

Approved: 10 June 2020



Post-COVID-19 Remobilization of the Membership Plan

Phase I: Resuming Regularly Scheduled Meetings

NCWG
Completed 19 MAY 2020

Template Updated 12 May 2020

This plan has been developed for NORTH CAROLINA 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.

Plan Coordinator and Point of Contact: Capt Robert Call

Primary Phone: (336) 266-6344

Primary Email: robert.call@ncwgcap.org

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

- Coordination began on 08 May under the direction of Col Edward Angelovich, NCWG Commander. A team has been established consisting of the NCWG Command Staff, Health Services, Safety, Cadet Programs, Operations, Aerospace Education and Emergency Services. Capt Robert Call has been appointed as the plan coordinator and the POC.
- A second coordination meeting was held on 11 May to assign respective tasking to individuals.
- The team attended the NHQ briefing on 14 May at 2000L to receive guidance and updated information.
- Meetings were held on 15 and 18 May to discuss and update the tasking and finalize the Phase I template before submission to MAR for feedback.
- Attachment 1 to this plan has been created to publish to the membership of the wing.
- Attachment 2 has been added to notify FBO's and Flight Schools of recommended sanitizing procedures and precautions for Cadet flight training activities.
- NCWG will enter Phase I as an entire wing, not squadron by squadron, as restrictions are lifted and approval received. We are ready to enter Phase I as soon as the plan is approved and the required health metrics are met.

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)	Capt Robert Call / Lt Col Shelley Gonzales	11 MAY 20	18 MAY 20	18 MAY 20	Current NC state government guidance permits gatherings of 10 persons indoors and 25 persons outdoors. https://covid19.ncdhhs.gov/
1.2.	Hold meeting with between Plan Coordinator and Health Services Officer	Lt Col Steve Leighton / Command Staff / Safety / ES / Capt Robert Call	08 MAY 20	18 MAY 20	08 MAY 20	Lt Col Leighton is the NCWG HSO and is actively involved in the process at both the wing and national levels. The team has been meeting since 08 MAY to discuss the plan, details and way forward.
1.2.1.	Wing priorities for training events should be coordinated	Lt Col Shelley Gonzales (DCP) / Lt Col Chris Duemmel (Safety) / Maj Doug Moody (AE) / Capt Scott Stevens (ES) / Lt Col Matt Urbanek (DO)	12 MAY 20	18 MAY 20	18 MAY 20	Training and proficiency activities and meetings of 10 or less. Air Operations: Flight Evaluations, Crew Proficiency and Dual Instruction and Individual Aircrew Training, including Cadet Flight Training. Attachment 2 addresses the sanitization requirements for non-CAP flight schools. Acceptable activities will be distributed to the wing prior to the beginning of CAP Phase I, in keeping with the guidance from NHQ and the State of NC (https://covid19.ncdhhs.gov/)
1.2.1.1.	Check state and local health guidance regarding gatherings (Review of each jurisdiction impacted by this plan)	Capt Robert Call / Lt Col Shelley Gonzales / Unit CC's / Group CC's	12 MAY 20	29 JUN 20		These local restrictions will be used to determine remobilization actions by the Wing. The Wing will not move forward until the entire Wing can move forward together. Restrictions will be compiled prior to the beginning of CAP Phase 1 and will be updated weekly by the Remobilization Team.

Phase I: Resuming Regularly Scheduled Meetings (Continued)

