

Approved: 13 July 2020



Post-COVID-19 Remobilization of the Membership Plan

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

VERSION 2.0



NHWG

Completed 12 JUN 2020

Template Updated 8 June 2020

COVID-19 Remobilization of the Membership Plan – Phase II

This plan has been developed for New Hampshire Wing, using the template provided by the Civil Air Patrol National Headquarters to enter Phase II, Resuming One-Day Special Activities.

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.*

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

NHWG received approval for Phase I operations on 25 June 2020. As of 11 Jul 20 the state of NH is currently in Phase II with groups limited to 50 or less.

As of 11 Jul 20 Covid Act Now metrics allow the move to Phase II operations.

Infection rate **.84** (trending down forecasted), Positive test rate **1.6%** (flat trend), ICU Headroom Used **4%**.

Currently using Phase I for training and evaluation for Phase II operations. Subordinate units are being inspected and evaluated by members of the Remobilization Task Force to ensure compliance with Phase I/II guidance and directives.

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COVID-19 Remobilization of the Membership Plan – Phase II

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

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

Item#	Task	OPR/Assigned Personnel	Date Tasked	Suspense	Date Completed	Notes
2.1.	Wing Commanders should review their wing calendar for previously-postponed and upcoming day-only events	Col Ninness	1 Jul 20			NHWG CC and staff will review wing calendar prior to the 15 Jul 20 CC call to reschedule postponed events and ensure that upcoming events are day-only.
2.1.1.	Wing priorities for training events should be coordinated with unit commanders' needs	Col Ninness	1 Jul 20			As part of the upcoming commander's call, squadron commanders and wing staff directorates will define their upcoming training needs for inclusion in the wing calendar.
2.1.2.	Task staff officers to provide input on list of events and priorities:	Lt. Col Washington	1 Jul 20			Emailed Staff in Items 2.1.2.1 on 2 Jul 20 for input on events and priorities.
2.1.2.1.	Director of Aerospace Education	Lt. Col Goupil	2 Jul 20		5 Jul 20	Received email input on 5 Jul 20.
2.1.2.2.	Director of Cadet Programs	Lt. Col Hullinger	2 Jul 20		4 Jul 20	Received email input on 4 Jul 20.
2.1.2.3.	Director of Operations/Emergency Services	Lt. Col B. Riis	2 Jul 20		2 Jul 20	Received email input on 2 Jul 20.
2.1.2.4.	Director of Professional Development	Maj D. Cray	2 Jul 20		6 Jul 20	Received email input on 6 Jul 20.
2.1.2.5.	Plans and Programs Officer	N/A	N/A		N/A	Vacant position.
2.2.	Coordinate with subordinate unit leaders to deconflict calendar events to the greatest extent possible	Col Ninness	1 Jul 20			See Item 2.1 & 2.1.1
2.3.	Publish updated event listings to the Wing calendar and promote these dates to the units for their planning and participation					See Item 2.1
2.4.	Task the Director of Safety to coordinate with Activity Directors	Lt. Col Lauder	1 Jul 20		5 Jul 20	NHWG Safety Officer will review all Activity Directors Gen Ops Plan(Appendix 1) and coordinate with them.
NOTE:	<i>The term "Activity Directors" may include Incident Commanders that are directing exercises. Incident Commanders should use existing operational guidance for real-world missions and taskings. Use good judgement.</i>					
2.4.1.	Activity Directors will use Post-COVID-19 produced Risk Management (RM) forms to mitigate local risks	Lt Col Washington	1 Jul 20		5 Jul 20	Activity Directors will be required to submit an Activity Gen Ops Plan (Appendix 1) for NHWG approval. Item #2.4.1 will be added as a required field in that Gen Ops Plan.
2.4.2.	Activity Directors identify sources for face coverings, gloves, & sanitizer to use in case of a return to increased risk	Lt Col Washington	1 Jul 20		5 Jul 20	Activity Directors will be required to submit an Activity Gen Ops Plan (Appendix 1) for NHWG approval. Item #2.4.2 will be added as required field in that Gen Ops Plan.

