

Approved: 13 July 2020



Post-COVID-19 Remobilization of the Membership Plan

Phase I: Resuming Regularly Scheduled Meetings

NJWG

Completed 11 JUN 2020 / Revised 8 JUL 2020 (Rev-6)

Template Updated 8 June 2020

COVID-19 Remobilization of the Membership Plan – Phase I

This plan has been developed for NEW JERSEY 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 NOT APPLICABLE, 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 (Dr.) Jon McCullough, CAP, NJWG/HSO

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

An attachment is provided for background information and greater detail (document pages 6 – 15).

CAP COVID-19 Feedback (8 Jul 20 feedback):

- Page 7 (Attachment for NJWG, page 2 of 10), second bullet: Requirement to record member's temperature should be removed.
- Page 7 (Attachment for NJWG, page 2 of 10), fourth bullet: Protective masks should be worn outdoors as well as indoors.
- Page 12 (Attachment for NJWG, page 7 of 10), Hazard Identification, seventh bullet: No more than 10 members are allowed at a meeting (indoors or outdoors) under CAP phase I guidance. This is even if the State is less restrictive.
- A formal letter/memo should be composed and sent to all members when the plan is approved so they are informed. The draft letter/memo should be included in the phase I plan.
- Temperature references. Members taking their temperature at home should be sufficient. If they do take their temperature at home, and state that they have, a second temperature screening isn't necessary.
- Aviation Gloves and other references to gloves. Please refer to the FAQs to ensure the guidance is in line with the FAQs.

Plan Completed By: Lt Col Brown, NJWG/CS

Last Updated: 8 July 2020

Template Updated 8 June 2020

COVID-19 Remobilization of the Membership Plan – Phase I

Phase I: Resuming Regularly Scheduled Meetings

Item#	Task	OPR/Assigned Personnel	Date Tasked	Suspense	Date Completed	Notes
1.1.	Verify state government guidance currently allows or will allow gatherings on the date proposed for resuming meetings (Review of overall directives in impacted state)	NJWG/HSO (Lt Col McCullough)	1 JUN 20	2 JUN 20	2 JUN 20	New Jersey Executive Order (NJ EO) 161, dtd 2 JUL 20; no other more restrictive local government orders are expressly prohibited in this Executive Order.
1.2.	Hold meeting with between Plan Coordinator and Health Services Officer	NJWG/HSO (Lt Col McCullough)	1 JUN 20	4 JUN 20	4 JUN 20	See attachments.
1.2.1.	Wing priorities for training events should be coordinated	NJWG/CV Ops (Lt Col Jennings)	11 JUN 20	17 JUN 20	1 JUL 20	See attachments.
1.2.1.1.	Check state and local health guidance regarding gatherings (Review of each jurisdiction impacted by this plan)	NJWG/HSO (Lt Col McCullough)	1 JUN 20	5 JUN 20	2 JUN 20	See attachments.
1.2.1.2.	Prepare information for subordinate units on temperature screening, health education, and sanitation	NJWG/HSO (Lt Col McCullough)	1 JUN 20	5 JUN 20	5 JUN 20	Projected NJ Governor's Phase II implementation date is 22 JUN 20; projected resumption of CAP unit meetings is 13 JUL 20.
1.2.2	Consult with Wing Legal Officer about resuming meetings	NJWG/CS (Lt Col Brown)	9 JUN 20	12 JUN 20	15 JUN 20	
1.2.3	Coordinate with Wing Director of Safety	NJWG/HSO (Lt Col McCullough)	1 JUN 20	2 JUN 20	2 JUN 20	
1.2.3.1	Verify proper risk planning tools are available to units	NJWG/SE (Capt Juba)	9 JUN 20	15 JUN 20	30 JUN 20	NJWG/CS and NJWG/SE working on deploying and training units on tools.
1.2.3.2	Prepare to communicate with subordinate units on Safety-related matters (see 1.7. below)	NJWG/SE (Capt Juba)	9 JUN 20	22 JUN 20	30 JUN 20	This is an ongoing task.
1.2.4	Coordinate with Wing Director of Cadet Programs	NJWG/HSO (Lt Col McCullough)	1 JUN 20	5 JUN 20	2 JUN 20	
1.2.4.1	Prepare recommendations for units regarding meeting activities and alternatives to maintain optimal distance while at meetings	NJWG/HSO (Lt Col McCullough)	1 JUN 20	2 JUN 20	2 JUN 20	
1.2.4.2	Prepare bullets for units to incorporate when sending messages to parents about the resumption of meetings	NJWG/HSO (Lt Col McCullough)	1 JUN 20	2 JUN 20	2 JUN 20	See attachments.