Item#	Task	OPR/Assigned Personnel	Date Tasked	Suspense	Date Completed	Notes
1.2.1.2.	Prepare information for subordinate units on temperature screening, health education, and sanitation	Lt Col Steve Leighton	12 MAY 20	15 JUN 20		See CAP COVID-19 Temperature Screening Guidelines. There is a PPT specifically for HSOs to use to inform the membership regarding this. Lt Col Leighton will work with Group and Squadron HSOs to ensure that this material is made available to all units.
1.2.2	Consult with Wing Legal Officer about resuming meetings	Col Ed Angelovich / Capt Will Pagan	15 MAY 20	18 MAY 20	18 MAY 20	Wing legal has been consulted on participation by cadets and the need for parental release (CAPF 60-80) in order to participate.
1.2.3	Coordinate with Wing Director of Safety	Lt Col Chris Duemmel	12 MAY 20	12 MAY 20	12 MAY 20	Tasking in 1.2.3 assigned to Lt Col Chris Duemmel
1.2.3.1	Verify proper risk planning tools are available to units	Lt Col Chris Duemmel / Unit CC's / Unit SE's	12 MAY 20	15 JUN 20		CAPF 160 will be used by each unit for their activities. The Wing CC and Wing Safety Officer will provide COVID-19 guidelines down to the units as they pertain to each Phase. Encourage the use of CAP Risk Management tools at https://www.gocivilairpatrol.com/members/cap-national-hq/safety/covidrm
1.2.3.2	Prepare to communicate with subordinate units on Safety-related matters (see 1.7. below)	Lt Col Chris Duemmel	12 MAY 20	15 JUN 20		PPE will be mandated at in-person meetings. Individual members or squadrons will provide masks or face coverings and sanitizing supplies. See Attachment 1.
1.2.4	Coordinate with Wing Director of Cadet Programs	Lt Col Shelley Gonzales	12 MAY 20	12 MAY 20	12 MAY 20	Tasking in 1.2.4 assigned to Lt Col Shelley Gonzales
1.2.4.1	Prepare recommendations for units regarding meeting activities and alternatives to maintain optimal distance while at meetings	Lt Col Shelley Gonzales / Lt Col Steve Leighton / Lt Col Chris Duemmel	12 MAY 20	15 JUN 20		DCP, Safety and HSO will meet to develop a list of appropriate activities that can resume in CAP Phase 1.
1.2.4.2	Prepare bullets for units to incorporate when sending messages to parents about the resumption of meetings	Lt Col Shelley Gonzales / Lt Col Steve Leighton / Lt Col Chris Duemmel	12 MAY 20	15 JUN 20		DCP, Safety and HSO will meet with Squadron CC's via TEAMs to gather input on the messaging that will be crafted for the parents of cadets. Distribution will be from the Squadron CC's to the parents but info will be drafted by the Remobilization Team.

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 Rich Tedesco / Unit CC's	12 MAY 20	25 JUN 20		NCWG will operate as one unit and monitor county restrictions such that the entire wing operates at the most restricted state. Guidance will be primarily through state, federal and CAP.
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.	Capt Robert Call	12 MAY 20	20 MAY 20		NCWG CC and MAR CC Approval required before submission.
1.4.1.	Briefly describe / summarize previous coordination accomplished	Capt Robert Call	12 MAY 20	18 MAY 20	18 MAY 20	Please see narrative summary of coordination at the top of this matrix.
1.4.2.	Verify no jurisdictional restrictions are in place from State or Local Governments	Lt Col Shelley Gonzales / NCEM / Capt Will Pagan NCWG Legal Officer	12 MAY 20	01 JUN 20		See 1.2.1.1 Above
1.4.3.	Set date to resume meetings; this is also the start of Phase II.	Col Ed Angelovich				Upon approval of plan by NHQ and satisfaction of the health metrics meetings and activities of 10 or less will resume. (Current State of NC restriction is <= 10 indoors and <=25 outdoors.)
1.5.	Receive approval from the CAP COVID-19 Planning Team to reinstate meetings. Plan for one-week lead time.	Capt Robert Call	12 MAY 20	15 JUN 20		Need approval by 15 JUN 20 in order to have procedures in place for 01 JUL start.
1.6.	Publish the date that meetings may resume to subordinate units	Lt Col Rich Tedesco	12 MAY 20	15 JUN 20		Upon approval by the Wing CC, Region CC, and National HQ.