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

Plan Completed By: Lt. Col John Washington

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COVID-19 Remobilization of the Membership Plan – Phase II

Item#	Task	OPR/Assigned Personnel	Date Tasked	Suspense	Date Completed	Notes
2.5.	Task the Health Service Officer to coordinate with Activity Directors	Lt. Col Lamontagne	01 Jul 20		5 Jul 20	NHWG HSO will review all Activity Directors Gen Ops Plan (Appendix 1) and coordinate with them.
2.5.1.	Health Service Officers consider screening with no-touch thermometers at events (if such equipment is available and practical)	Lt. Col Lamontagne	01 Jul 20		14 Jun 20	Addressed in NHWG COVID-19 Phase I Plan Item #1.8.1
2.5.2.	Health Service Officers remind members that identify as High-risk to remain home, but participate virtually	Lt. Col Lamontagne	01 Jul 20		5 Jul 20	NHWG will continue to offer virtual platforms for those that are identified as high risk. HSO will email members to emphasize Item 2.5.2.
2.5.3.	Health Service Officers ensure that there is a cleaning/sanitizing plan for commonly touched surfaces, a hand washing plan, a face covering plan, a temperature check plan (either performed prior to entering the activity with a no-touch thermometer or performed at home prior to coming to the activity), and a social distancing plan.	Lt. Col Lamontagne	31 May 20		15 Jun 20	Addressed in NHWG COVID-19 Phase I Plan Item #1.2.3.2
2.5.4.	Units will ensure no more than 50 members are together at gatherings. Squadrons with more than 50 members must submit a plan on how they will comply with restrictions	Lt. Col Washington	31 May 20		15 Jun 20	Addressed in NHWG COVID-19 Phase I Plan Item #1.8.4 Member adjustment made from 10 to 50.
2.6.	Ensure Activity Directors have plans in place to communicate last-minute cancellations of events to participants	Lt. Col Washington	01 Jul 20		5 Jul 20	Activity Directors will be required to submit an Activity Gen Ops Plan (Appendix 1) for NHWG approval. Item #2.6 will be added as required field in that Gen Ops Plan.
2.7.	Ensure Activity Directors have plans in place to conduct verification of local public health guidance, local weather, and any other information that may lead to event cancellation (Continuation Check)	Lt. Col Washington			5 Jul 20	Activity Directors will be required to submit an Activity Gen Ops Plan (Appendix 1) for NHWG approval. Item #2.7 will be added as required field in that Gen Ops Plan.
2.7.1.	45 Days Prior Continuation Check	Lt. Col Washington	1 Jul 20		5 Jul 20	Required field in Activity Gen Ops Plan (Appx 1)
2.7.2.	14 Days Prior Continuation Check	Lt. Col Washington	1 Jul 20		5 Jul 20	Required field in Activity Gen Ops Plan (Appx 1)
2.7.3.	7 Days Prior Continuation Check	Lt. Col Washington	1 Jul 20		5 Jul 20	Required field in Activity Gen Ops Plan (Appx 1)
2.7.4.	1 Day Prior Continuation Check	Lt. Col Washington	1 Jul 20		5 Jul 20	Required field in Activity Gen Ops Plan (Appx 1)
2.7.5.	Day-Of Continuation Check	Lt. Col Washington	1 Jul 20		5 Jul 20	Required field in Activity Gen Ops Plan (Appx 1)

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COVID-19 Remobilization of the Membership Plan – Phase II