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COVID-19 Remobilization of the Membership Plan – Phase I

Phase I: Resuming Regularly Scheduled Meetings (Continued)

Item#	Task	OPR/Assigned Personnel	Date Tasked	Suspense	Date Completed	Notes
1.3.	Have subordinate unit commanders verify that local governments do not have more restrictive social-distancing guidelines than those at the state level	NJWG/HSO (Lt Col McCullough)	1 JUN 20	5 JUN 20	2 JUN 20	NJWG/HSO has verified there are no local ordinances or emergency orders.
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.	NJWG/CS (Lt Col Brown)	1 JUN 20	8 JUN 20	11 JUN 20	Templates and checklists were revised on 8 JUN 20. Plan had to be revised. All subsequent plans will be submitted. Planning document revisions will be sent to COVID-19Plans@capnhq.gov prior to implementation. NJWG will operate under approvals of record, until revisions are approved.
1.4.1.	Briefly describe/ summarize previous coordination accomplished	NJWG/HSO (Lt Col McCullough)	1 JUN 20	2 JUN 20	9 JUN 20	Wing staff meeting agenda item.
1.4.2.	Verify no jurisdictional restrictions are in place from State or Local Governments	NJWG/HSO (Lt Col McCullough)	1 JUN 20	5 JUN 20	2 JUN 20	Similar / identical to item #1.3.
1.4.3.	Set date to resume meetings; this is also the start of Phase II.	NJWG/CC (Col Abegg)	1 JUN 20	15 JUN 20	11 JUN 20	Projected Phase II for New Jersey civil authorities is 22 JUN 20. Indoor dining is prohibited UFN.
1.5.	Receive approval from the CAP COVID-19 Planning Team to reinstate meetings. Plan for one-week lead time.	NJWG/CS (Lt Col Brown)	11 JUN 20	18 JUN 20	OPEN	Meetings will not resume until this item is closed.
1.6.	Publish the date that meetings may resume to subordinate units	NJWG/CV Suppt (Lt Col Taylor)	11 JUN 20	21 JUN 20	OPEN	Pending approval of item #1.5.
1.7.	Task Wing Director of Safety to communicate the following to subordinate units	NJWG/CC (Col Abegg)	9 JUN 20	16 JUN 20	30 JUN 20	
1.7.1.	Units will review CAPFs 160, 160S, and 160HL to be sure COVID-19 risks are considered and mitigated	NJWG/SE (Capt Juba)	9 JUN 20	21 JUN 20	30 JUN 20	
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	NJWG/SE (Capt Juba)	9 JUN 20	21 JUN 20	30 JUN 20	This will be an ongoing tasking to continue emphasis on these standards.

