

Approved: 24 June 2020



Post-COVID-19 Remobilization of the Membership Plan

Phase I: Resuming Regularly Scheduled Meetings

NATCAPWG

Completed 15 JUN 2020/Revised 16 JUN 2020

Template Updated 8 June 2020

COVID-19 Remobilization of the Membership Plan – Phase I

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

Additional staffing and resources have been coordinated with N/A, to cover gaps in this wing's available resources.

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

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Narrative Summary of Coordination and Events To-Date in the National Capital Wing:

The National Capital Wing Commander appointed a Wing Remobilization Committee on 8 May 2020 including Maj Aaron Newman (CS, plan coordinator), Lt Col Lee Hatstrup (HSO), Lt Col Joe Frech (DCP), Col Jane Davies (DO), and Capt Bebe Finkenstaedt (PAO). The committee has been monitoring the situation in our operating areas in Maryland (including Prince George's County and Joint Base Andrews), the District of Columbia (including Joint Base Anacostia-Bolling), and Virginia (including Alexandria, Arlington County, Fairfax County, and Fort Belvoir). We have had regular plan development meetings with the committee and have also closely coordinated our plan with our partners in Maryland and Virginia Wings. All three wings are submitting plans on 15 June 2020 with the intent to begin Phase I operations on 24 June 2020 (one week after NHQ approval is expected).

Metrics on the COVID Act Now website have been trending positively in MD, DC, and VA. The infection rate in MD has remained below 1.0 since 14 May, in DC since 8 May, and in VA since 28 May. The data suggests continued positive trends and we believe it is likely we will have seen more than 15 days of reduction in infections in all jurisdictions before our planned Phase I entry. Although there has been considerable fluctuation, positive test rates appear to have settled below 10% in all jurisdictions, and ICU headroom is also below 60% in all jurisdictions. We believe conditions in the Washington, DC area warrant entry into Phase I for the National Capital Wing.

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Phase I: Resuming Regularly Scheduled Meetings (Note: See Attachment 1 for detailed summaries of each task item.)

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)	CS/Maj Newman JA/Lt Col Mazel	5/22/2020	6/12/2020	6/10/2020	NATCAP operating areas in DC, MD, and VA are all at least in Phase I and will likely be in Phase II at our planned Phase I entry date.
1.2.	Hold meeting with between Plan Coordinator and Health Services Officer	HS/Lt Col Hatstrup CS/Maj Newman	5/22/2020	6/12/2020	6/10/2020	Meeting held 6/10 including CS, HSO, JA, CP, SE. (Coordinating throughout the process.)
1.2.1.	Wing priorities for training events should be coordinated	DO/Col Davies	5/22/2020	6/12/2020	6/12/2020	OCR: Col Cooper (AE), Lt Col Frech (CP), Capt Lu (PD). See Attachment 2.
1.2.1.1.	Check state and local health guidance regarding gatherings (Review of each jurisdiction impacted by this plan)	HS/Lt Col Hatstrup JA/Lt Col Mazel	5/22/2020	6/12/2020	6/10/2020	All civilian jurisdictions will allow <= 10 person meetings. JBA/JBAB/Ft. Belvoir at HPCON Charlie, so no non-essential gatherings.
1.2.1.2.	Prepare information for subordinate units on temperature screening, health education, and sanitation	HS/Lt Col Hatstrup	5/22/2020	6/12/2020	6/12/2020	Selecting relevant documents from CDC and CAP NHQ.
1.2.2	Consult with Wing Legal Officer about resuming meetings	JA/Lt Col Mazel CS/Maj Newman	5/22/2020	6/12/2020	6/10/2020	Meeting held 6/10 including CS, HSO, JA, CP, SE. (Coordinating throughout the process.)
1.2.3	Coordinate with Wing Director of Safety	SE/Lt Col Carr CS/Maj Newman	5/22/2020	6/12/2020	6/10/2020	Meeting held 6/10 including CS, HSO, JA, CP, SE. (Coordinating throughout the process.)
1.2.3.1	Verify proper risk planning tools are available to units	SE/Lt Col Carr	5/22/2020	6/12/2020	6/12/2020	Providing links to NHQ risk planning material.
1.2.3.2	Prepare to communicate with subordinate units on Safety-related matters (see 1.7. below)	SE/Lt Col Carr PA/Capt Finkenstaedt	5/22/2020	6/12/2020	6/12/2020	Meeting held 6/10 including CS, HSO, JA, CP, SE. (Coordinating throughout the process.)
1.2.4	Coordinate with Wing Director of Cadet Programs	CP/Lt Col Frech CS/Maj Newman	5/22/2020	6/12/2020	6/10/2020	Meeting held 6/10 including CS, HSO, JA, CP, SE. (Coordinating throughout the process.)
1.2.4.1	Prepare recommendations for units regarding meeting activities and alternatives to maintain optimal distance while at meetings	CP/Lt Col Frech SE/Lt Col Carr	5/22/2020	6/12/2020	6/12/2020	See details in Attachment 1.
1.2.4.2	Prepare bullets for units to incorporate when sending messages to parents about the resumption of meetings	CP/Lt Col Frech PA/Capt Finkenstaedt	5/22/2020	6/12/2020	6/12/2020	See details in Attachment 1.