Phase I: Resuming Regularly Scheduled Meetings (Continued)

Item#	Task	OPR/Assigned Personnel	Date Tasked	Suspense	Date Completed	Notes
1.7.	Task Wing Director of Safety to communicate the following to subordinate units	Lt Col Chris Duemmel	12 MAY 20	12 MAY 20	12 MAY 20	Tasking in 1.7 assigned to Lt Col Chris Duemmel
1.7.1.	Units will review CAPFs 160, 160S, and 160HL to be sure COVID-19 risks are considered and mitigated	Lt Col Chris Duemmel	12 MAY 20	15 JUN 20		See 1.2.3.1
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	Lt Col Chris Duemmel / Unit Safety Officers / Unit CC's	12 MAY 20	20 JUN 20		Wing HSO and Director of Safety will work with Group and squadron safety officers to provide this education to the Wing Membership.
1.8.	Task Wing Health Service Officer to communicate the following to subordinate units:	Lt Col Steve Leighton	12 MAY 20	12 MAY 20		Tasking in 1.8 assigned to Lt Col Steve Leighton
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 Steve Leighton	12 MAY 20	15 JUN 20	Ongoing	See CAP COVID-19 Temperature Screening Guidelines included in Attachment 1. The CAP Guidelines will be followed appropriately.
1.8.2.	Educate members on their stratified level of risk (i.e., Low-risk vs. High-risk)	Lt Col Steve Leighton	12 MAY 20	15 JUN 20	Ongoing	Wing HSO will work with Group and squadron HSOs to provide this education to the wing membership based on NHQ guidance. See Attachment 1.
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 Stephen Leighton / Group HSOs / Unit HSO's / Unit CC's	15 MAY 20	01 JUL 20	Ongoing	Wing HSO will work with Group and squadron HSOs to provide this education to the Wing Membership. See Attachment 1.

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:	Lt Col Shelley Gonzales	12 MAY 20	12 MAY 20	12 MAY 20	Tasks is 1.9 assigned to Lt Col Shelley Gonzales
1.9.1.	Units identify ways to meaningfully engage and fully participate in meetings without formations, drill, or other close-distance activities	Lt Col Shelley Gonzales / Unit CC's / Unit CP's	12 MAY 20	15 JUN 20		DCP will use Best Practices as well as input from CC's and CDC's to identify options for members to begin meeting in person within the social distancing guidelines. Virtual training may be used where feasible.
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	Unit HSO's / Unit CC's	12 MAY 20	15 JUN 20		DCP will meet with Wing HSO to begin conversation regarding cadet safety during meetings and activities.

Attachment 1

Phase I

**Letter and Instructions from the NCWG Commander
to the Commanders and Members**



HEADQUARTERS NORTH CAROLINA WING
CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY
3520 Alamance Road
Burlington NC 27215



16 Jun 2020

MEMORANDUM FOR: NORTH CAROLINA WING UNIT COMMANDERS

FROM: NORTH CAROLINA WING/CC

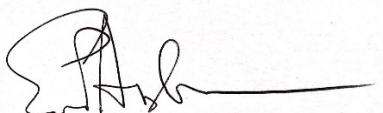
SUBJECT: NCWG REMOBILIZATION – PHASE 1 PLAN

Commanders,

1. A North Carolina Wing (NCWG) team has worked diligently to develop our Civil Air Patrol (CAP) NCWG Phase I Plan to remobilize our Wing carefully and safely. We were selected by National Headquarters (NHQ) to be included in a Beta plan for remobilization of CAP. This allowed us to get an early start on building our 're-opening' and also we were able to provide feedback to NHQ of this process. Subsequently, we were able to present a comprehensive and acceptable Phase I Plan to NHQ for approval. We are now at a COVID-19 condition stage where we can plan on executing the Phase I Plan.
2. The NCWG Phase I guidance detail is shown in the attachment. Please read the information carefully. Those operations, activities and actions are what we are authorized to perform under Phase I. If items or actions are not listed, then they are not authorized.
3. The attached guidance includes specific operations and activities across our three CAP missions and also addresses Squadron Meetings. These operations and activities will be performed with safety and protection of the member being of paramount importance. Adhering to CDC Guidelines will be mandatory for all members. The attached guidance also includes information on protection guidelines that are in-line with CDC, state, and CAP requirements.
4. Phase I is ready to commence on 1 July 2020, unless conditions change. Our NCWG Phase I Plan's beginning date will be dependent on North Carolina's key health data. We are kept informed of this data from the Institute of Health Metrics and Evaluation (IHME) - see the COVID ACT NOW website: <https://covidactnow.org/us/nc>.
5. As a reminder, we are still under CAP direction (aka CAP Phase 0) which means that there are no face-to-face meetings Wing-wide at this time. We are still in virtual mode except for some specific operational functions that have received higher headquarters approval by exception. We are encouraged that we will be