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COVID-19 Remobilization of the Membership Plan – Phase I

Phase I: Resuming Regularly Scheduled Meetings (Continued)

Item#	Task	OPR/Assigned Personnel	Date Tasked	Suspense	Date Completed	Notes
1.8.	Task Wing Health Service Officer to communicate the following to subordinate units:	NJWG/CS (Lt Col Brown)	9 JUN 20	16 JUN 20	30 JUN 20	
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.	NJWG/SE (Capt Juba)	1 JUN 20	16 JUN 20	3 JUL 20	This will be an ongoing tasking to continue emphasis on these standards.
1.8.2.	Educate members on their stratified level of risk (i.e., Low-risk vs. High-risk)	NJWG/HSO (Lt Col McCullough)	1 JUN 20	16 JUN 20	3 JUL 20	This will be an ongoing tasking to continue emphasis on these standards.
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)	NJWG/HSO (Lt Col McCullough)	9 JUN 20	16 JUN 20	3 JUL 20	This will be an ongoing tasking to continue emphasis on these standards.
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	NJWG/HSO (Lt Col McCullough)	11 JUN 20	21 JUN 20	OPEN	This will be an ongoing tasking to continue emphasis on these standards.
1.9.	Task Wing Director of Cadet Programs to communicate the following to subordinate units:	NJWG/CS (Lt Col Brown)	11 JUN 20	16 JUN 20	OPEN	
1.9.1.	Units identify ways to meaningfully engage and fully participate in meetings without formations, drill, or other close-distance activities	NJWG/CP (1 st Lt Neff)	9 JUN 20	16 JUN 20	OPEN	This will be an ongoing tasking to continue emphasis on these standards.

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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	NJWG/CP (1 st Lt Neff)	9 JUN 20	16 JUN 20	OPEN	This will be an ongoing tasking to continue emphasis on these standards.
1.10.	Task Wing Director of Operations to communicate the following to subordinate units.	NJWG/CV Ops (Lt Col Jennings)	11 JUN 20	22 JUN 20	20 JUN 20	Even with approved plan, restrictions will not be lifted prior to closing any open suspense items.
1.10.1	Identify flight operations permitted during Phase I	NJWG/CV Ops (Lt Col Jennings)	11 JUN 20	22 JUN 20	20 JUN 20	AFAM, aircrew training and proficiency, cadet primary flight training, flight checks / evals, and dual instruction are permitted; disinfecting surfaces and wearing masks apply (unless masks interfere with communications or other duties). Aviation or medical gloves can be worn at member discretion. Aircrew (especially pilots) must determine their own risk acceptance. This disease has long-lasting effects which, even if survived, could render a pilot ineligible for an FAA Medical Certificate renewal. This has a direct impact on member and mission readiness.
1.10.2.	Identify requirements (Currency, etc) for senior members	NJWG/CV Ops (Lt Col Jennings)	11 JUN 20	22 JUN 20	20 JUN 20	In coordination with Emergency Services Training (Air); disseminate to all aircrew.
1.10.3.	Identify requirements for cadets that have earned their Private Pilot's License to return to flying	NJWG/CV Ops (Lt Col Jennings)	11 JUN 20	22 JUN 20	20 JUN 20	Cadets must fly with an instructor on their first sortie to ensure acceptable proficiency; afterward may fly for training proficiency IAW member self-evaluation and aircraft disinfection procedures.
1.10.4.	Identify requirements for cadets training to earn their Private Pilot's License	NJWG/CV Ops (Lt Col Jennings)	11 JUN 20	22 JUN 20	20 JUN 20	There are currently 8 NJWG cadets engaged in primary flight training through various programs: WINGS, flight academy completion, etc.
1.10.1.	Identify cleaning standards for aircraft and vehicles before and after use	NJWG/HSO (Lt Col McCullough)	11 JUN 20	17 JUN 20	20 JUN 20	Standards must be communicated to LGT and AMO; disseminated to all unit commanders and aircraft / vehicle managers. National standards and training videos are in effect and promulgated to members.

