

**Approved: 25 June 2020**



# Post-COVID-19 Remobilization of the Membership Plan

Phase I: Resuming Regularly Scheduled Meetings



NHWG

Completed 15 JUN 2020

Template Updated 17 June 2020

## COVID-19 Remobilization of the Membership Plan – Phase I

This plan has been developed for New Hampshire 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 MEWG, and NER, 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: Lt. Col John Washington**

**Primary Phone: (336) 782-3555**

**Primary Email: [jwashington@nhwg.cap.gov](mailto:jwashington@nhwg.cap.gov)**

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

Early May 2020 Lt. Col John Washington was assigned by NHWG CC Col Darin Ninness to lead the NHWG Remobilization Task Force. Shortly thereafter a team was selected to oversee the planning of Phases I, II, and III.

The Remobilization Task Force conducted a video conference call on 27 May 2020. The team discussed and agreed on using the CAP NHQ Post COVID-19 Phase I Remobilization Plan Template, Remobilization of the Membership Checklist, and Temperature Screening Guidelines. It was also agreed by the team that NHWG will use Phase I for training and evaluating units for Phase II.

Tasking for Phase I items was emailed out to the task force team on 31 May 2020 with a completion deadline of 15 June 2020. A follow up call was made by team leader Lt. Col Washington to each team member on 4 June 2020 to gauge their progress with the task list.

NHWG COVID-19 Phase I Plan was submitted to the Remobilization Task Force team on 16 Jun 20 for review and input/corrections. A video/phone conference was conducted on 16 Jun 20 with the team as well to gain feedback on the proposed Phase I Plan. Any revisions to the plan will be made on 17 Jun 20 and forwarded to the NHWG Legal Officer for review and approval.

Phase I: Resuming Regularly Scheduled Meetings

Plan Completed By: Lt. Col John Washington

Last Updated: 17 Jun 2020

Template Updated 8 June 2020

COVID-19 Remobilization of the Membership Plan – Phase I

Item#	Task	OPR/Assigned Personnel	Date Tasked	Suspense	Date Completed	Notes
1.1.	Verify state government guidance currently allows or will allow gatherings on the date proposed for resuming meetings (Review of overall directives in impacted state)	Maj Tim Lang	31 May 20		15 Jun 20	See NHWG COVID-19 Phase I Plan Item #1.1
1.2.	Hold meeting between Plan Coordinator and Health Services Officer	Lt. Col Washington Lt. Col Lamontagne	31 May 20		16 June 20	See NHWG COVID-19 Phase I Plan Item #1.2
1.2.1.	Wing priorities for training events should be coordinated	Capt. Wegner Lt. Col B. Riis	31 May 20		15 Jun 20	See NHWG COVID-19 Phase I Plan Item #1.2.1
1.2.1.1.	Check state and local health guidance regarding gatherings (Review of each jurisdiction impacted by this plan)	Maj Tim Lang Lt. Col Lamontagne	31 May 20		14 June 20	See NHWG COVID-19 Phase I Plan Item #1.1
1.2.1.2.	Prepare information for subordinate units on temperature screening, health education, and sanitation	Lt. Col Lamontagne	31 May 20		14 June 20	See NHWG COVID-19 Phase I Plan Item #1.2.1.2 & Appendix 1
1.2.2	Consult with Wing Legal Officer about resuming meetings	Lt. Col Washington Lt. Col Korona	31 May 20		16 Jun 20	See NHWG COVID-19 Phase I Plan Item #1.2.2
1.2.3	Coordinate with Wing Director of Safety	Lt. Col Washington Lt. Col Lauder	31 May 20		16 Jun 20	See NHWG COVID-19 Phase I Plan Item #1.2.3
1.2.3.1	Verify proper risk planning tools are available to units	1 <sup>st</sup> Lt Rizzi	31 May 20		15 Jun 20	See NHWG COVID-19 Phase I Plan Item #1.2.3.1 & Appendix 2
1.2.3.2	Prepare to communicate with subordinate units on Safety-related matters (see 1.7. below)	Lt. Col Morin Maj Grantham Lt. Col Lauder	31 May 20		15 Jun 20	See NHWG COVID-19 Phase I Plan Item #1.2.3.2 & Appendix 3
1.2.4	Coordinate with Wing Director of Cadet Programs	Lt. Col Washington Lt. Col Hullinger	31 May 20		16 Jun 20	See NHWG COVID-19 Phase I Plan Item #1.2.4
1.2.4.1	Prepare recommendations for units regarding meeting activities and alternatives to maintain optimal distance while at meetings	Lt. Col Morin Maj Grantham	31 May 20		15 Jun 20	See NHWG COVID-19 Phase I Plan Appendix 4
1.2.4.2	Prepare bullets for units to incorporate when sending messages to parents about the resumption of meetings	Capt Wegner 1 <sup>st</sup> Lt Rizzi	31 May 20		09 Jun 20	See NHWG COVID-19 Phase I Plan Appendix 5

Phase I: Resuming Regularly Scheduled Meetings (Continued)

Plan Completed By: Lt. Col John Washington  
 Last Updated: 17 Jun 2020  
 Template Updated 8 June 2020