able to re-open the Wing with face-to-face operations and activities, but we must continue to remain vigilant and exercise responsible behavior. For your information, we have Plans for Phases 2 and 3 to be implemented as conditions continue to improve.

Stay safe and stay NCWG Strong!

A handwritten signature in black ink, appearing to read 'E. Angelovich', with a long horizontal line extending to the right.

Edward P. Angelovich, Col, CAP
Commander

cc:

MAR/CC

MAR/CVS

NCWG/CVE

NCWG/CVW

NCWG/COS

NCWG/CNCO



Health and Safety Requirements for Meetings and Activities

- **High risk members SHOULD NOT attend meetings in Phase I. See next slide for definition of High Risk.**
- **No more than 10 total personnel are allowed to be in attendance for any event or meeting.**
- **Masks or face coverings will be worn at all times and by all personnel, and the use of gloves is recommended where applicable.**
- Provide CLEAR guidance that members with any respiratory symptoms (sneezing, coughing, congestion) NOT attend the meeting.
- Conduct symptom and temperature checks before entry to the building. Please see the CAP Temperature Screening guidance document at: https://www.gocivilairpatrol.com/media/cms/CAP_COVID_19_Temperature_Screening_29C5E049DA530.pdf . Temperature checks may also be conducted before leaving home. CDC defines a fever as greater than 100.4 F
- Verify that squadron or member supplied hand sanitizer and/or hand washing facilities are available at all times.
- Maintain increased situational awareness of others regarding their social distancing and face coverings.
- Sanitize frequently touched surfaces (door knobs, seats, tables, etc) prior to, during and after the meeting.





High Risk Members

Members are to self-certify as to their level of risk of infection by COVID-19.

High risk factors include, but are not limited to the following:

- People 65 years and older
- 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, serious heart conditions, diabetes, chronic kidney disease undergoing dialysis, or immunocompromised
 - People with severe obesity (body mass index [BMI] of 40 or higher)
 - People with liver disease

<https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html>





Approved Aviation Activities

	Essential Missions (SAR /DR, AOB, NCEM)	Maintenance Flights	CAPF5 / CAPF91 Checkrides	Proficiency Flights	CAPF5 / CAPF91 Prep w/ Safety Pilot / CFI / MP Trainer	Full Aircrew Training (MP, MO, AP, TISO or MS)	CAP Cadet / ROTC O-Rides	Cadet Flight Training
Phase 0 (Current)	Yes	Yes	No	Yes – NHQ Directed Aircraft Preservation Only	No	As directed by NHQ for Hurricane Preparedness / Mission Readiness (FLIR)	No	No
Phase 1	Yes	Yes	Yes	Yes – Including IFR w/ Safety Pilot	Yes	Yes	No	Yes

ALL ACTIVITIES REQUIRE THE USE OF FACE MASKS BY ALL CREW MEMBERS AND THE FOLLOWING OF CAP / CDC DIRECTIVES FOR THE SANITIZING OF AIRCRAFT AND VEHICLES. THE USE OF GLOVES IS ALSO RECOMMENDED.