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1. Re-Opening Details

Executive Order (EO) 161 in-place for New Jersey:

(retrieved 5 Jul 20 from <https://nj.gov/infobank/eo/056murphy/pdf/EO-161.pdf>)

- Gov. Phil Murphy orders New Jersey into civil Phase II effective Monday, 22 Jun 20.
 - Conditions continue to improve: New Jersey re-infection rate is 0.62, which means one patient infects less than one more person.
 - Stay-at-home order is rescinded with immediate effect.
 - Indoor gatherings increased to a not-to-exceed (NTE) 25% of building capacity.
 - Outdoor gatherings increased to a NTE number of 500, effective 3 JUL 20; per NJ Governor EO 161, dated 2 Jul 20.
 - Outdoor dining is permitted beginning Monday, 15 Jun 20. Indoor dining is prohibited until further notice.
 - Public and private community pools will open starting Monday, 22 Jun 20.
 - Barbershops, nail and hair salons can open starting Monday, 22 Jun 20.
 - Organized sports which are outdoor and non-contact can resume on Monday, 22 Jun20.
 - Travelers from 19 other states must quarantine for 14 days following return to New Jersey (retrieved 5 Jul 20 from <https://www.nj.com/coronavirus/2020/06/nj-now-wants-travelers-from-16-states-to-quarantine-for-14-days-latest-list-doubles-from-last-week.html>)
 - Youth camps (non-resident and non-overnight) can resume on Monday, 6 Jul 20. **Overnight camps are prohibited.**

