the May 23rd reopening date as originally proposed by General Smith. Montana Wing would propose to open, at the earliest, the 16th of may. By then MTWG will have had a 28 day stint of green statistics. Members listed below will monitor the process on a daily basis and let us know if anything changes. They will monitor at the local unit level, by county. Any changes will be reported and proper measures put in place. Once this plan is approved the Wing CC will work with the unit commanders, and the Montana COVID Remobilization Planning Team how to best open their unit's for training and operations. As of 14 May 2020 the growth rate is under 1 and has been for 25 days and the projection stays under 1 as far as they predict. All counties in Montana do not have heavier restrictions then the state. We will continually monitor restrictions by county and the rate of cases testing positive in MTWG and adjust our plans accordingly.

Our proposed transition into phase 1 is 16 May 2020 at the earliest.

COVID-19 Remobilization of the Membership Plan – Phase I

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	Lt. Col Semple	5/11/2020	5/15/2020	5/11/2020	Proposed mtg/training resumption 15 May. State government guidance currently allows gatherings for that date.* Hyperlink provided below.
1.2.	Hold meeting with between Plan Coordinator and Health Services Officer	Maj Johnson	5/11/2020	5/15/2020		Wing has no HSO Maj Johnson has background and will advise
1.2.1.	Wing priorities for training events should be coordinated	C/Maj Zielinski	5/11/2020	5/15/2020		Attached document #1
1.2.1.1.	Check state and local health guidance regarding gatherings	Lt Col Semple	5/11/2020	5/15/2020	5/11/2020	State and local health guidance for jurisdictions where units reside agree: see 1.1.*
1.2.1.2.	Prepare information for subordinate units on temperature screening, health education, and sanitation	Maj Lenell	5/11/2020	5/15/2020		CDC documents- Attached Document #2
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 Semple	5/11/2020	5/15/2020	5/11/2020	No local government entity has more restrictive social distancing guidelines than those at state level. City/County health departments determine local government health department restrictions in MT. *
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.	Col Gilchrist	5/11/2020	5/15/2020		
1.4.1.	Briefly describe/ summarize previous coordination accomplished	Maj Lenell	5/11/2020	5/15/2020	5/12/2020	This is the first coordination for phase 1 reopening no previous coordination accomplished
1.4.2.	Verify no jurisdictional restrictions are in place from State or Local Governments	Lt Col Semple	5/11/2020	5/15/2020	5/11/2020	Confusing item as items above already stated above that State and jurisdictional/local government restriction guidance exists. County health depts determine restrictions for cities/towns/citizens in that county that agrees with State guidance.. See hyperlink for 1.1*
1.4.3.	Set date to resume meetings; this is also the start of Phase II.	Col. Gilchrist	5/11/2020	5/15/2020		Phase 2 start and reinstate meetings date on 29 May 2020 dependent on State regulations

COVID-19 Remobilization of the Membership Plan – Phase I

1.5.	Receive approval from the CAP COVID-19 Planning Team to reinstate meetings. Plan for one-week lead time.	Col. Gilchrist	5/11/2020	5/15/2020		
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Phase I: Resuming Regularly Scheduled Meetings (Continued)

Item#	Task	OPR/Assigned Personnel	Date Tasked	Suspense	Date Completed	Notes
1.6.	Publish the date that meetings may resume to subordinate units	Col. Gilchrist	5/11/2020	5/15/2020		Will do after Phase one approval given to Wing by COVID response team
1.7.	Task Wing Director of Safety to communicate the following to subordinate units	Maj Jackson	5/11/2020	5/15/2020	5/12/2020	Attachment #3
1.7.1.	Units will use Post-COVID-19 ORM forms to mitigate local risks (available at https://www.gocivilairpatrol.com/covid-19-information-cena)	Maj Jackson	5/11/2020	5/15/2020		Wing Safety officer has sent the necessary information to squadron commanders and safety officers.
1.7.2.	Units will identify sources for face coverings, gloves, hand sanitizer, and surface disinfectant to use in case of a return to increased risk	Maj Jackson	5/11/2020	5/15/2020		Wing Safety Officer has sent the necessary information to squadron commanders and safety officers.
1.8.	Task Wing Health Service Officer to communicate the following to subordinate units:	Maj Jackson	5/11/2020	5/15/2020	5/12/2020	We don't have an HSO. Maj Eric Johnson has agreed to gather information through his contacts.
1.8.1.	Units consider screening with no-touch thermometers prior to entry to the meeting or Units will require members to take their temperature at home prior to attending the activity	Maj Jackson	5/11/2020	5/15/2020	5/13/2020	Maj Johnson sent information for squadrons to Maj Jackson. Maj Jackson forwarded that to squadrons and wing staff.
1.8.2.	Educate members on their stratified level of risk (i.e., Low-risk vs. High-risk)	Maj Jackson	5/11/2020	5/15/2020	5/13/2020	Maj Johnson sent information for squadrons to Maj Jackson. Maj Jackson forwarded that to squadrons and wing staff.
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)	Maj Jackson	5/11/2020	5/15/2020	5/13/2020	Maj Johnson sent information for squadrons to Maj Jackson. Maj Jackson forwarded that to squadrons and wing staff.