COVID-19 Remobilization of the Membership Plan – Phase I

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 Morin Maj Grantham Maj Lang	31 May 20		15 Jun 20	N/A since local governments follow state restrictions. Confirmed by Maj Lang.
1.4.	Send copy of planning documents to the CAP COVID-19 Planning Team at <a href="mailto:COVID-19Plans@capnhq.gov">COVID-19Plans@capnhq.gov</a> , and copy the Region CC to reinstate meetings.	Lt. Col Washington	31 May 20		20 June 20	
1.4.1.	Briefly describe/ summarize previous coordination accomplished	Lt. Col Washington	31 May 20		15 Jun 20	See NHWG COVID-19 Phase I Plan Summary of Coordination of Events To-Date in NHWG
1.4.2.	Verify no jurisdictional restrictions are in place from State or Local Governments	Maj Lang Lt. Col Korona	31 May 20		15 Jun 20	See NHWG COVID-19 Phase I Plan Item #1.1
1.4.3.	Set date to resume meetings; this is also the start of Phase II.	Lt. Col Washington	31 May 20		TBD	See NHWG COVID-19 Phase I Plan Item #1.4.3
1.5.	Receive approval from the CAP COVID-19 Planning Team to reinstate meetings. Plan for one-week lead time.	Lt. Col Washington	31 May 20		TBD	See NHWG COVID-19 Phase I Plan Item #1.4.1
1.6.	Publish the date that meetings may resume to subordinate units	Lt. Col Washington	31 May 20		15 Jun 20	See NHWG COVID-19 Phase I Plan Item #1.4.3
1.7.	Task Wing Director of Safety to communicate the following to subordinate units	Lt. Col Lauder	31 May 20		15 Jun 20	See NHWG COVID-19 Phase I Plan Item #1.2.3.2
1.7.1.	Units will review CAPFs 160, 160S, and 160HL to be sure COVID-19 risks are considered and mitigated	Lt. Col Lauder	31 May 20		15 Jun 20	See NHWG COVID-19 Phase I Plan Item #1.2.3.2
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 Lauder	31 May 20		15 Jun 20	See NHWG COVID-19 Phase I Plan Item #1.2.3.2
1.8.	Task Wing Health Service Officer to communicate the following to subordinate units:	Lt. Col Lamontagne	31 May 20		14 Jun 20	See NHWG COVID-19 Phase I Plan Item #1.2.1.2 & Appendix 1

Phase I: Resuming Regularly Scheduled Meetings (Continued)

COVID-19 Remobilization of the Membership Plan – Phase I

Item#	Task	OPR/Assigned Personnel	Date Tasked	Suspense	Date Completed	Notes
1.8.1.	Units will ensure no members or guests with a temperature of 100.4 or greater are admitted (a temperature at or above 100.4°F is the CDC recognized point where there is a fever). Units will require members to take their temperature at home or may screen with no-touch thermometers prior to entry.	Lt. Col Lamontagne	31 May 20		14 Jun 20	See NHWG COVID-19 Phase I Plan Item #1.2.1.2 and 1.8.1 Appendix 1 - Temperature Screening Guidelines
1.8.2.	Educate members on their stratified level of risk (i.e., Low-risk vs. High-risk)	Lt. Col Lamontagne	31 May 20		14 Jun 20	See NHWG COVID-19 Phase I Plan Item #1.8.2 and Appendix 6
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)	Capt Wegner 1 <sup>st</sup> Lt Rizzi	31 May 20		14 Jun 20	See NHWG COVID-19 Phase I Plan Item #1.2.1.2 Appendix 1 Health Education Sanitation
1.8.4	Units will ensure no more than 10 members are together at gatherings. Squadrons with more than 10 members must submit a plan on how they will comply with restrictions	Lt. Col Washington			15 Jun 20	See NHWG COVID-19 Phase I Plan Item #1.8.4
1.9.	Task Wing Director of Cadet Programs to communicate the following to subordinate units:	Lt. Col Hullinger	31 May 20		15 Jun 20	NHWG Director of Cadet Programs Lt. Col Anna Hullinger will communicate to the subordinate units via email.
1.9.1.	Units identify ways to meaningfully engage and fully participate in meetings without formations, drill, or other close-distance activities	Capt Wegner 1 <sup>st</sup> Lt Rizzi	31 May 20		15 Jun 20	See NHWG COVID-19 Phase I Plan Item #1.9.1 and Appendix 4
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	Lt. Col Morin Maj Grantham	31 May 20		15 Jun 20	See NHWG COVID-19 Phase I Plan Item #1.9.2 and Appendix 7 & 7.5
1.10.	Task Wing Director of Operations to communication the following to subordinate units.	Lt. Col B. Riis	10 Jun 20		15 Jun 20	NHWG Director of Operations Lt. Col Brian Riis will communicate to the subordinate units via email.

COVID-19 Remobilization of the Membership Plan – Phase I

1.10.1	Identify flight operations permitted during Phase I	Lt. Col B. Riis	10 Jun 20		15 Jun 20	See NHWG COVID-19 Phase I Plan Item #1.10.1 and Appendix 8
1.10.2.	Identify requirements (Currency, etc) for senior members	Lt. Col B. Riis	10 Jun 20		15 Jun 20	NHWG Director of Operations Lt. Col Brian Riis will communicate to the subordinate units via email.
1.10.3.	Identify requirements for cadets that have earned their Private Pilot's License to return to flying	Lt. Col B. Riis	10 Jun 20		15 Jun 20	N/A. NHWG currently does not have any cadets in this category. NHWG will draft a plan in preparedness for this event.
1.10.4.	Identify requirements for cadets training to earn their Private Pilot's License	Lt. Col B. Riis	10 Jun 20		15 Jun 20	N/A. NHWG currently does not have any cadets in this category. NHWG will draft a plan in preparedness for this event.
1.10.1.	Identify cleaning standards for aircraft and vehicles before and after use	Lt. Col B. Riis	10 Jun 20		15 Jun 20	See NHWG COVID-19 Phase I Plan Appendix 8

**NHWG**  
**COVID-19 Phase I Plan**



**18 June 2020**

## **INTRODUCTION**

This Plan has been developed for New Hampshire Wing, using the template provided by the Civil Air Patrol National Headquarters to enter Phase I, Resuming Regular Scheduled Meetings.

Additional staffing and resources have been coordinated with Maine Wing and Northeast Region, to cover gaps in NHWGs available resources.