Bullets for units to incorporate when sending messages to parents about resumption of in-person meetings:

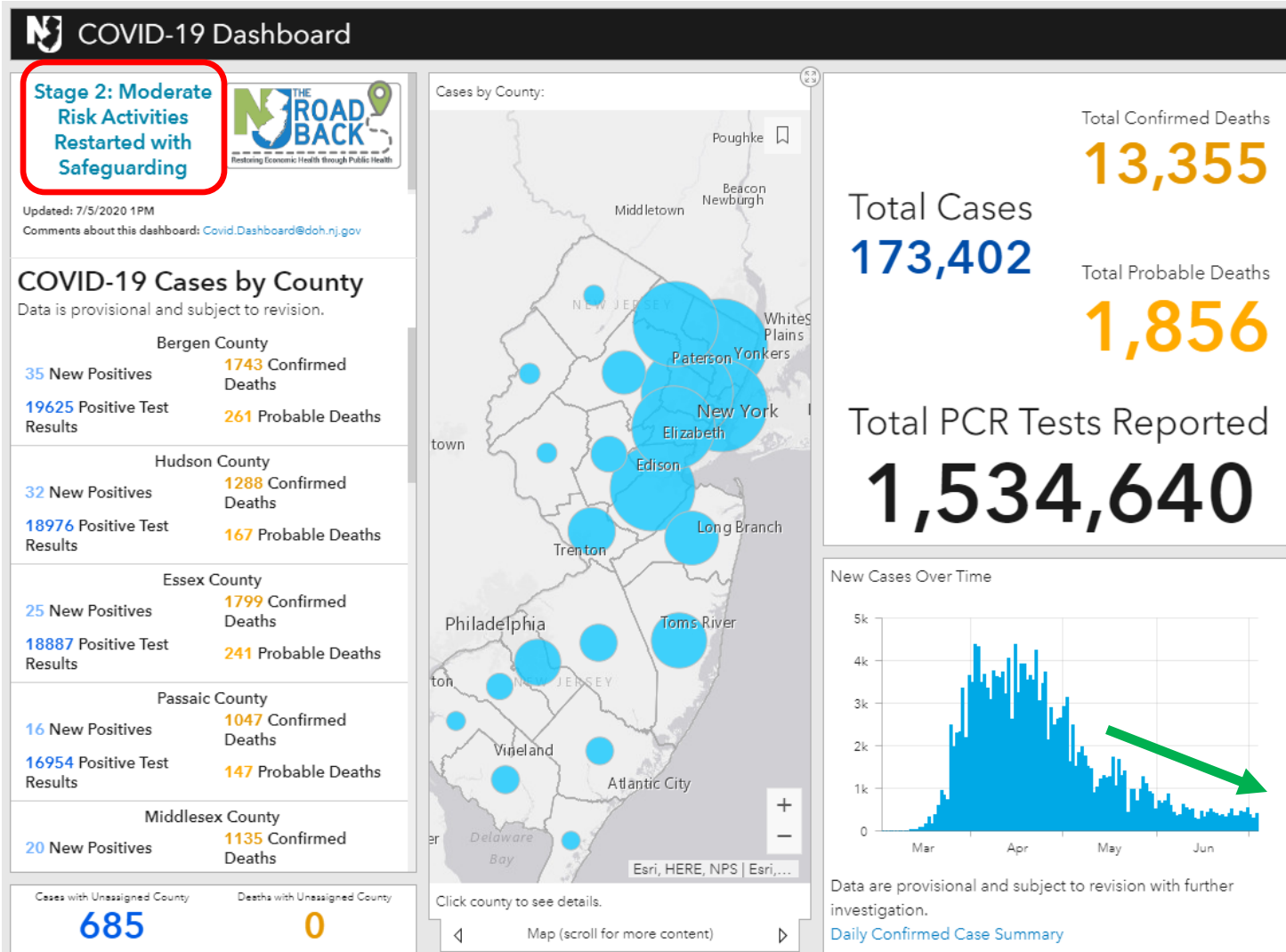
- Members should self-assess (including taking their own temperatures) prior to departing home for the unit meeting.
 - Anyone with a temperature >100.4 degrees must stay home.
 - Anyone detected with a temperature >100.4 must be denied entry to the meeting and advised to go home and avoid contact with others.
- Maintain 6-foot social distancing at all times; modify formations, and be careful in hallways, corridors, and approaching corners.
- Wear protective face coverings (properly, covering nose and mouth) when at a CAP meeting (indoors or outdoors).
- Use hand sanitizer / wash hands frequently when indoors.
- Do not touch face (eyes, mouth, nose, cheeks, forehead, etc.) with gloved hands or bare hands unless washed / sanitized IMMEDIATELY prior.
- Units above 10 members should consider staggering flights to ensure membership does not exceed those orders.
- Stay hydrated; 4 cups of water per hour (more for strenuous outdoor activity).
- Use PPE (and change it) when interacting with other members; gloves and masks. Assume any PPE that touches another has transferred contamination.
- High-risk members (known co-morbidities) should self-identify; they are not recommended for participation until Phase III is declared.