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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	CS/Maj Newman Squadron CCs JA/Lt Col Mazel	5/28/2020	6/5/2020	6/5/2020	All local governments will be in at least Phase I; JBA/JBAB/Ft. Belvoir remain at HPCON C (affected units will operate virtually or from alternate locations)
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.	CS/Maj Newman	5/22/2020	6/15/2020	6/15/2020	E-mailed to NHQ and MAR/CC on 15 June.
1.4.1.	Briefly describe/summarize previous coordination accomplished	CS/Maj Newman	5/22/2020	6/15/2020	6/15/2020	See narrative summary.
1.4.2.	Verify no jurisdictional restrictions are in place from State or Local Governments	CS/Maj Newman JA/Lt Col Mazel	5/22/2020	6/15/2020	6/15/2020	No civilian jurisdiction restrictions. JBA/JBAB/Ft. Belvoir remain at HPCON C.
1.4.3.	Set date to resume meetings; this is also the start of Phase II.	CC/Col Ellis	5/22/2020	6/15/2020	6/11/2020	NATCAP, MD, VA all agreed to target 24 June 2020 (one week after expected NHQ approval)
1.5.	Receive approval from the CAP COVID-19 Planning Team to reinstate meetings. Plan for one-week lead time.	CS/Maj Newman NHQ Team	5/22/2020	See Note	See Note	Suspense is dependent on planning team schedule
1.6.	Publish the date that meetings may resume to subordinate units	CC/Maj Newman PA/Capt Finkenstaedt	5/22/2020	See Note	See Note	To be published within 24 hours of NHQ approval
1.7.	Task Wing Director of Safety to communicate the following to subordinate units	SE/Lt Col Carr PA/Capt Finkenstaedt	5/22/2020	6/12/2020	6/12/2020	Message will be sent on behalf of SE prior to Phase I entry.
1.7.1.	Units will review CAPFs 160, 160S, and 160HL to be sure COVID-19 risks are considered and mitigated	SE/Lt Col Carr	5/22/2020	6/12/2020	6/12/2020	
1.7.2.	Unit Safety Officers will emphasize continued use of face coverings, gloves, and hand sanitizer, as well as social distancing, hand washing and surface cleaning/disinfection	SE/Lt Col Carr	5/22/2020	6/12/2020	6/12/2020	
1.8.	Task Wing Health Service Officer to communicate the following to subordinate units:	HS/Lt Col Hattrup PA/Capt Finkenstaedt	5/22/2020	6/12/2020	6/12/2020	Message will be sent on behalf of HS prior to Phase I entry.

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Phase I: Resuming Regularly Scheduled Meetings (Continued)

Item#	Task	OPR/Assigned Personnel	Date Tasked	Suspense	Date Completed	Notes
1.8.1.	Units will ensure no members or guests with a temperature of 100.4 or greater are admitted (a temperature at or above 100.4°F is the CDC recognized point where there is a fever). Units will require members to take their temperature at home or may screen with no-touch thermometers prior to entry.	HS/Lt Col Hatstrup	5/22/2020	6/12/2020	6/12/2020	Use of CAP/NHQ guidelines for temperature screening is suggested. See https://www.gocivilairpatrol.com/covid-19-remobilization .
1.8.2.	Educate members on their stratified level of risk (i.e., Low-risk vs. High-risk)	HS/Lt Col Hatstrup	5/22/2020	6/12/2020	6/12/2020	See https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html for an excellent summary.
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)	HS/Lt Col Hatstrup	5/22/2020	6/12/2020	6/12/2020	Use of CAP/NHQ guidelines for temperature screening is suggested. See https://www.gocivilairpatrol.com/covid-19-remobilization .
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	CS/Maj Newman Squadron CCs	6/9/2020	6/12/2020	6/12/2020	Plans received and are summarized in Attachment 1.
1.9.	Task Wing Director of Cadet Programs to communicate the following to subordinate units:	CC/Lt Col Frech PA/Capt Finkenstaedt	5/22/2020	6/12/2020	6/12/2020	Message will be sent on behalf of CP prior to Phase I entry.
1.9.1.	Units identify ways to meaningfully engage and fully participate in meetings without formations, drill, or other close-distance activities	CP/Lt Col Frech	5/22/2020	6/12/2020	6/12/2020	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	CP/Lt Col Frech PA/Capt Finkenstaedt	5/22/2020	6/12/2020	6/12/2020	See Attachment 1.