**NHWG Plan Coordinator and Point of Contact: Lt. Col John Washington**

**Primary Phone: (336) 782-3555**

**Primary Email: [jwashington@nhwg.cap.gov](mailto:jwashington@nhwg.cap.gov)**

## **SUMMARY OF COORDINATION AND EVENTS TO-DATE IN NHWG WING**

Early May 2020 Lt. Col John Washington was assigned by NHWG CC Col Darin Ninness to lead the NHWG Remobilization Task Force. Shortly thereafter a team was selected to oversee the planning of Phases I, II, and III.

The NHWG Remobilization Task Force team:

Lt. Col Anna Hullinger (NHWG Director of Cadet Programs)

Lt. Col Elliot Korona (NHWG Legal Officer)

Lt. Col Ron Lamontagne (NHWG Health Services Officer)

Lt. Col Keith Lauder (NHWG Director of Safety)

Lt. Col Russ Morin (Commander – NER-NH-054)

Lt. Col Brian Riis (NHWG Director of Operations)

Maj Grayson Grantham (Commander – NER-NH-010)

Maj Tim Lang (Deputy Commander - CAP Legislative Squadron) (Governors Re-Open Task Force Member)

Capt Michelle Wegner (Deputy Commander of Cadets – NER-NH-010)

1st Lt Mike Rizzi (Deputy Commander of Cadets – NER-NH-032)

The Remobilization Task Force conducted a video conference call on 27 May 2020. The team discussed and agreed on using the CAP NHQ Post COVID-19 Phase I Remobilization Plan Template, Remobilization of the Membership Checklist, and Temperature Screening Guidelines. It was also agreed by the team that NHWG will use Phase I for training and evaluating units for Phase II.

Tasking for Phase I items was emailed out to the task force team on 31 May 2020 with a completion deadline of 15 June 2020. A follow up call was made by team leader Lt. Col Washington to each team member on 4 June 2020 to gauge their progress with the task list.

NHWG COVID-19 Phase I Plan was submitted to the Remobilization Task Force team on 16 Jun 20 for review and input/corrections. A video/phone conference was conducted on 16 Jun 20 with the team as well to gain feedback on the proposed Phase I Plan. Any revisions to the plan will be made on 17 Jun 20 and forwarded to the NHWG Legal Officer for review and approval.

## **ITEM # 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)**

Task force member Maj Tim Lang is on the NH Governors Re-Open Task Force Team. He is tasked with the constant monitoring of the state's directives, guidance, and restrictions. Maj Lang will compare this information with our COVID-19 Phase I Plan to ensure compliance. Maj Lang will also notify us in advance, when possible, of any changes in the state's planning so that we can modify our plan accordingly. As of 15 Jun 20, the state of NH is in Phase II and has no limits on gatherings.

This will also include the review of health guidance from the state of NH by Lt. Col Lamontagne (HSO) to ensure that the NHWG COVID-19 Phase I Plan is in compliance. Lt. Col Lamontagne will also monitor COVID-19 data for NHWG and adjoining Wings to identify any negative trends that may place our members at risk.

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## **ITEM # 1.2**

### **Hold meeting between Plan Coordinator and Health Services Officer**

A phone conference was conducted on 16 Jun 20 between the Plan Coordinator Lt. Col Washington and the NHWG Health Services Officer Lt. Col Ron Lamontagne.

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## **ITEM # 1.2.1**

### **Wing priorities for training events should be coordinated**

The following are the NHWG training events in their priority under Phase I.

1. Unit training/evaluation for Phase II implementation.
  2. Flight operations allowed in Phase I. See Item #1.10.1
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## **ITEM # 1.2.1.2**

### **Prepare information for subordinate units on temperature screening, health education, and sanitation**

HSO Lt. Col Lamontagne will communicate in an email to unit commanders to comply with these items. See Attachment 1 for the HSO letter to commanders.

Temperature Screening Guidelines – CAP NHQ 30 April 2020

[https://www.gocivilairpatrol.com/media/cms/CAP\\_COVID\\_19\\_Temperature\\_Screening\\_29C5E049DA530.pdf](https://www.gocivilairpatrol.com/media/cms/CAP_COVID_19_Temperature_Screening_29C5E049DA530.pdf)

Health Education – CDC

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>

Sanitation – CDC

[https://www.cdc.gov/coronavirus/2019-ncov/community/pdf/Reopening\\_America\\_Guidance.pdf](https://www.cdc.gov/coronavirus/2019-ncov/community/pdf/Reopening_America_Guidance.pdf)

[https://www.cdc.gov/coronavirus/2019-](https://www.cdc.gov/coronavirus/2019-ncov/community/pdf/Reopening_America_Cleaning_Disinfection_Decision_Tool.pdf)

[ncov/community/pdf/Reopening\\_America\\_Cleaning\\_Disinfection\\_Decision\\_Tool.pdf](https://www.cdc.gov/coronavirus/2019-ncov/community/pdf/Reopening_America_Cleaning_Disinfection_Decision_Tool.pdf)

## **ITEM # 1.2.2**

### **Consult with Wing Legal Officer about resuming meetings**

A phone consultation was conducted on 16 Jun 20 between the Plan Coordinator Lt. Col Washington and the NHWG Legal Officer Lt. Col Elliot Korona about resuming meetings. Lt. Col Korona was satisfied with the contents in the NHWG COVID-19 Phase I Plan.

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## **ITEM # 1.2.3**

### **Consult with Wing Director of Safety**

A phone consultation was conducted on 16 Jun 20 between the Plan Coordinator Lt. Col Washington and the NHWG Director of Safety Lt. Col Keith Lauder. Lt. Col Lauder was satisfied with the safety measures outlined in the NHWG COVID-19 Phase I Plan.