Bullets for units to incorporate when sending messages to parents about resumption of in-person meetings (*continued*):

- High-risk includes:
 - Those over 65 years of age
 - Those with chronic lung disease or severe asthma
 - Those with severe heart conditions
 - Immuno-compromised
 - Cancer
 - Smoking
 - Bone marrow / organ transplant recipients
 - Immune deficiencies
 - Poorly-controlled HIV / AIDS
 - Severe obesity (BMI 40+)
 - Those with diabetes
 - Those with chronic kidney disease undergoing dialysis
 - Those with liver disease

PLEASE KEEP IN MIND THAT THE ABSENCE OF A MEDICAL DIAGNOSIS DOES NOT MEAN A MEMBER IS FREE FROM THESE CO-MORBIDITIES!

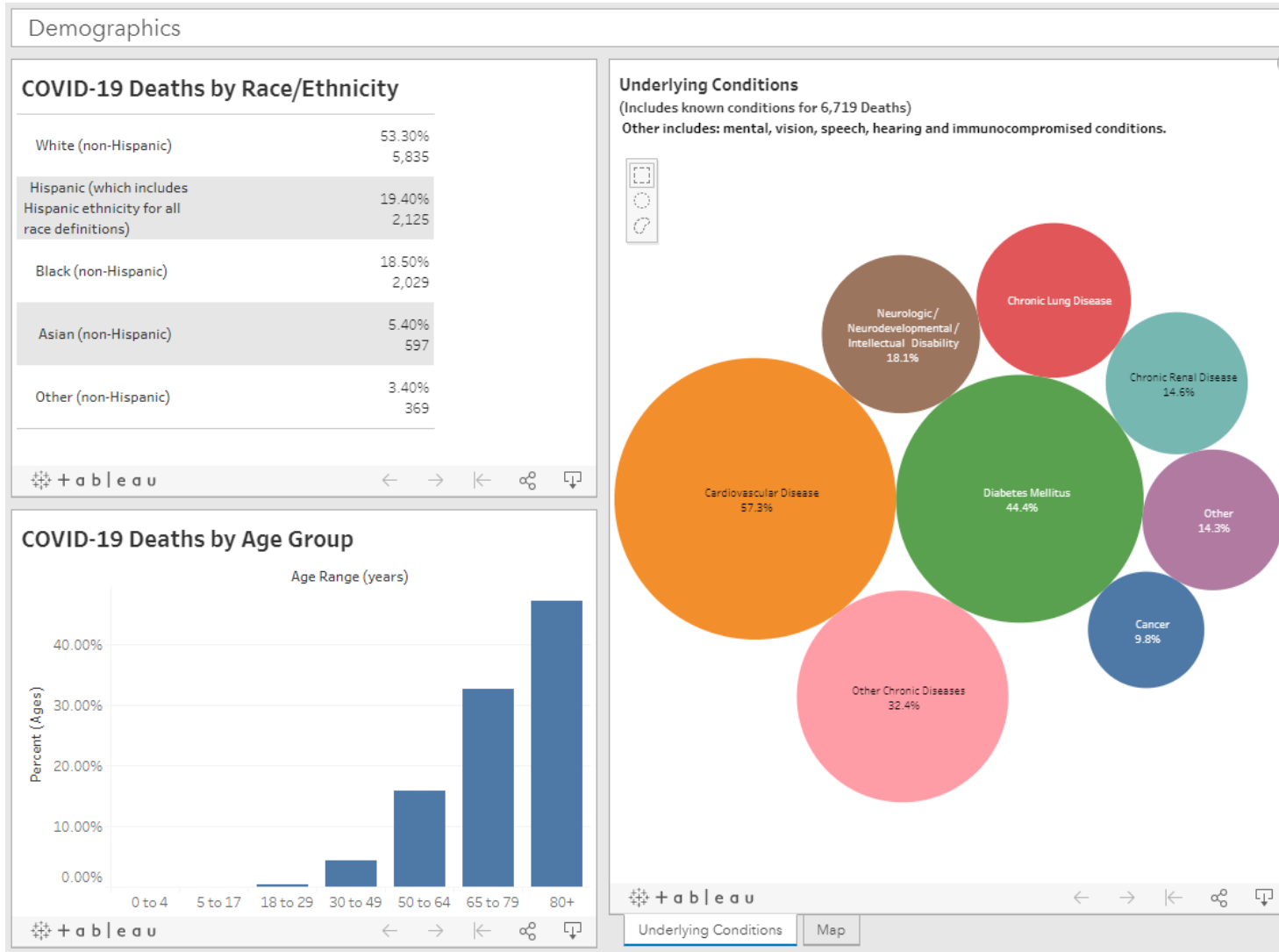
2. Current Conditions in the state of New Jersey (as of 5 JUL 2020):



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ATTACHMENT for NJWG, page 5 of 12



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ATTACHMENT for NJWG, page 6 of 12



State of New Jersey
Office of Emergency Management
 NJ State Police Division Headquarters | P.O. Box 7068, West Trenton, NJ 08628

Governor Phil Murphy • Lt. Governor Sheila Oliver
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Department of Law & Public Safety
Office of the Attorney General