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
1.9.	Task Wing Director of Cadet Programs to communicate the following to subordinate units:	Maj Jackson	5/11/2020	5/15/2020	5/12/2020	Attachment #4
1.9.1.	Units identify ways to meaningfully engage and fully participate in meetings without formations, drill, or other close-distance activities	Capt Rickard	5/11/2020	5/15/2020		Cadet programs officer recommends unit planning meetings with executive staff at this time.
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	C/1st Lt. Brannon	5/11/2020	5/15/2020		Attachment #5

1.1: [OFFICE OF THE GOVERNOR](#)

- * All County reopening guidance was reviewed today and information is current as of 1700 hrs, 15 May 20.

COVID-19 MTWG PHASE 1: TRAINING PRIORITIES

1. Continue with AFAM/Corporate missions for COVID-19 support - maintain CDC safety guidelines
2. Regular Unit Meetings - outside as much as possible, maximum groups of 10 in a local vicinity, maintain CDC guidelines on social distancing by either limiting to only planning meetings or splitting the units up so there are no more than 10 people, and all members wear cloth face coverings. Temperature should be taken with no touch thermometer, and health screening with questions to ensure member has exhibited no symptoms. If temperature is 100.4 degrees or higher or other symptoms present, they will not be allowed to participate.
 - a. Safety
 - b. Character Development
 - c. Aerospace Education
 - d. Leadership
 - e. Physical Training
3. Emergency Services training (specific breakout below) Local areas – No more than 10 members and maintain CDC guidelines on social distancing and cloth face coverings. Temperature should be taken with no touch thermometer, and health screening with questions to ensure member has exhibited no symptoms. If temperature is 100.4 degrees or higher or other symptoms present, they will not be allowed to participate.
 - a. Ground Teams - maintain social distancing, radios wiped with sanitizing wipes after use, cloth face coverings worn when in close proximity (less than 6 feet)
 - b. Aircrew - cloth face coverings worn in aircraft at all times, internal aircraft surfaces (including CAP owned headsets) wiped with sanitizing cloths after each flight, social distancing maintained during preflight and movements outside the aircraft
 - c. Mission Base Staff - cloth face coverings worn at all times (unless radio operations are inhibited by it), radios and all high-contact surface areas (chairs, counters, door handles, etc.) wiped with sanitizing cloths every hour, social distancing as practical
4. Professional Development – No more than 10 people, maintain CDC guidelines on social distancing and cloth face coverings. Temperature should be taken with no touch thermometer, and health screening with questions to ensure member has exhibited no symptoms. If temperature is 100.4 degrees or higher or other symptoms present, they will not be allowed to participate.
 - a. SLS/CLC/TLC - all high-contact surfaces wiped with sanitizing cloths every hour
 - b. Specialty Tracks - all high-contact surfaces wiped with sanitizing cloths as often as deemed practical based on length/intensity of training

5. Cadet Orientation Flights – local units cloth face coverings worn in aircraft, internal aircraft surfaces (including CAP owned headsets) wiped with sanitizing cloths after each flight, social distancing will be maintained during preflight and ground school where possible. Schedule o-ride so that there are no more than 10 people in the same vicinity waiting for their flight. Also include health prescreening questions and temperature should be taken with no touch thermometer. If temperature is 100.4 degrees or higher or other symptoms present, they will not be allowed to participate.