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## **ITEM # 1.2.3.1**

### **Verify proper risk planning tools are available to units**

Risk planning tools will be provided to subordinate units via a memorandum (See Appendix 2). Other tools available to units can also be found in the links in Item # 1.2.1.2. Units will also be provided with the Remobilization of the Membership Checklist published from CAP NHQ.

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## **ITEM # 1.2.3.2**

### **Prepare to communicate with subordinate units on Safety-related matters (See Item #1.7)**

Lt. Col Keith Lauder NHWG Director of Safety will communicate via email to subordinate unit safety related items that will include, but not limited to the following:

1. The review of CAPFs 160, 160S, and 160HL to be sure COVID-19 risks are considered and mitigated.
  2. To emphasize the Unit Safety Officers on the continued use of face coverings, gloves, and hand sanitizer, as well as social distancing, hand washing and surface cleaning/disinfection. This informational material can be found in the links in Item #1.2.1.2 Health Education and Sanitation.
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## **ITEM # 1.2.4**

### **Coordinate with Wing Director of Cadet Programs**

A meeting was conducted on 16 Jun 20 between the Plan Coordinator Lt. Col Washington and the NHWG Director of Cadet Programs Lt. Col Anna Hullinger. Lt. Col Hullinger was satisfied with the contents in the NHWG COVID-19 Phase I Plan.

#### ITEM # 1.2.4.1

**Prepare recommendations for units regarding meeting activities and alternatives to maintain optimal distance while at meetings.**

Virtual meetings will continue in Phase I for all NHWG subordinate units.

If negative COVID data prolongs our progression into Phase II, then unit meetings may be held in accordance with the NHWG COVID-19 Phase I plan as mentioned in Item #1.4.3.

NHWG has prepared recommendations for units in Appendix 4.

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#### ITEM # 1.4.3

**Set date to resume meetings; this is also the start of Phase II.**

NHWG will initially use Phase I to train and evaluate subordinate units for their readiness for Phase II implementation. If the evaluation is satisfactory, they will receive approval from the NHWG CC or his designee for meetings with senior/cadet staff in accordance with the NHWG COVID-19 Phase I plan. If negative COVID data prolongs our progression into Phase II, then unit meetings may be held in accordance with the NHWG COVID-19 Phase I plan. This would require NHWG CC or his designee's approval.

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#### ITEM # 1.8.2

**Educate members on their stratified level of risk (i.e., Low-risk vs. High-risk)**

This risk education will be provided to members by material from the NHWG HSO (See Appendix 6) and additional material from the CDC regarding an individual's level of risk. This risk assessment will be closely monitored by the NHWG HSO to offer any additional training when necessary.

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#### ITEM # 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.**

Subordinate units will not be approved for Phase I meetings until they submit a plan on how they will comply with this restriction. Units will have to demonstrate this plan as part of their Phase I evaluation.

NHWG will recommend an electronic means of sign up that limits the number of participants at 10. i.e. Eventbrite, Google, SignUpGenius, etc.

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#### ITEM # 1.9.1

**Units identify ways to meaningfully engage and fully participate in meetings without formations, drill, or other close-distance activities.**

Virtual meetings will continue in Phase I for all NHWG subordinate units.

If negative COVID data prolongs our progression into Phase II, then unit meetings may be held in accordance with the NHWG COVID-19 Phase I plan as mentioned in Item #1.4.3.

Subordinate units must submit a plan for this requirement to the Remobilization Task Force for review before conducting any meetings in Phase I.

## **ITEM # 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.**

Virtual meetings will continue in Phase I for all NHWG subordinate units.

If negative COVID data prolongs our progression into Phase II, then unit meetings may be held in accordance with the NHWG COVID-19 Phase I Plan as mentioned in Item #1.4.3.

Units will be provided by NHWG a drafted message to parents of cadet staff – See Appendix 7.

Units will also be provided by NHWG a drafted message to parents of cadets if meetings resume under Phase I- See Appendix 7.5.

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## **ITEM # 1.10.1**

**Identify flight operations permitted during Phase I**

NHWG Director of Operations Lt. Col Brian Riis will communicate to the subordinate units via email that the following flight operations are permitted during Phase I.

Flight evaluations/check rides, crew proficiency, and dual instruction. These flight operations will be conducted only to low-risk members and in low-risk areas.

# Appendix 1

Commanders,

As you are aware, NH Wing has an approved Remobilization Plan for Phase I operations.

To comply with the NHWG COVID-19 Phase I Plan Item 1.2.1.2, please use the following information for temperature screening, health education, and sanitation.

Temperature Screening Guidelines – CAP NHQ 30 April 2020

[https://www.gocivilairpatrol.com/media/cms/CAP\\_COVID\\_19\\_Temperature\\_Screening\\_29C5E049DA530.pdf](https://www.gocivilairpatrol.com/media/cms/CAP_COVID_19_Temperature_Screening_29C5E049DA530.pdf)

For temperature screening, keep a log for 6 months that includes the following:

1. Date of screening
2. Members Name
3. CAPID #
4. Pass/Fail temperature

Health Education – CDC

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>

Sanitation – CDC

[https://www.cdc.gov/coronavirus/2019-ncov/community/pdf/Reopening\\_America\\_Guidance.pdf](https://www.cdc.gov/coronavirus/2019-ncov/community/pdf/Reopening_America_Guidance.pdf)

[https://www.cdc.gov/coronavirus/2019ncov/community/pdf/ReOpening\\_America\\_Cleaning\\_Disinfection\\_Decision\\_Tool.pdf](https://www.cdc.gov/coronavirus/2019ncov/community/pdf/ReOpening_America_Cleaning_Disinfection_Decision_Tool.pdf)

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## Appendix 2 (Page 1 of 2)



NEW HAMPSHIRE WING  
CIVIL AIR PATROL  
UNITED STATES AIR FORCE AUXILIARY  
51 Airport Rd.  
Concord NH, 03301

### MEMORANDUM FOR NHWG SQUADRON COMMANDERS

FROM: NHWG REMOBILIZATION TASK FORCE

SUBJECT: 1.2.3.1: Phase 1 Reopening Tasks (Post COVID-19 Phase I Remobilization Plan Template)

1. Verify proper risk planning tools are available to units.

1.1 The following items need to be addressed by each squadron commander prior to reopening and hosting cadets at meeting locations.