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1.10.	Task Wing Director of Operations to communicate the following to subordinate units.	DO/Col Davies PA/Capt Finkenstaedt	6/9/2020	6/12/2020	6/10/2020	Message will be sent on behalf of DO prior to Phase I entry.
1.10.1	Identify flight operations permitted during Phase I	DO/Col Davies	6/9/2020	6/12/2020	6/10/2020	See Section 5 of Attachment 2.
1.10.2.	Identify requirements (Currency, etc.) for senior members	DO/Col Davies	6/9/2020	6/12/2020	6/10/2020	See Section 5 of Attachment 2.
1.10.3.	Identify requirements for cadets that have earned their Private Pilot's License to return to flying	DO/Col Davies	6/9/2020	6/12/2020	6/10/2020	See Section 5 of Attachment 2. No cadet flight training will be permitted during Phase I.
1.10.4.	Identify requirements for cadets training to earn their Private Pilot's License	DO/Col Davies	6/9/2020	6/12/2020	6/10/2020	See Section 5 of Attachment 2. No cadet flight training will be permitted during Phase I.
1.10.5.	Identify cleaning standards for aircraft and vehicles before and after use	DO/Col Davies	6/9/2020	6/12/2020	6/10/2020	See Section 5 of Attachment 2.

COVID-19 Remobilization of the Membership Plan – Phase I
Attachment 1: Supplemental Information

Item 1.1

- The following status applies as of 15 June 2020:
 - The Northern Virginia communities in which the National Capital Wing operates (including the City of Alexandria, Arlington County, and Fairfax County) are in Phase II of the Forward Virginia recovery plan.
 - In Maryland, the National Capital Wing operates in Prince George’s County. The county plans to implement Phase II on 15 June 2020.
 - The District of Columbia is also in Phase I of its recovery plan. Phase II may be implemented before the end of June.
 - Joint Base Anacostia-Bolling, Joint Base Andrews, and Fort Belvoir are operating at Health Protection Condition Charlie. Only essential meetings are allowed at this time.
- Based on this information, all jurisdictions permit gatherings of up to 10 people. Only essential meetings are permitted at our military base locations.

Item 1.2

- A meeting was held on 10 June 2020. Attendees included: Maj Aaron Newman (Plan Coordinator), Lt Col Lee Hatstrup (Health Services Officer), Lt Col Joe Mazel (Legal Officer), Lt Col Joe Frech (Director of Cadet Programs), and Lt Col Jim Carr (Director of Safety). The Plan Coordinator and Health Services Officer have been coordinating throughout the planning process.

Item 1.2.1

- Wing priorities for training events were coordinated by Col Jane Davies (Director of Operations). See Attachment 2.

Item 1.2.1.1

- As stated in Item 1.1 above, as of 12 June 2020, all jurisdictions in which the National Capital Wing operates allow gatherings of up to 10 people. The military bases on which we operate only allow essential meetings.

Item 1.2.1.2

- We will be using relevant documentation from the Centers for Disease Control, including:
 - <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>
 - <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>
 - <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>
 - <https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html>
 - <https://www.cdc.gov/coronavirus/2019-ncov/hcp/disposition-in-home-patients.html>

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- According to the CDC, symptoms of COVID-19 include: fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell (this is not necessarily a complete loss and is unrelated to congestion), sore throat, congestion or runny nose, nausea or vomiting, diarrhea.
- Based on what we know now, those at high-risk for severe illness from COVID-19 are:
 - People aged 65 years and older
 - People who live in a nursing home or long-term care facility
 - People of all ages with underlying medical conditions, particularly if not well controlled, including:
 - People with chronic lung disease or moderate to severe asthma
 - People who have serious heart conditions
 - People who are immunocompromised
 - Many conditions can cause a person to be immunocompromised, including cancer treatment, smoking, bone marrow or organ transplantation, immune deficiencies, poorly controlled HIV or AIDS, and prolonged use of corticosteroids and other immune weakening medications
 - People with severe obesity (body mass index [BMI] of 40 or higher)
 - People with diabetes
 - People with chronic kidney disease undergoing dialysis
 - People with liver disease

Item 1.2.2

- A meeting was held on 10 June 2020. Attendees included: Maj Aaron Newman (Plan Coordinator), Lt Col Joe Mazel (Legal Officer), Lt Col Lee Hattrup (Health Services Officer), Lt Col Joe Frech (Director of Cadet Programs), and Lt Col Jim Carr (Director of Safety). The Plan Coordinator and Legal Officer have been coordinating throughout the planning process.

Item 1.2.3

- A meeting was held on 10 June 2020. Attendees included: Maj Aaron Newman (Plan Coordinator), Lt Col Jim Carr (Director of Safety), Lt Col Joe Mazel (Legal Officer), Lt Col Lee Hattrup (Health Services Officer), and Lt Col Joe Frech (Director of Cadet Programs). The Plan Coordinator and Director of Safety have been coordinating throughout the planning process.