POSITION-SPECIFIC ES TRAINING

1. Onboarding Pilot Training, nine (9) new pilots in the pipeline
2. Instructor pilot training, two pilot candidates who are CFIs
3. Check Pilot Training, one current pilot eligible for upgrade
4. MP, one current pilot eligible for Mission Pilot upgrade
5. MS & MO training
6. DAARTO/U training and upgrade
7. Conduct a mountain flying training weekend
8. MBS Training
 - a. Complete OSC training and begin IC training for Maj Jackson
 - b. Complete AOBD training and begin OSC training for Lt Davis and Capt Brainerd
 - c. Begin FASC training for another member or two
 - d. Train another Mission Safety Officer
 - e. Emphasize MSA training for lots of members
9. Ground Team training
 - a. GBD
 - b. Team Leaders
 - c. Team Members (3, 2, & 1)
10. UAS training and certifications
11. Communications training
 - a. Comm Unit Leaders
 - b. Mission Radio Operators
12. Flight Line training
 - a. Supervisors
 - b. Marshalls
13. All other MBS training

Symptoms of Coronavirus (COVID-19)

Your symptoms can include the following:

Fever



If you have COVID-19, you may have mild (or no symptoms) to severe illness.

Symptoms can appear 2-14 days after you are exposed to the virus that causes COVID-19.

Cough



Seek medical attention immediately if you or someone you love has **emergency warning signs**, including:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion or not able to be woken
- Bluish lips or face

Shortness of breath



This list is not all inclusive. Please consult your medical provider for any other symptoms that are severe or concerning.



cdc.gov/coronavirus

Stop the Spread of Germs

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

Avoid close contact with people who are sick.



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



Avoid touching your eyes, nose, and mouth.

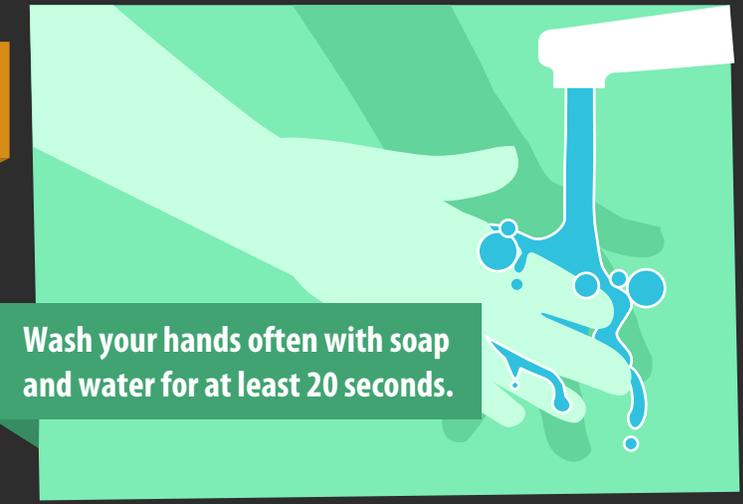


When in public, wear a cloth face covering over your nose and mouth.

Clean and disinfect frequently touched objects and surfaces.



Stay home when you are sick, except to get medical care.



Wash your hands often with soap and water for at least 20 seconds.



cdc.gov/coronavirus

Important Information About Your Cloth Face Coverings

As COVID-19 continues to spread within the United States, CDC has recommended additional measures to prevent the spread of SARS-CoV-2, the virus that causes COVID-19. In the context of community transmission, CDC recommends that you:



Stay at home as much as possible



Practice social distancing (remaining at least 6 feet away from others)



Clean your hands often



In addition, CDC also recommends that everyone wear cloth face coverings when leaving their homes, regardless of whether they have fever or symptoms of COVID-19. This is because of evidence that people with COVID-19 can spread the disease, even when they don't have any symptoms. Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated, or otherwise unable to remove the mask without assistance.

How cloth face coverings work

Cloth face coverings prevent the person wearing the mask from spreading respiratory droplets when talking, sneezing, or coughing. If everyone wears a cloth face covering when out in public, such as going to the grocery store, the risk of exposure to SARS-CoV-2 can be reduced for the community. Since people can spread the virus before symptoms start, or even if people never have symptoms, wearing a cloth face covering can protect others around you. Face coverings worn by others protect you from getting the virus from people carrying the virus.



How cloth face coverings are different from other types of masks

Cloth face coverings are NOT the same as the medical facemasks, surgical masks, or respirators (such as N95 respirators) worn by healthcare personnel, first responders, and workers in other industries. These masks and respirators are personal protective equipment (PPE). Medical PPE should be used by healthcare personnel and first responders for their protection. Healthcare personnel and first responders should not wear cloth face coverings instead of PPE when respirators or facemasks are indicated.