#### 1.1.1 Meeting facilities

1.1.1.1 Squadron commander should confirm the meeting location/facility is operational and open with or without restrictions.

1.1.1.2 Each meeting location should be assessed for capacity and identify the total number of people who can safely maintain 6 foot social distancing requirements while inside.

1.1.1.3 Outdoor areas at the meeting location should be assessed for feasibility of use as squadrons are encouraged to meet outside as much as possible as the weather and daylight allows.

#### 1.1.2 Personal protective equipment (PPE) and sanitizing supplies

1.1.2.1 Squadrons will be provided all the necessary personal protective equipment (PPE) for members to use when meetings resume. PPE will be provided by NHWG and includes an ample supply of face masks, hand sanitizer, gloves, and a no-touch thermometer.

1.1.2.2 Members are encouraged to bring their own face masks/coverings to meetings.

1.1.2.3 All surface areas, including tables, chairs, door handles, etc. should be sanitized prior to cadet arrival, as needed throughout the meeting, and at the conclusion of the night

#### 1.1.3 Adverse weather plan

1.1.3.1 Squadrons should make every effort to conduct their squadron meetings and activities outside as often as possible. This allows for greater social distancing of all members.

1.3.1.2 In the event of adverse weather, squadron commanders will need to address their indoor meeting location, relative to the size of their squadron, to determine if meeting indoors is feasible with the number of attendees, activities planned, and 6 foot social distancing requirements. If social distancing cannot be maintained indoors, it is advised that squadron commanders cancel their meeting for that week.

## Appendix 2 (Page 2 of 2)

### 1.1.4 Health Screening Questions

1.1.4.1 Upon arrival, all members will be asked the screening questions adapted from questions approved by the state of NH to determine their risk of being infected with or exposed to COVID-19. If they answer “yes” to any of the questions, they may need to be questioned further to determine if the symptoms are related to seasonal allergies or other chronic conditions. If the symptoms are potentially COVID-19 related, the member will be asked to return home.

1.1.4.2 Have you been in close contact with a confirmed case of COVID-19?

1.1.4.3 Have you had a fever or felt feverish in the last 72 hours?

1.1.4.4 Are you experiencing any respiratory symptoms including a runny nose, sore throat, cough, or shortness of breath?

1.1.4.5 Are you experiencing any new muscle aches or chills?

1.1.4.6 Have you experienced any new change in your sense of taste or smell?

### 1.1.5 Member education of new health and safety guidelines

1.1.5.1 Touch free temperature sensing will take place upon the arrival of all members. Temperatures will need to be less than 100.4° F.

1.1.5.2 All personnel will keep their hands clean by hand washing or hand sanitizing, and all touch surfaces (tables, chairs, etc) will be sanitized frequently.

1.1.5.3 All personnel will wear face masks.

1.1.5.4 All personnel shall keep 6 feet apart.

1.1.5.5 Members will be kept in small groups. As appropriate, activities will be taken outside with appropriate distancing between all members.

1.1.5.6 Parents/guardians will not drop their cadets off and leave. Parents/guardians must wait until a temperature check has been completed before leaving.

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## Appendix 3

New Hampshire Wing Safety Officers,

As you know, the New Hampshire Wing is working on Phase 1 Remobilization to begin the process of returning our Wing and Squadron activities back into operation in a safe and appropriate manner.

As we begin the process of Remobilization, it is extremely important that we use the CAP Safety Risk Management process, as defined in CAPR 160-1, Civil Air Patrol Safety Program, in ALL of your planned activities.

Each Squadron MUST complete the appropriate Risk Management (RM) review for ALL activities as defined in Paragraph 3.3 of CAPR 160-1:

- CAPF 160 - Deliberated Risk Assessment Worksheet, and
- CAPF 160S - Real times Assessment Worksheet, and/or
- CAPR 160HL - Hazard Listing Worksheet

The risks assessed for COVID-19 and all mitigation efforts for those defined risks must be included in each review. This includes the identification of Personal Protective Equipment (PPE) which includes, but is not limited to gowns, face masks, face shields, gloves, temperature reading devices, or other equipment needed for the activities to reduce the COVID-19 exposure risk. If the required PPE, as defined in the activity Risk Assessment is not available, then the activity will NOT be conducted.

Other factors that you must consider during your Risk Assessment is the use of hand sanitizer, social distancing, hand washing, and surface cleaning/disinfecting. Please be sure to emphasize to ALL your Squadron members the importance of following ALL of these protective/preventive actions at ALL times...not just within our CAP environment.

To help you start to work with these requirements, I have attached to this message:

- CAPR 160-1, paragraph 3.3
- CAPF 160 - Deliberated Risk Assessment Worksheet, and
- CAPF 160S - Real times Assessment Worksheet, and/or
- CAPR 160HL - Hazard Listing Worksheet

Thank you for your help in making the Remobilization of the New Hampshire Wing of Civil Air Patrol happen as safely as possible with minimal risks for our members.

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## Appendix 4

### ITEM #1.2.4.1

During regularly scheduled meetings and activities, units can prepare several options for optimal social distancing. To continue in having a safe and productive meeting, squadrons will have to prioritize what activities will be essential, and the mitigation that is needed to properly execute. All meetings will adhere to proper PPE, sanitation, distancing, screening, and temperature checks prior to the start of any CAP event/activity. These activities are only used in case online versions are not able to be completed. Phase I is limited to essential tasks for meetings and are kept at minimum physical participation.