Item 1.2.3.1

- Civil Air Patrol has provided a consolidated page on Risk Management and COVID-19 at <https://www.gocivilairpatrol.com/members/cap-national-hq/safety/covidrm>.

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- The web page includes links to CAPF 160 and CAPF 160S:
 - https://www.gocivilairpatrol.com/media/cms/CAPF160_7_May_2020_D185E324398F9.pdf
 - https://www.gocivilairpatrol.com/media/cms/CAPF160_S_7_May_2020_F5840F67449A8.pdf
- CAPF 160HL is also available at https://www.gocivilairpatrol.com/media/cms/CAPF160HL_Final_for_publication_2_D25311B050546.pdf.
- Furthermore, a CAPF 160 has been completed for resuming activities at the National Capital Wing Headquarters. See Attachment 3.
- A CAPF 160S has been completed for the use of CAP vehicles during Phase I. See Attachment 4.

Item 1.2.3.2

- Lt Col Jim Carr (Director of Safety) is working closely with Capt Bebe Finkenstaedt (Public Affairs Officer) and will be prepared to issue communications with subordinate units on Safety-related matters.

Item 1.2.4

- A meeting was held on 10 June 2020. Attendees included: Maj Aaron Newman (Plan Coordinator), Lt Col Joe Frech (Director of Cadet Programs), Lt Col Jim Carr (Director of Safety), Lt Col Joe Mazel (Legal Officer), and Lt Col Lee Hatstrup (Health Services Officer). The Plan Coordinator and Director of Cadet Programs have been coordinating throughout the planning process.

Item 1.2.4.1

- Recommendations include:
 - Add visible social distancing markers on the floors and desks where we will be meeting and standing in formation.
 - Wear of face coverings is essential. Ask members to bring their own but provide free disposable masks at meeting to those who need them.
 - Provide periodic reminders to wash your hands frequently and avoid touching your face.
 - No snacks. Members are encouraged to bring their own water to remain hydrated during all activities. No use of public water fountains except to refill water bottles.
 - Cadets to drill and march in small units with proper distancing. Limit complex maneuvers to prevent inadvertent contact or reduced social distance.
 - Develop cleaning plan appropriate for each squadron venue. Ensure that the cleaning agent used is compatible with the surface being cleaned.
 - Initiate a modified check-in/sign-in procedure that allows social distancing. DO NOT maintain records of those who are turned away due to illness or an elevated temperature. If a cadet or minor is turned away, immediate notification of parent or guardian is required.

COVID-19 Remobilization of the Membership Plan – Phase I
Attachment 1: Supplemental Information

- Conduct as many group activities outside as feasible.
- These and any additional recommendations will be included in communications to unit commanders and the membership.

Item 1.2.4.2

- Recommended bullets include:
 - The National Capital Wing and all of its squadrons are taking care to reduce risks to members as squadron meetings resume. While the National Capital Wing endeavors to mitigate the risk of infection to the best of its ability, the risk of exposure to the novel coronavirus remains, and by attending the meetings or activities, members assume that risk.
 - The safety of our members is our highest priority. No member, cadet or senior, should feel pressured to attend an activity if uncomfortable doing so. Each unit will continue to provide opportunities for virtual activities during this time.
 - We must take preventative action to prevent further spread of COVID-19. Every member is responsible for assisting the National Capital Wing in mitigating the risk to all. Mitigations include following social distancing guidelines of the local jurisdiction, wearing of masks, frequent handwashing and disinfecting spaces, and assessing personal health before coming to an activity. Parents should ask cadets how they feel physically, checking for any symptoms, and check body temperature before leaving for a meeting or activity. No member, cadet or senior, should come to any activity feeling sick or with a fever.
 - We will provide no-touch temperature screening for all members on arrival for any meeting or activity during Phase I. Screening is not mandatory, but members will not be admitted to meetings if not screened.
 - Anyone with a temperature above 100.4 degrees Fahrenheit will be asked to leave. Parents or guardians will be notified of any elevated temperature readings and must ensure that any cadet asked to leave has an immediate means of returning home.
 - All members should wear face coverings at all times during meetings. While we expect all members to bring their own masks, the squadrons will provide a mask if the member does not have one. We will encourage frequent handwashing, especially after touching your face.
- In addition to the above, the squadron commander should provide information about specific safeguards in place based on meeting location, including social distancing, face masks, symptom checking, etc.

Item 1.3

- All National Capital Wing Squadron Commanders have verified that even if local governments have more restrictive guidelines than those at the state level, they are all at least operating in Phase I and thus will allow gatherings of up to 10 people.
- However, Joint Base Anacostia-Bolling, Joint Base Andrews, and Fort Belvoir are operating at Health Protection Condition Charlie. Only essential meetings are allowed at this time.