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

Item#	Task	OPR/Assigned Personnel	Date Tasked	Suspense	Date Completed	Notes
2.8.	Ensure Unit Commanders are aware of and following the same procedures for unit-only single-day activities (i.e., they are the Activity Director for the purposes of this checklist, for unit events)	Lt. Col Washington	1 Jul 20		5 Jul 20	Unit Commanders will be required to submit an Activity Gen Ops Plan (Appendix 1) for NHWG approval.
2.9.	Email this plan to signal intentions to resume single-day events to the CAP COVID-19 Planning Team at COVID-19Plans@capnhq.gov , and copy the Region Commander	Lt. Col Washington	1 Jul 20		11 Jul 20	Will email NHWG COVID-19 Phase II Plan once it has been reviewed and approved by the NHWG legal Officer and the Wing CC.
2.9.1.	Briefly describe/summarize previous coordination accomplished (i.e., 2.1 through 2.8 above)	Lt. Col Washington	1 Jul 20		8 Jul 20	See Page 5.
2.9.2.	Verify no jurisdictional restrictions are in place from State or Local Governments	Maj Tim Lang	1 Jul 20		5 Jul 20	Verified with Maj Lang that the state of NH is in Phase II as of 2 Jul 20.
2.9.3.	Set date to resume one-day special activities	Lt. Col Washington	1 Jul 20		5 Jul 20	Proposed date 23 Jul 20.
2.9.4.	Receive approval from the CAP COVID-19 Planning Team to resume one-day special activities. Plan for one-week lead time.	Lt. Col Washington	1 Jul 20		5 Jul 20	See Item #2.9
2.10.	Publish the date that one-day special activities will resume to subordinate units	Col Ninness	1 Jul 20		6 Jul 20	Will be accomplished via email. See Item 2.9.3
2.11.	Task Wing Director of Operations to communicate the following to subordinate units	Lt. Col Washington	1 Jul 20		5 Jul 20	NHWG DO Lt. Col B. Riis will communicate to the subordinate units via email.
2.11.1.	Identify flight operations permitted during Remobilization Phase II	Lt. Col B. Riis	1 Jul 20		5 Jul 20	Small-group local crew training, flight evaluations/check rides, crew proficiency, dual instruction, & CAP cadet orientation flights. See Appendix 2
2.11.2.	Identify requirements (Currency, etc) for Senior members	Lt. Col B. Riis	1 Jul 20		5 Jul 20	NHWG DO Lt. Col B. Riis will communicate to the subordinate units via email.
2.11.3.	Identify cadet training requirements that may be different than Phase I requirements	Lt. Col B. Riis	1 Jul 20		5 Jul 20	No differences or changes from Phase I.
2.11.4.	Identify cleaning standards for aircraft and vehicles before and after use	Lt. Col B. Riis	1 Jul 20		5 Jul 20	See NHWG COVID-19 Phase I Plan Appendix 8.

COVID-19 Remobilization of the Membership Plan – Phase II

2.9.1. Briefly describe/summarize previous coordination accomplished (i.e., 2.1 through 2.8 above)

A list of activities that have been postponed due to COVID-19 restrictions has been created. This is mostly ES Training, our Wing Conference, and various PD or CP training events that were not “virtualized” in the interim. The priorities for training events going forward center around pilot recurrency and proficiency, and a resumption of monthly TRAINEX events, followed by resuming cadet & senior training events that otherwise could not occur virtually (ie. drill competition, planning for encampment or NCOLS later in the fall/winter). Lastly Internal AE activities (wing aerospace day, rocket competition) are being scheduled for resumption. Squadron commanders have been asked to supply their “broad strokes” plans and training needs for the remainder of 2020, and then into Spring 2021 to allow for deconfliction and coordination of training resources. Part of this will begin on July 15th at Commander’s Call. The Director of Safety and the Health Services Officer will serve as subject matter experts on COVID mitigation steps for unit commanders and activity directors as we move into Phase II and beyond. No contact thermometers have been obtained for those units that cannot afford them and for Wing HQ sponsored activities, and the command staff is reviewing each unit’s capability to “reopen” by demonstration of their communications, cleaning, screening, social distancing and protective measures plans. Units with more than 50 members and members in high-risk categories will continue to offer virtual training opportunities