Written Testing: Written testing is essential in cadet progression, however, most if not all testing can be done online, and at the convenience of the cadet's home. Should a test need to be administered because of computer access or internet, a computer test or paper test can be administered at the squadron. Should this occur, members will sanitize before and after the written test, and any additional guidelines. Adjustment may be needed for verbal proctoring; however significant distancing can still be maintained during the test. If the test is administered via paper/hardcopy, the test will not be reused and destroyed promptly thereafter.

Physical Fitness: Fitness testing will occur only if the cadet cannot adequately complete one at home. No additional activities involving fitness will be scheduled during Phase I meetings. Testing can be done with significant social distancing except during the sit-up and sit and reach portion. These will require proper hand sanitizing between each cadet for the sit-and-reach, and a mask for both individuals will be required. Should a cadet pass two out of three events, and before the third is administered (not cardio), the cadet will not continue onto the third event. This will help in lowering more unnecessary exposure for the cadet and proctor. Sit-ups will be conducted either with a toe-bar for the cadets feet, or with a cadet assistant. Same rule applies, if the cadet passes the push-up and sit-and-reach portion, they may not move forward to the sit-ups to reduce the time needed and exposure. It is recommended that sit-ups occur last to help mitigate this option. Same hygiene practices with sanitizer, and mask will apply. Pacer and run will require little to no contact and should be administered without a mask.

Presentations: Presentations can occur only with chair spacing, mask and sanitization prior to the presentation. Group activities that require breakouts such as CDI, study, etc..., will remain at a proper 6+ feet distance. Public events will not occur during this timeframe to include socials, or physical open houses.

Interactive/Close Quarters: Hands-on classes or events to include but are not limited to aerospace, ground team training, uniform inspections, will not occur during Phase I. Ground Team classes can occur only if they are classroom based/virtual and not sharing or using equipment, same for aerospace classes. Color Guard/Honor Guard practice will not occur during this time.

Senior Meetings: Senior meetings should be held with limited members, or staggered schedules. These members should have priority should be given to Level 1 newcomers, finance, logistics (vehicle maintenance), and any safety related training required. These meetings should be prioritized and considered virtual if possible. The same safety precautions should be utilized during this time. Mentoring should be considered case-by-case with specialty tracks, proficiency or mission related tasks.

Considerations should be made to limit the number of participants for each meeting. This will be varying depending on the size and location of the squadron. Only areas that are critical (listed above) should be considered for a meeting during Phase I with limited participants. Only those who need a physical fitness test, written test or CDI should be considered at this time along with mission critical items. Other focused presentations may include promotions with family, specifically milestones (Curry, Wright Brothers, Mitchell, Earhart, Eaker, and Spaatz) and senior member professional development. Lectures that can remain online should be done so by any means during Phase I.

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# Appendix 5



NEW HAMPSHIRE WING  
CIVIL AIR PATROL  
UNITED STATES AIR FORCE AUXILIARY  
51 Airport Rd.  
Concord NH, 03301

MEMORANDUM FOR NHWG/CV

FROM:

SUBJECT: 1.2.4.2: Phase 1 Reopening Tasks (Post COVID-19 Phase I Remobilization Plan Template)

1. Prepare bullets for units to incorporate when sending messages to parents about the resumption of meetings.

1.1 NH Wing CAP has formed a Reopening Task Force to determine the best way to proceed with holding in person squadron meetings. The Task Force has developed a plan with several phases for reopening based on the COVID-19 data outlined on <http://www.covidactnow.org>.

1.2 After NHQ approval of the NHWG plan, Phase 1 will begin once the NH COVID-19 data has met or exceeded the following requirements for a minimum of two weeks (14 days):

- a. "Infection Rate" of 1.1 or less, with a flat or generally downward trend for at least two weeks;
- b. "Positive Test Rate" of 10% or less, with a flat or generally downward trend for at least two weeks
- c. The "ICU Headroom Used" statistic should be below 60%. It should also not be increasing.

Phase 1 mandates that only groups of 10 or less people are able to meet in person, following specific guidelines (outlined below) and will primarily consist of training and communication of new safety requirements for all CAP members (Senior Members and Cadets). Squadrons will be inspected by the NH Wing Commander or his designee to ensure new operational safety measures are in place prior to the resumption of squadron meetings and activities. Cadet staff may be asked to participate in onsite training of new safety measures at the squadron prior to reopening.

1.3 Phase 2 will begin following 14 days of successful Phase 1 and the continuation of the NH COVID-19 data continues to meet or exceed the requirements listed above. Phase 2 will allow for groups of 50 or less to meet in person following strict health and safety precautions. Squadron meetings and local activities in NH Wing will resume during Phase 2 and will require strict adherence to the following mandates.

1.3.1 Touch free temperature sensing will take place upon the arrival of all members.

1.3.2 All personnel will keep their hands clean by hand washing or hand sanitizing, and all touch surfaces (tables, chairs, etc.) will be sanitized frequently.

1.3.3 All personnel will wear face masks.

1.3.4 All personnel shall keep 6 feet apart.

1.3.5 Members will be kept in small groups. As appropriate, activities will be taken outside with appropriate distancing between all members.

1.3.6 Parents/guardians will not drop their cadets off and leave. Parents/guardians must wait until a temperature check has been completed before leaving.

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## **Appendix 6 (Page 1 of 2)**

### **RISK FACTORS FOR COVID-19**

COVID-19 is a new disease and there is limited information regarding risk factors for severe illness. Based on currently available information and clinical expertise, older adults and people of any age who have serious underlying medical conditions might be at higher risk for severe illness from COVID-19.