ONE CIVIL AIR PATROL | EXCELLING IN SERVICE TO OUR NATION AND OUR MEMBERS





Approved Emergency Services Activities

	Essential Missions (SAR /DR, POD, NCEM)	POD / UDF / Ground Team Training	Aircrew Training (MO, AP, TISO or MS)	All Other ES Training
Phase 0 (Current)	Yes with Risk identified + CDC Compliance. Cadets require mission specific F60-80 and the F60-81 completed and signed by Parent/Guardian	No	No	No
Phase 1	Yes with Risk identified + CDC Compliance. Cadets require mission specific F60-80 and the F60-81 completed and signed by Parent/Guardian	Outdoors Only Groups of 10 or less Cadets require F60- 80 and the F60-81 completed Classroom Portion Virtual	Yes – Flights with Minimum Crew Classroom Portion Virtual	Virtual Only

ALL ACTIVITIES REQUIRE THE USE OF FACE MASKS BY ALL CREW MEMBERS AND THE FOLLOWING OF CAP / CDC DIRECTIVES FOR THE SANITIZING OF AIRCRAFT AND VEHICLES. THE USE OF GLOVES IS ALSO RECOMMENDED.

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Approved Cadet Programs Activities

	Squadron Meetings	Cadet Testing	CPFT	Essays / Speeches / SDA / Leadership Feedback	Milestone Exams	Character Development	Drill and Ceremonies / Drill Test Requirements	Spaatz Exams
Phase 0 (Current)	Virtual	Virtual	Verified by Parent or Adult	Virtual	Virtual	Virtual	Waived or Virtual	Postponed
Phase 1	Virtual or No more than 10 total attendees. CAPF 60-80 required for EACH meeting No high risk members.	Virtual or In Person No more than 10 total attendees	Same as Phase 0 or In Person No more than 10 total attendees	Virtual or In Person No more than 10 total attendees	Virtual or In Person No more than 10 total attendees	Virtual or In Person No more than 10 total attendees	Waived, Virtual or In Person No more than 10 total attendees	Ops Normal with CDC Precautions

ALL ACTIVITIES REQUIRE THE USE OF FACE MASKS BY ALL PERSONNEL AND THE FOLLOWING OF CAP / CDC DIRECTIVES FOR THE SANITIZING OF AIRCRAFT AND VEHICLES. THE USE OF GLOVES IS ALSO RECOMMENDED.

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Approved Aerospace Education Activities

	AE Classroom Training	Rocketry	STEM Kits	TOP Flights
Phase 0 (Current)	Virtual Only	No	No	No
Phase 1	Virtual Only	<ul style="list-style-type: none"> • Outdoors Only • No more than 10 total attendees • CAPF 60-80 required for EACH meeting / event • Classroom Portion Virtual 	<ul style="list-style-type: none"> • CAPF 60-80 required for EACH meeting / event • No more than 10 total attendees 	No

ALL ACTIVITIES REQUIRE THE USE OF FACE MASKS BY ALL MEMBERS AND THE FOLLOWING OF CAP / CDC HEALTH DIRECTIVES





Questions?

The health and safety of our members is of the utmost importance. If you have any questions or concerns please contact your Squadron Commander, Health Services Officer or Safety Officer.



Symptoms of Coronavirus (COVID-19)

Know the symptoms of COVID-19, which can include the following:



Symptoms can range from mild to severe illness, and appear 2-14 days after you are exposed to the virus that causes COVID-19.

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.



Clean and disinfect frequently touched objects and surfaces.



Avoid touching your eyes, nose, and mouth.



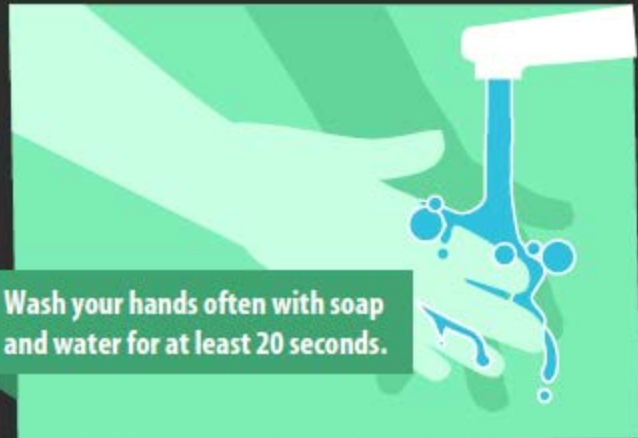
When in public, wear a cloth face covering over your nose and mouth.