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- In any case, each unit will follow the most restrictive guidelines that apply to its location. Virtual meetings will continue where in-person gatherings are not possible.

Item 1.4

- Planning documents sent on 15 June 2020. (Revision sent on 16 June 2020.)

Item 1.4.1

- The National Capital Wing Commander appointed a Wing Remobilization Committee on 8 May 2020 including Maj Aaron Newman (CS, plan coordinator), Lt Col Lee Hatstrup (HS), Lt Col Jim Carr (SE), Lt Col Joe Frech (CP), Col Jane Davies (DO), and Capt Bebe Finkenstaedt (PA).
- The following supporting personnel were also named: Lt Col Joseph Mazel (JA), 1st Lt Jeffrey Wood (Asst. SE), Lt Col Paul Cianciolo (CV), CMSgt Freddie Perry (CCC), Col Richard Cooper (Asst. AE), and Ms. Dawn Sjurset (Wing Administrator).
- The committee has been monitoring the situation in our operating areas in Maryland (including Prince George's County and Joint Base Andrews), the District of Columbia (including Joint Base Anacostia-Bolling), and Virginia (including Alexandria, Arlington County, Fairfax County, and Fort Belvoir).
- We have had regular plan development meetings with the committee at least weekly and have also closely coordinated our plan with our partners in Maryland and Virginia Wings.

Item 1.4.2

- All jurisdictions in the Washington, DC metropolitan area are at least in Phase I, allowing gatherings of up to 10 people.
- While military bases where we operate remain at Health Protection Condition Charlie, only essential meetings will be allowed at those facilities. Units may choose to meet at alternate locations, subject to ORM.

Item 1.4.3

- In consultation with Maryland and Virginia Wings, the National Capital Wing proposes to resume meetings one week after our plan is approved by the NHQ team. We will begin planning Phase II as soon as our Phase I plan is approved.

Item 1.5

- We hope to have NHQ approval as soon as possible.

Item 1.6

- An announcement of the date that meetings may resume will be sent to subordinate units within 24 hours of receiving NHQ approval.

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Items 1.7, 1.7.1, and 1.7.2

- A message will be sent to all subordinate units on behalf of Lt Col Jim Carr (Director of Safety) prior to the start of Phase I.

Items 1.8, 1.8.1, 1.8.2, and 1.8.3

- A message will be sent to all subordinate units on behalf of Lt Col Lee Hattrup (Health Services Officer) prior to the start of Phase I.
- All members will be expected to check their temperature at home before coming to an activity and remaining home if they have a fever of 100.4 degrees F or above. Units will acquire a no-touch thermometer and check temperatures at the meeting locations. Those with a fever will be sent away. Units may not conduct in-person activities without this temperature check.
- Members will be asked several questions:
 - Do you have any symptoms from this list: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>
 - Have you traveled outside the United States in the last 14 days?
 - Have you been exposed to someone who has or is suspected to have COVID-19? (You should self-isolate immediately for 14 days.)
- Anyone answering affirmatively to any of the above questions will be sent away. If the person is a minor, parents or guardians will be advised of the reason.
- Once admitted to a meeting, members will be expected to not yell or sing, or perform any indoor exercise. Six-foot separation must be maintained at all times and mask wear is mandatory. Frequent hand washing is required, including immediately upon arrival at the unit or activity location and immediately after handling any equipment or devices. Use hand sanitizer if soap and water is not available.

Item 1.8.4

- DC-001 (Wing Headquarters): All Wing Staff meetings and activities will remain virtual during Phase I.
- DC-009 (Capitol Hill Cadet Squadron, in planning): All squadron planning activities will remain virtual during Phase I.
- DC-026 (Arlington Composite Squadron): All squadron meetings will remain virtual during Phase I, as the primary meeting location is not yet available. The squadron may define small group activities at an alternate location. Only those who have RSVP'd for a given meeting will be allowed to attend in order to ensure remaining at no more than 10 people.
- DC-033 (Andrews Composite Squadron): All squadron meetings will remain virtual during Phase I.
- DC-045 (Mt. Vernon Composite Squadron): All squadron meetings will remain virtual during Phase I. Two outside activities are being planned:
 - sUAS Small Group – 9 individuals (including at least 2 senior members). Will travel separately and meet at the model airplane club in Upper Marlboro, MD. Activity will take place outside and physical distancing practices consistent with local, Maryland, and CAP directives will be maintained.