N95 respirator



Cloth covering

General considerations for the use of cloth face coverings

When using a cloth face covering, make sure:

- The mouth and nose are fully covered
- The covering fits snugly against the sides of the face so there are no gaps
- You do not have any difficulty breathing while wearing the cloth face covering
- The cloth face covering can be tied or otherwise secured to prevent slipping



Avoid touching your face as much as possible. Keep the covering clean. Clean hands with soap and water or alcohol-based hand sanitizer immediately, before putting on, after touching or adjusting, and after removing the cloth face covering. Don't share it with anyone else unless it's washed and dried first. You should be the only person handling your covering. Laundry instructions will depend on the cloth used to make the face covering. In general, cloth face coverings should be washed regularly (e.g., daily and whenever soiled) using water and a mild detergent, dried completely in a hot dryer, and stored in a clean container or bag.

For more information, go to: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover-faq.html>



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



Coronavirus Disease 2019

When to wear gloves

For the general public, CDC recommends wearing gloves when you are cleaning or caring for someone who is sick.

In most other situations, like running errands, wearing gloves is not necessary. Instead, practice [everyday preventive actions](#) like keeping [social distance](#) (at least 6 feet) from others, washing your hands with soap and water for 20 seconds (or using a hand sanitizer with at least 60% alcohol), and wearing a [cloth face covering](#) when you have to go out in public.



When cleaning

When you are routinely [cleaning and disinfecting your home](#).

- Follow precautions listed on the disinfectant product label, which may include-
 - wearing gloves (reusable or disposable) and
 - having good ventilation by turning on a fan or opening a window to get fresh air into the room you're cleaning.
- [Wash your hands](#) after you have removed the gloves.



When caring for someone who is sick

If you are providing care to someone who is [sick at home or in another non-healthcare setting](#)

- Use disposable gloves when cleaning and disinfecting the area around the person who is sick or other surfaces that may be frequently touched in the home.
- Use disposable gloves when touching or having contact with blood, stool, or body fluids, such as saliva, mucus, vomit, and urine.
- After using disposable gloves, throw them out in a lined trash can. Do not disinfect or reuse the gloves.
- [Wash your hands](#) after you have removed the gloves.



When gloves aren't needed

Wearing gloves outside of these instances (for example, when using a shopping cart or using an ATM) will not necessarily protect you from getting COVID-19 and may still lead to the spread of germs. The best way to protect yourself from germs when running errands and after going out is to regularly wash your hands with soap and water for 20 seconds or use hand sanitizer with at least 60% alcohol.



Other ways to protect yourself

COVID-19 is a respiratory virus and is mainly spread through droplets created when a person who is infected coughs, sneezes, or talks. You can protect yourself by keeping [social distance](#) (at least 6 feet) from others and washing your hands with soap and water for 20 seconds (or using a hand sanitizer with at least 60% alcohol) at [key times](#), and practicing [everyday preventive actions](#).



Gloves in the workplace

Guidelines and recommendations for glove use in [healthcare](#) and [work settings](#) will differ from recommendations for the general public.

Page last reviewed: May 9, 2020

Maj Bethany Lenell, CAP

From: MSgt Dave Furniss, CAP
Sent: Tuesday, May 12, 2020 8:05 PM
To: Spencer R. Gilchrist, Colonel, CAP; Maj Billy Jackson, CAP; Capt. Philip Schmidt, CAP; Maj Bethany Lenell, CAP; 1st Lt CAP Jim Meixner; Eriikeichner@yahoo.com; austin.troth89@gmail.com; Capt. Michael Stone, CAP; two.bears@hotmail.com; Christopher Meier, CAP; Col. Carl Koeber, CAP; ZUBRICKAS, VINCENT M A1C USAF AFGSC 341 MMXS/MMXGM; adamgd@live.com; Giuseppe Caltabiano; pmunsoncap@gmail.com; benhur.jimmy@gmail.com; 1st Lt Lynn Sainsbury; samuel.worcester@outlook.com; bedord66@yahoo.com; C/Maj Michael Zielinski
Subject: Montana Wing Reopening Safety Information
Attachments: CAP_Guideline_for_Gatherings_Coron_0BEB02958CCA.pdf; mask study link.rtf; cloth face mask email.rtf

Commanders and Safety Officers

We are the beta test for NHQ in setting up the reopening process. We hope to have the phase one ready by Monday May 18.