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)

What You Can do if You are at Higher Risk of Severe Illness from COVID-19

Are You at Higher Risk for Severe Illness?



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

Here's What You Can do to Help Protect Yourself



Stay home if possible.



Wash your hands often.



Avoid close contact and stay at least 6 feet (about 2 arms' length) from other people.



Clean and disinfect frequently touched surfaces.



Cover your mouth and nose with a cloth face cover when around others.



Cover coughs and sneezes.

Call your healthcare provider if you are sick.

For more information on steps you can take to protect yourself, see CDC's webpage on [How to Protect Yourself](#)



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cdc.gov/coronavirus

ATTACHMENT 2

LETTER OF INSTRUCTION TO FLIGHT SCHOOLS AND FBOS CONCERNING SAFETY AND SANITIZATION PRACTICES FOR CADET FLIGHT TRAINING



HEADQUARTERS NORTH CAROLINA WING
CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY
3520 Alamance Road
Burlington, NC 27215



16 June 2020

Colonel Edward P. Angelovich, CAP
North Carolina Wing, NC-001
Civil Air Patrol

Fixed Base Operators
Street Address or PO Box
City ST XXXXX-XXXX

Greetings

Civil Air Patrol (CAP) is thankful to you offering the opportunity to provide flight instruction to our cadets. The following guidelines are set forth to ensure the safety of our cadets during their instruction when operating in an aircraft during this time.

COVID-19 coronavirus has caused a global outbreak and associated public health declarations including social distancing, personal protective equipment and an increased focus on hygiene. The Centers for Disease Control (CDC) has published a general Frequently Asked Questions (FAQ) about the disease on their website: <https://www.cdc.gov/coronavirus/2019-ncov/faq.html>. To keep our CAP personnel safe, it is very important to disinfect and sanitize the aircraft to be used for cadet flight instruction prior to and after participating in any flight activity. Cleaning all surfaces and contact points where the pilot and cadet will be expected to touch during flight instruction is critical. The following are examples or areas in the aircraft to disinfect but they are not a complete list:

- Head and arm rests, seatbelt buckle, touch screens, controls, gauges, yoke, headsets and cords, door latches, door handles, window latches and other touch surfaces. Interior windows next to seat positions, seatbelts and upholstery may be cleaned/disinfected if there will be time to dry prior to use. Also disinfect tow bars prior to and after each use. Use only disinfectants, cleaners that will not affect the strength of the belts or compromise upholstery and are approved by the manufacturer

Prior to entering the aircraft, the flight instructor and cadet will wash their hands as recommended by the CDC Guidelines. In addition, face coverings for the pilot and CAP cadet will be used during flight instruction.

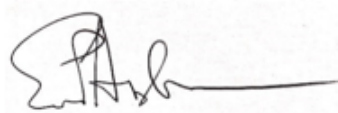
- CAP Cadet must wear face coverings when in enclosed public spaces as well as at all times while in the aircraft used for flight instruction

- Cloth masks are acceptable as well as any other commercially available or homemade mask. If a member shows up without a mask, they are to be sent home IMMEDIATELY!
- The masks must not interfere with aircrew communications, e.g. boom microphones on headsets.

Wearing of protective gloves for pilot and cadet while flying will be recommended. Flight Instructors, ground crews and CAP Cadets will maintain 6' social distancing. When that is not possible, face coverings will be required.

Civil Air Patrol values and appreciates your support and the ability to offer this capability for the well-being of our cadets and to keep them healthy during this flight activity.

Sincerely

A handwritten signature in black ink, appearing to read 'E. Angelovich', with a long horizontal line extending to the right.

Edward P. Angelovich, Col., CAP
Commander

cc:
NCWG/CVE
NCWG/CVW
NCWG/COS
NCWG/CNCO