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- Rocketry Small Group – 9 individuals (2 senior members and 7 cadets). Will travel separately to Northern Virginia Rocketry Association at the “Meadows” off I-66. Activity will take place outside and physical distancing practices consistent with local, Virginia, and CAP directives will be maintained.
- DC-051 (Tuskegee Composite Squadron): All squadron activities will remain virtual during Phase I.
- DC-053 (Fairfax Composite Squadron): All squadron meetings will remain virtual during Phase I, as the primary meeting location is not yet available. The squadron may define small group activities at an alternate location. Only those who have RSVP'd for a given meeting will be allowed to attend in order to ensure remaining at no more than 10 people.
- DC-060 (Challenger 1 Cadet Squadron): All squadron meetings will remain virtual during Phase I, as the primary meeting location is not yet available. Small groups may meet at alternate locations for in-person drill testing, PT testing, and milestone test proctoring.

Item 1.9

- A message will be sent to all subordinate units on behalf of Lt Col Joe Frech (Director of Cadet Programs) prior to the start of Phase I.

Item 1.9.1

- Focus on cyber activities in the meetings; use computers and personal devices; and break up into smaller groups with adequate space to maintain social distancing. Any CAP-owned electronic device will be sanitized before and after use, following manufacturer's instructions for cleaning and disinfecting. Any personally owned electronic device will be used only by the owner and not shared.
- Break up cadets and seniors into small groups and rotate to different rooms to accomplish activities.
- Use larger rooms in order to spread out more easily; bring classroom outdoors for more space.
- Do outdoor activities like orienteering, survival techniques, and direction finding.
- Use videos, demonstrations, or “show and tell” instead of hands-on learning; circle back at a later date to complete portions of interactive instruction.
- Provide supplemental take-home lessons and activities.
- In addition, each unit can develop their own activities based on available resources.
- All activities which can be conducted remotely should be.

Item 1.9.2

- The following material is offered as a suggestion to unit commanders to include in local messages to parents. Variations and substitutions are authorized.

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- Dear Parent or Guardian: The National Capital Wing is entering into Phase 1 of our reopening. I want to reassure you that the safety of your cadet is our top priority. I want everyone to understand that for the foreseeable future, it is imperative everyone takes responsible actions to prevent further spread of COVID-19.
- Please have a conversation with your cadet before meeting participation to assess current health status, and ensure your cadet is symptom-free and feeling well. Take your cadet's temperature at home and sign the permission slip which will be provided. The permission slip allows us to take your cadet's temperature and requires you to acknowledge that the risk of exposure to the novel coronavirus remains, and by attending the meetings or activities, you assume that risk. You will be notified promptly if your cadet is turned away from an activity for any reason.
- If anyone in your home is exhibiting COVID-19 symptoms, please keep your cadet home and away from CAP activities until at least 10 days have passed since the last symptom cleared.
- If there is a person at high risk in your household, consider delaying the return to group activities for the duration of the current pandemic or at least until there is either a vaccine or proven treatment.
- For more information about COVID-19 symptoms, please visit the CDC web site at this link: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>.
- Please contact me (squadron commander) with any questions or concerns.

Items 1.10, 1.10.1, 1.10.2, 1.10.3, 1.10.4, and 1.10.5

- A message will be sent to all subordinate units on behalf of Col Jane Davies (Director of Operations) prior to the start of Phase I. Also see Section 5 of Attachment 2.

Item 1.10.5

- The following information regarding vehicle cleaning will be provided to all subordinate units on behalf of Lt Col Jim Carr (Director of Safety) prior to the start of Phase I.
 - All high touch surfaces and any commonly used equipment in the vehicle WILL be sanitized before and after operation. When switching drivers, the door handles and operator's controls will be cleaned. The following surfaces are examples of high touch/use areas:
 - Steering wheel and operator's controls
 - All radio controls and the microphone
 - Seat buckle ends
 - All door handles including the rear door
 - Seat adjustment controls
 - Ignition key and pad/keychain

COVID-19 Remobilization of the Membership Plan – Phase I
Attachment 1: Supplemental Information

- Hood release latch handle
- All surfaces will be wiped down with 60% alcohol-based cleaning solution and allowed to air dry. Door handles, window controls, and seat belt will be cleaned before the first use, and the ones used during operation after each use.
- The driver and passengers will wear facial coverings. The use of gloves is encouraged. Handwashing is required immediately after removing gloves, after which new gloves will be required.
- Even when driving alone, the use of a mask is still mandatory. The primary purpose of the mask is to limit exposure to others. It is possible to spread the virus even when asymptomatic. Mask wear will reduce this risk.

COVID-19 Remobilization of the Membership Plan – Phase I
Attachment 2: Training Priorities

1. General

- a. This plan and any subsequent plans, until otherwise directed, are for the areas listed within Phase I of the remobilization plan.
- b. This directive will be in place until rescinded by Wing Headquarters and replaced with a directive for Phase II of the remobilization of the Wing.
- c. Follow established guidelines for cleaning, social distancing, and facial coverings. Also remember no more than 10 participants.