As part of the process we need to have some safety information implemented.

See attached form "CAP Guideline for Gatherings"

This guideline lines out areas of concern for meetings and a management section.

Each unit must review this and implement the processes as needed.

We also need to identify resources for use in case of a return to increased risk.

These resources include but are not restricted to the following: Face coverings, gloves, hand sanitizer, and surface disinfectant.

Teresa Connor has been making masks and has offered them for use, most squadrons can probably find local sources also.

Major Jackson has researched and found the attached "mask study" and "cloth face mask email" information.

Bottom line we need to assess the risks and implement strategies to mitigate those risks, this information is the key to beginning that strategy.



MSgt Dave Furniss, CAP

Montana Wing Safety Officer

Gallatin Composite Squadron Communications Officer

(C) 406.579.8625

[U.S. Air Force Auxiliary](#)

gocivilairpatrol.com

mtwg.cap.gov

Bethany Lenell, CAP

From: Maureen Rickard <maureenrickard38@gmail.com>
Sent: Saturday, May 16, 2020 9:18 PM
To: Austin Troth; Bethany Lenell, CAP; Christopher Meier, CAP; Col. Carl Koeber, CAP; Jim.Meixner@mtwg.cap.gov; Matthew Bolin; Michael Stone, CAP; Philip Schmidt; Spencer R. Gilchrist, Major, CAP; billyjackson@mtwg.cap.gov; erikeickner@yahoo.com; two.bears@hotmail.com
Subject: Phase 1 Opening Cadet Programs

All,

I have been asked to reach out to all the squadrons to for phase one reopening for cadets.

As you know, during this first phase there are to be no more than ten people at a meeting. That being said, during this first phase I think we should limit the meetings for planning purposes. I would say the Squadron Commanders, DCPs and necessary Cadet Staff such as Cadet Commanders and Flight Officers (Sergeants as allowed). All will need to follow the CDCs recommendations of social distancing and washing of hands. Also, if personnel are feeling sick they must stay at home.

After this first phase, perhaps we can ease more cadets in. An idea I had is to assign flights of so many allotted people and alternate meeting weeks. For example, first week Alpha Flight and so on. This way we can ease the cadets back into the meetings and still comply with how many people can be at a meeting. Please let me know what you think of this idea.

Please respond with your plans for Phase 1 reopening this weekend.

Thank you for everything you do.

Respectfully,

Maureen Rickard, Capt (CAP)
MTWG Director of Cadet Programs
MTWG Director of Recruiting and Retention
MTWG Transportation Officer

Phone: 406-253-5219



MTWG Phase 1 Reopening Team

Plan Coordinator POC: Maj. Bethany Lenell

(c) 253-576-9532 Primary Email: bethany.lenell@mtwg.cap.gov

Alternate POC: Col. Spencer Ghilchrist

(c) 406-431-0628 Primary Email: sgilchrist@mtwg.cap.gov



14 May 2020

LETTER OF INFORMATION FOR: **Members, volunteers, and family of Montana Wing**

FROM: (Squadron Commander)

SUBJECT: MTWG COVID-19 Safety Reopening Plan

Members, volunteers, and family members of Montana Wing,

First, we would like to thank all of you for your patience and understanding of the safety precautions we must take, and we hope you and your families are well at this time. As you all know, the safety of our members and volunteers are our top priority.

While many of the wings in the nation are still on strict lockdowns, Montana is one of the first wings to meet the criteria set by NHQ to start the three phase process of reopening. State, county, and city guidelines are being vigilantly watched for each squadron's area. Each squadron will be encouraged to take specific measures to keep our members safe such as, no gatherings greater than 10 people, each member must wear a mask, temperature checks before arrival and before entrance into a building, etc.. Members also may be asked about any flu or virus related symptoms prior to arrival at a meeting. If members show any symptoms they may be asked not to attend the meeting for the safety of themselves and others. Phase I does not include regular meetings as we are still limited to 10 people and social distancing but small groups of training or planning are allowed.

As our team and local squadrons press on and plan for the reopening of the wing we may progress to further stages or regress depending on the information from our local health department. Please keep in mind these guidelines are subject to change based on the updates of our local health officials. If you are still uncomfortable attending or allowing your cadet to attend possible training we understand and none are required.

We thank you for your patience and understanding. It is important through these non ideal times to stay connected and maintain a strong Montana Wing family.

V/R

Squadron Commander