(Appendix 1)
NHWG Civil Air Patrol
Activity General Operations Plan

Approval By: _____

1. **ACTIVITY DESCRIPTION**
 - a. Type of activity:
 - b. Activity Location:
 - c. Primary Dates:
 - d. Responsible staff and host unit:
 - i. Project officer:
 - ii. Contact information:
 - iii. Host Unit:
 - e. Activity Description and schedule:
 - f. Objective:
2. **SAFETY:** (what will be done to ensure the safety of this activity)
 - a.
3. **PARTICIPATION LIMITATIONS AND RESTRICTIONS:**
 - a. Number of participants - Maximum 10 (Phase1) and 50 (Phase 2):
 - b. Restrictions (age/rank):
4. **COMMUNICATIONS REQUIREMENTS:** (incl emergency contact phone, etc.)
 - a. Point-of-Contact:
 - b. Short notice communication plan:
5. **KEY STAFF**
 - a. Officer In Charge:
 - b. Safety Officer:
 - c. Misc. Positions:
6. **RESOURCES NEEDED:** (incl administration, fuel, provisions, billeting, etc.)
 - a. None
7. **PROPOSED FUNDRAISING/DONATIONS:**
 - a. None
8. **FACILITIES TO BE USED:**
 - a. Facility Description:
 - b. Sanitizing Procedures:
9. **NEAREST EMERGENCY FACILITY**

(Appendix 1)
Civil Air Patrol
Activity General Operations Plan

10. BUDGET (complete 10a below): 0.00.00

a. Money to be received (\$)

Donations/Fundraising	0.00
Fees from participants	0.00
Unit funds	
	0.00
Other funds	0.00
Total	
	0.00

BALANCE (complete 10b below): 0.00.00

b. Money to be spent (\$)

Supplies	0.00
Food	0.00
Facility Charges	0.00
Other	0.00
Total	0.00

11. PAYMENT DETAILS

WHO are the checks made payable to:

WHAT is in the MEMO on the checks:

WHERE are the checks sent:

Notification to WG Finance officer:

12. ADMINISTRATION: (incl applications, waivers, emergency contact, etc.)

a. Permission Slip, Google Form RSVP

(Appendix 1)
Civil Air Patrol
Activity General Operations Plan

COVID-19 SPECIFIC

- b. Submit Gen Ops Plan to NHWG Health Services Officer for review.
- c. Submit Gen Ops Plan to NHWG Safety Officer for review.
- d. Review local health guidance for any restrictions.
- e. Conduct COVID-19 Health Questionnaire to all participants.
- f. Conduct Temperature Checks on all participants.
- g. Ensure supply of masks for each participant is available.
- h. Provide hand sanitizer (if available)
- i. Ensure supply of gloves (For cleaning, temperature checks and handling of any ill members)

RISK MANAGEMENT:

- j. Review CAPF 160 & 160S for risk assessment.
- k. Review local weather for risk assessment.
- l. Review any information that would lead to cancelation of the event.
- m. 45, 14, 7, 1 and Day-Of Continuation Check.

(APPENDIX 2)

COVID-19 Remobilization – Flight Operations – Phase One to Two

This will serve as a general guide to Flight Operations during the transition from Phase One to Phase Two. The procedural and text changes for Phase Two are in *italics*.

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.
4. *During Cadet Orientation flights care should be taken to provide adequate time to clean aircraft between sorties, and headsets used by individuals should be specifically cleaned before 'swapping'.*

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 *during* 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.

(APPENDIX 2)
COVID-19 Remobilization – Flight Operations – Phase One to Two

Permitted operations during 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.

Additional operations permitted during Phase Two:

1. *All of the previously described missions following the cleaning and other health concerns/standards (including, but not limited to, correct PPE).*
2. *Cadet Orientation Flights for one or two cadets per sortie with specific notification to responsible parents or guardians.*
3. *One-day mission (SAREX/TRAINEX) events with a limitation of 50 or less members in attendance. Limited person to person contact can be achieved by using remote/virtual briefing and debriefing of participants.*