The following place you at higher risk:

- Asthma
- Chronic kidney disease being treated with dialysis
- Chronic lung disease
- Diabetes
- Hemoglobin Disorders
- Immunocompromised
- Liver disease
- People aged 65 years and older
- People in nursing homes or long-term care facilities\
- Serious heart conditions
- Severe obesity

While the pandemic goes on it is important to maintain social distancing, avoid handshakes, wash hands frequently or use hand sanitizer as well as using a cloth face mask when out in the public.

///End of Document///

# YOUR RISK FOR COVID-19

If you believe you have come into contact with someone in the community who has been diagnosed with COVID-19 (coronavirus) here is how you can determine your risk for contracting the virus.

## NO RISK

BRIEFLY WALKING BY A PERSON WHO TESTED POSITIVE FOR COVID 19 AND WAS NOT EXPERIENCING SYMPTOMS.

## LOW RISK

BEING IN THE SAME ROOM AS A PERSON WHO TESTED POSITIVE FOR COVID-19, HAD SYMPTOMS AND YOU WERE WITHIN SIX FEET.

## MEDIUM RISK

SUSTAINED CLOSE CONTACT (10 MINUTES OR LONGER) WITHIN SIX FEET OF A PERSON WITH COVID-19 WHILE THEY HAD SYMPTOMS.

## HIGH RISK

CLOSE HOUSEHOLD CONTACT WITH A PERSON WHO TESTED POSITIVE FOR COVID-19.

According to the CDC, individuals that are at high-risk of becoming ill from COVID-19 include older adults and individuals with serious chronic or long-term medical conditions.

If you are experiencing symptoms, contact your healthcare provider.

Learn more about how to assess your risk from the CDC. Information about COVID-19 is available at [www.cdc.gov](http://www.cdc.gov)

## Appendix 7 (Page 1 of 2)

### Draft of letter from Squadron Commander to parents of cadet staff

MEMORANDUM FOR All Unit Members

FROM: XXXXXXXXXX

SUBJECT: Return to Squadron Meetings – Phase 1

1. As the state of New Hampshire attempts to return to normal following the COVID-19 epidemic, we are entering a new state of “normal”. In an effort to allow our members to return to in-person meetings, the following procedures will be implemented in an effort to follow all guidelines from the White House COVID-19 Task Force and the Centers for Disease Control and Prevention. As additional information is issued from higher headquarters, we will adjust our procedures accordingly. We ask that during this time, you please remain vigilant and flexible as we try to return to “normal”. As infections are now on the rise, please realize that our entry into Phase 1 could easily slide back into Phase 0 again. Be mentally and physically prepared for that possibility.
2. XXXXXXXXX (Composite or Cadet) Squadron key members will be returning to a reduced “in-person” meetings status on XXXXXX. The unit will continue to meet at XXXXXXXXXXXXXXXX. The unit will also continue its normal meeting time from XXXXXXXXXXXX. To keep our members safe, the following procedures will be followed by all members until rescinded by the unit commander:
  - A. All meetings will be limited to 10 or less people in attendance.
  - B. All members attending the weekly meetings will be of good health. Any member having any of the following symptoms will abstain from attending the weekly meetings:
    - (1) Fever (100.4 degrees F or higher)
    - (2) Cough (non-productive) of an unknown origin
    - (3) Shortness of Breath/Difficulty Breathing
    - (4) Chills
    - (5) Repeated shaking with chills
    - (6) Muscle pain
    - (7) Headache
    - (8) Sore throat
    - (9) New loss of taste or smell
  - C. Cadet staff may arrive between XXXXXXXX to have a staff meeting and get information needed for the evening. Cadets not on Cadet staff should not arrive prior to XXXX. Senior Executive Staff should plan on arriving between XXXXXXXX; all other Seniors may arrive after XXXX Upon arrival, all members will have their temperature taken via a non- contact method (i.e.: infra-red temple thermometer). All temperatures will be documented. Anyone displaying a fever will be instructed to return home and not attend the meeting.

Facemasks prevent the spread of droplets through the air. All members will be required to wear face covering/mask while in attendance. Facemasks may be homemade or may be commercially purchased (i.e. medical grade surgical/simple mask). Masks will be placed on the member prior to exiting their vehicle upon arrival and will remain on until they have re-entered their car that the end of the meeting. Masks will be conservative in nature, solid colors that complement and respect the United States Air Force uniform.

Social distancing guidelines will always be followed. Classrooms will have chairs spaced 6 feet apart. If this is not possible, classes may be split up so that social distancing can be obtained. All members will maintain six feet separation.

## **Appendix 7 (Page 2 of 2)**

Prior to the meeting, Senior and Cadet Staff will sanitize all surfaces of chairs, tables, etc. that members may come in contact with throughout the meeting. This process will be repeated at least 1 time during the course of the meeting and then again prior to leaving the meeting.

Proper hand washing will be encouraged and maintained throughout the meeting. If possible, the unit will provide hand sanitizer for members to use throughout the meeting. If hand sanitizer is not available, members will be encouraged to use the “old fashioned” method of washing with soap and water. Members will wash their hands on a regular basis throughout the meeting. Essentially wash or sanitize hands before the meeting, at the break and after the meeting ends.

Proper hygiene techniques will be used at all times. Members are asked to cover their coughs or sneezes into a tissue or their elbow to help cut down on particulate spread. We understand that we are in the middle of allergy season and these are sometimes difficult to avoid.

These policies and procedures will go into effect upon the unit’s return to normal meetings. Given the uncertainty of the pandemic, parents who do not wish to have their Cadets return to unit meetings may do so. Please make sure the Cadet contacts their chain of command to notify. In addition, parents are also asked to notify the unit commander via email that the Cadet will not be attending. Please include how long the absence is expected to last and encourage virtual participation if possible.

These policies are subject to change based upon additional policies and information given by both New Hampshire Wing Headquarters and National Headquarters – Civil Air Patrol. Members will be notified via email of any changes to the above procedures. We thank you in advance for your assistance and cooperation in this matter. Stay safe and healthy.