2. Professional Development

- a. Senior Member Professional Development will be conducted virtually through Phase I.
- b. Course Directors will use Google Meet or similar approved video meeting platform to conduct courses in-lieu of in-residence courses.
- c. Activities and group breakout sessions described in the lesson plans may be modified at the instructor's discretion with the approval of the Course Director, but in all cases may not deviate from infection control guidance.
- d. All course attendees must meet the Course Director's participation requirements in order to receive course credit and virtual sign-off of the CAPF11.
- e. Course Directors will sign off that all attendees met the requirements for completion of the course and forward a signed copy of the CAPF11 to the Wing CC for approval.

3. Cadet Programs

- a. We are encouraging units to continue conducting virtual Cadet Programs training through Phase I; however, if not possible and need to meet in person:
 - i. No more than 10 members in same training area.
 - ii. Maintain CDC guidelines on social distancing and cloth face coverings.
 - iii. Wellness screening shall be conducted prior to starting the training.
 - iv. Health screening questions before training to ensure member has exhibited no symptoms.
 - v. Meet outdoors with proper social distancing.
 - vi. Stagger meeting attendance of week-to-week meeting participation.

4. Aerospace Education

- a. Virtual Aerospace Education activities are encouraged throughout Phase I.
- b. This is a great time for senior members to complete the Yeager examination.
- c. Small group activities, such as model rocketry, are permissible, following the guidelines shown in Section 3 above.

5. Operations

- a. General.

COVID-19 Remobilization of the Membership Plan – Phase I
Attachment 2: Training Priorities

- i. At this time, Squadrons are not allowed to train together. All training must be done within the Squadron. If your Squadron needs training that is not available within the local unit, contact the DO for guidance.
- ii. Cleaning guidance have been issued for aircraft and vehicles, and personnel are required to follow the directives (and any subsequent memos). Facial coverings are mandatory in Phase 1 and will be used as directed by Wing, Region, or National Headquarters.
- iii. **NO Overnight Activities** Local (unit) training for all aircrew specialties. Follow established guidelines for cleaning, social distancing, and facial coverings.
- iv. Local (unit) training for ground specialties (virtual setting only). Note that there are **NO** overnight operations permitted in Phase I.
- v. The following operations are approved by Wing HQ using standard protocols already in place and missions already approved by NHQ. Any questions should be directed to DO and DOS.
 - 1. Aircrew size should be the minimum to complete training/recertification
 - 2. Pilot proficiency - any pilot that is allowed to fly a CAP aircraft can do so and regain proficiency. Get with a CAP Instructor Pilot (IP) if needed.
 - 3. CAPF 70-5 and 70-91 check rides in accordance with established guidelines.
- b. Cadet Orientation Flights. Currently, all COF are on hold until Phase II of the remobilization plan takes effect.
- c. Cadet Flight Training, all levels. Will not take place during Phase I.
- d. sUAS. Practical exercises will be held outdoors with personnel maintaining social distancing as practical and using authorized face coverings.
- e. Air.
 - i. Continue with mission essential AFAM.
 - ii. Continue with support of AFAM/Corporate missions for COVID-19 support - maintain CDC safety guidelines.
- f. Ground Teams - maintain social distancing, radios wiped with sanitizing wipes after use, authorized face coverings worn at all times (except when eating or drinking).
- g. Aircrew - authorized face coverings will be worn in aircraft, internal aircraft surfaces (including CAP owned headsets) wiped with sanitizing cloths after each flight, social distancing maintained during preflight and movements outside the aircraft.
- h. 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.

COVID-19 Remobilization of the Membership Plan – Phase I
Attachment 3: Draft CAPF 160 for Use of Wing HQ

Reset

CAPF 160 - DELIBERATE RISK ASSESSMENT WORKSHEET					
1. ACTIVITY Wing HQ Phase 1 Reopening- Covid Virus				2. DATE (DD/MM/YYYY) 31/05/2020	
3. PREPARED BY					
a. Name (Last, First, Middle Initial) Carr James D.			b. Rank LtCol	c. Duty Title/Position Director of Sfaety	
d. Unit DC 001		e. Email carr.j@natcapwg.cap.gov		f. Telephone (301) 899-8533	
g. Signature of Preparer					
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
CAP Activity at Wing HQ	Possible transfer of virus from key box / key and door handles	L <input type="radio"/>	Clean after use	How: Use wipes or spray disinfectant Who: User	L <input type="radio"/>
CAP Activity at Wing HQ	Possible transfer from phones, copier, computers	L <input type="radio"/>	Clean after use	How: Use wipes Who: User	L <input type="radio"/>
CAP Activity at Wing HQ	Eating or drinking on the property possible contamination	L <input type="radio"/>	Not recommended	How: Use discretion -how many others are present? Who: Member	L <input type="radio"/>
ADDITIONAL SPACES FOR ITEMS 4 THROUGH 9 PROVIDED ON PAGE 2					
10. OVERALL RESIDUAL RISK LEVEL - (The highest residual risk level in Column 9, with all controls implemented):					
<input type="checkbox"/> EXTREMELY HIGH	<input type="checkbox"/> HIGH	<input type="checkbox"/> MEDIUM	<input checked="" type="checkbox"/> LOW		
NOTE: ALL RESIDUAL RISKS ASSESSED AS "H" OR "EH" MUST BE APPROVED BY CAP/CC					
11. OVERALL SUPERVISION PLAN AND RECOMMENDED COURSE OF ACTION:					
The user, if alone or the ranking Senior Member will be responsible for the sanitizing / cleaning operation.					
12. APPROVAL OR DISAPPROVAL OF MISSION OR ACTIVITY APPROVE <input checked="" type="checkbox"/> DISAPPROVE <input type="checkbox"/>					
a. Name (Last, First, Middle Initial)		b. Rank	c. Duty Title/Position		d. Signature of Approval Authority