XXXXXXXXXX, XXXXX, CAP  
Squadron Commander

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## Appendix 7.5 (Page 1 of 2)

### Draft of letter from Squadron Commander to parents of cadets

MEMORANDUM FOR All Unit Members

FROM: XXXXXXXXXX

SUBJECT: Return to Squadron Meetings – Phase 1

3. As the state of New Hampshire attempts to return to normal following the COVID-19 epidemic, we are entering a new state of “normal”. In an effort to allow our members to return to in-person meetings, the following procedures will be implemented in an effort to follow all guidelines from the White House COVID-19 Task Force and the Centers for Disease Control and Prevention. As additional information is issued from higher headquarters, we will adjust our procedures accordingly. We ask that during this time, you please remain vigilant and flexible as we try to return to “normal”. As infections are now on the rise, please realize that our entry into Phase 1 could easily slide back into Phase 0 again. Be mentally and physically prepared for that possibility.
4. XXXXXXXXX (Composite or Cadet) Squadron will return to their normal “in-person” meetings on XXXXXXX. The unit will continue to meet at XXXXXXXXXXXXXXX. The unit will also continue its normal meeting time from XXXXXXXXXXXXXXX. To keep our members safe, the following procedures will be followed by all members until rescinded by the unit commander:
  - D. All meetings will be limited to 10 or less people in attendance.
  - E. All members attending the weekly meetings will be of good health. Any member having any of the following symptoms will abstain from attending the weekly meetings:
    - (10) Fever (100.4 degrees F or higher)
    - (11) Cough (non-productive) of an unknown origin
    - (12) Shortness of Breath/Difficulty Breathing
    - (13) Chills
    - (14) Repeated shaking with chills
    - (15) Muscle pain
    - (16) Headache
    - (17) Sore throat
    - (18) New loss of taste or smell
  - F. Cadet staff may arrive between XXXXXXX to have a staff meeting and get information needed for the evening. Cadets not on Cadet staff should not arrive prior to XXXX. Senior Executive Staff should plan on arriving between XXXXXXX; all other Seniors may arrive after XXXX. Upon arrival, all members will have their temperature taken via a non-contact method (i.e.: infra-red temple thermometer). All temperatures will be documented. Anyone displaying a fever will be instructed to return home and not attend the meeting.

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Social distancing guidelines will be followed at all times. Classrooms will have chairs spaced 6 feet apart. If this is not possible, classes may be split up so that social distancing can be obtained. All members will maintain six feet separation.

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## Appendix 7.5 (Page 2 of 2)

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Proper hygiene will be used at all times. Members are asked to cover their coughs or sneezes into a tissue or their elbow to help cut down on particulate spread. We understand that we are in the middle of allergy season and these are sometimes difficult to avoid.

These policies and procedures will go into effect upon the unit’s return to normal meetings. Given the uncertainty of the pandemic, parents who do not wish to have their Cadets return to unit meetings may do so. Please make sure the Cadet contacts their chain of command to notify. In addition, parents are also asked to notify the unit commander via email that the Cadet will not be attending. Please include how long the absence is expected to last and encourage virtual participation if possible.

These policies are subject to change based upon additional policies and information given by both New Hampshire Wing Headquarters and National Headquarters – Civil Air Patrol. Members will be notified via email of any changes to the above procedures. We thank you in advance for your assistance and cooperation in this matter. Stay safe and healthy.

XXXXXXXXXX, XXXXX, CAP  
Squadron Commander

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# Appendix 8

## COVID-19 Remobilization – Flight Operations

This will serve as a general guide to Flight Operations during the transition from Phase Zero to Phase One.

### **Current procedures being utilized during flight operations requiring more than one crew member:**

1. Confirmed satisfactory health of all members involved. (i.e. Do not have a fever, any cold symptoms, and have not been exposed to anyone known to have been diagnosed with COVID-19). When a multi-member crew is planned the PIC shall confirm with the other crewmembers their individual status and report that status to the FRO as part of the IMSAFE briefing.
2. Utilization of appropriate PPE (masks, gloves, etc.) where otherwise not restricted by safe flight operations.
3. Pre-flight and post-flight cleaning of aircraft ‘high use’ surfaces. The cleaning materials (disinfectant, disposable paper goods, etc.) are provided in each aircraft. Additional supplies are stored in the local ‘field boxes’ or hangar locations. Care should be taken not to damage electronic displays and other sensitive equipment during the cleaning process.

NOTE: If individual crew members are not satisfied that the operations being planned are safe and within the boundaries set by National HQ, Region or NH Wing staff they should refuse the flight assignment.

### **Current operations that are permitted (Phase Zero):**

1. Actual AFAM missions for disaster relief support, missing aircraft or persons, other missions to protect life and property (Fire Patrol, Health of the Forest, etc.)
2. Approved missions in accordance with NHQ directives to maintain the fleet of aircraft; either for maintenance relocation missions, or flights for the aircraft engine preservation initiative (CAP NHQ Memo 21 April 2020).
3. Approved missions to maintain operational readiness (day, night, instrument currency). If a second pilot is required (for simulated IFR), then all crew member health concerns must be addressed (See the concerns noted above).
4. Approved missions as permitted by the NH Wing Commander (or designee) and Director of Operations (or designee) as coordinated and approved by USAF/LO and /or NHQ Staff.

### **Planned changes when moving into Phase One:**

1. All of the above missions, while maintaining the cleaning and other health concerns/standards.
2. Flight evaluations (Form 5, Form 91, Mt. Qualifications, etc.),
3. Crew proficiency flights,
4. Dual instruction,
5. Individual aircrew training,
6. Cadet Wings Program, or other individual cadet flight training within the scope of that program’s limitations and with specific parental permission.

NOTE: Cadet orientation flights (even single individual events) are anticipated when moving into Phase Two Operations.