COVID-19 Remobilization of the Membership Plan – Phase I
Attachment 3: Draft CAPF 160 for Use of Wing HQ

CAPF 160 - DELIBERATE RISK ASSESSMENT WORKSHEET					
(Use CAPF 160HL if additional space is needed)					
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
CAP Activity at Wing HQ	Sharing food or drink possible cross contamination	M ▼	Not Allowed	How: Do not share food	L ▼
				Who: Member	
		-		How:	-
				Who:	
		-		How:	-
				Who:	
		-		How:	-
				Who:	
		-		How:	-
				Who:	
		-		How:	-
				Who:	
		-		How:	-
				Who:	
		-		How:	-
				Who:	
		-		How:	-
				Who:	

COVID-19 Remobilization of the Membership Plan – Phase I
Attachment 4: Draft CAPF 160S for Vehicle Operation

Reset

CAPF 160S - REAL TIME RISK ASSESSMENT WORKSHEET					
(This form may be used for smaller events or activities when full deliberate risk management and CAPF 160 are not required)					
1. ACTIVITY CAP Vehicle Operation During Phase 1 Reopening				2. DATE 24/05/2020	
3. PREPARED BY					
a. Name (Last, First) Carr, James D.			b. Rank LtCol	c. Duty/Position Director of Safety	
d. Unit DC 001		e. Email carr.j@natcapwg.cap.gov		f. Phone (301) 899-8533	
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
CAP Vehicle Operation Phase 1 Reopening	Door latches/handles possible contamination	L <input type="radio"/>	Clean with approved cleaner per Wing letter dated 25 May 2020	How: Clean before and after use Who: Operator	L <input type="radio"/>
CAP Vehicle Operation Phase 1 Reopening	Driver controls possible contamination	L <input type="radio"/>	SEE ABOVE	How: SEE ABOVE Who: Operator	L <input type="radio"/>
CAP Vehicle Operation Phase 1 Reopening	Radio and mike possible contamination	L <input type="radio"/>	SEE ABOVE	How: SEE ABOVE Who: Operator	L <input type="radio"/>
CAP Vehicle Operation Phase 1 Reopening	Window controls/ cranks/ latches possible contamination	L <input type="radio"/>	SEE ABOVE	How: SEE ABOVE Who: Operator	L <input type="radio"/>
CAP Vehicle Operation Phase 1 Reopening	Seat belt latches possible contamination	L <input type="radio"/>	SEE ABOVE	How: SEE ABOVE Who: Operator	L <input type="radio"/>
CAP Vehicle Operation Phase 1 reopening	Food and drink in vehicle - possible cross contamination	L <input type="radio"/>	No eating or drinking in CAP vehicles	How: No eating or drinking allowed Who: Individual/ Operator	L <input type="radio"/>
For additional entries for items 4 through 9, use CAPF 160HL					
10. OVERALL RESIDUAL RISK LEVEL - (The highest residual risk level in Column 9, with all controls implemented):					
<input type="checkbox"/> EXTREMELY HIGH		<input type="checkbox"/> HIGH		<input type="checkbox"/> MEDIUM	
				<input checked="" type="checkbox"/> LOW	
11. OVERALL SUPERVISION PLAN AND RECOMMENDED COURSE OF ACTION: APPROVE <input checked="" type="checkbox"/> DISAPPROVE <input type="checkbox"/>					
NOTE: ALL RESIDUAL RISKS ASSESSED AS "H" OR "EH" MUST BE APPROVED BY CAP/CC					
Operator / driver is responsible for sanitizing / cleaning operation					
12. APPROVAL OR DISAPPROVAL OF MISSION OR ACTIVITY					
a. Name (Last, First, Middle Initial) Carr, James, D.		b. Rank LtCol	c. Duty Title or Position Director of Safety	d. Signature of Approval Authority	