COVID-19 Cases by County	COVID-19 Cases by County	COVID-19 Cases by County	COVID-19 Cases by County
<p>Data is provisional and subject to revision.</p> <p>Bergen County</p> <p>35 New Positives 19625 Positive Test Results</p> <p>1743 Confirmed Deaths 261 Probable Deaths</p>	<p>Data is provisional and subject to revision.</p> <p>Middlesex County</p> <p>20 New Positives 16913 Positive Test Results</p> <p>1135 Confirmed Deaths 196 Probable Deaths</p>	<p>Data is provisional and subject to revision.</p> <p>Morris County</p> <p>9 New Positives 6809 Positive Test Results</p> <p>659 Confirmed Deaths 147 Probable Deaths</p>	<p>Sussex County</p> <p>0 New Positives 1209 Positive Test Results</p> <p>156 Confirmed Deaths 37 Probable Deaths</p>
<p>Hudson County</p> <p>32 New Positives 18976 Positive Test Results</p> <p>1288 Confirmed Deaths 167 Probable Deaths</p>	<p>Union County</p> <p>48 New Positives 16455 Positive Test Results</p> <p>1153 Confirmed Deaths 175 Probable Deaths</p>	<p>Burlington County</p> <p>20 New Positives 5262 Positive Test Results</p> <p>395 Confirmed Deaths 38 Probable Deaths</p>	<p>Hunterdon County</p> <p>2 New Positives 1088 Positive Test Results</p> <p>69 Confirmed Deaths 55 Probable Deaths</p>
<p>Essex County</p> <p>25 New Positives 18887 Positive Test Results</p> <p>1799 Confirmed Deaths 241 Probable Deaths</p>	<p>Ocean County</p> <p>18 New Positives 9706 Positive Test Results</p> <p>904 Confirmed Deaths 68 Probable Deaths</p>	<p>Somerset County</p> <p>12 New Positives 4937 Positive Test Results</p> <p>450 Confirmed Deaths 80 Probable Deaths</p>	<p>Salem County</p> <p>3 New Positives 802 Positive Test Results</p> <p>72 Confirmed Deaths 5 Probable Deaths</p>
<p>Passaic County</p> <p>16 New Positives 16954 Positive Test Results</p> <p>1047 Confirmed Deaths 147 Probable Deaths</p>	<p>Monmouth County</p> <p>34 New Positives 9308 Positive Test Results</p> <p>725 Confirmed Deaths 96 Probable Deaths</p>	<p>Cumberland County</p> <p>7 New Positives 3017 Positive Test Results</p> <p>136 Confirmed Deaths 13 Probable Deaths</p>	<p>Cape May County</p> <p>1 New Positives 716 Positive Test Results</p> <p>70 Confirmed Deaths 4 Probable Deaths</p>
	<p>Mercer County</p> <p>14 New Positives 7740 Positive Test Results</p> <p>546 Confirmed Deaths 43 Probable Deaths</p>	<p>Atlantic County</p> <p>12 New Positives 2936 Positive Test Results</p> <p>207 Confirmed Deaths 14 Probable Deaths</p>	
	<p>Camden County</p> <p>41 New Positives 7479 Positive Test Results</p> <p>470 Confirmed Deaths 51 Probable Deaths</p>	<p>Gloucester County</p> <p>15 New Positives 2645 Positive Test Results</p> <p>181 Confirmed Deaths 7 Probable Deaths</p>	
		<p>Warren County</p> <p>4 New Positives 1253 Positive Test Results</p> <p>150 Confirmed Deaths 11 Probable Deaths</p>	

CONTEXT: New Jersey is a wildly-diverse landscape from wilderness to urban. NJWG HQ is located at Joint Base McGuire-Dix-Lakehurst on the border of Burlington and Ocean Counties in the south-center of the state. The counties closest to New York City are Hudson, Bergen, Essex, Passaic, Monmouth, and Union. The furthest south counties are Cape May, Gloucester, Atlantic, Cumberland, and Salem.

The State of New Jersey has determined that the rate of new infections has leveled-off and is actually decreasing; businesses are re-opening and restrictions are relaxed. Masks must still be worn in public.

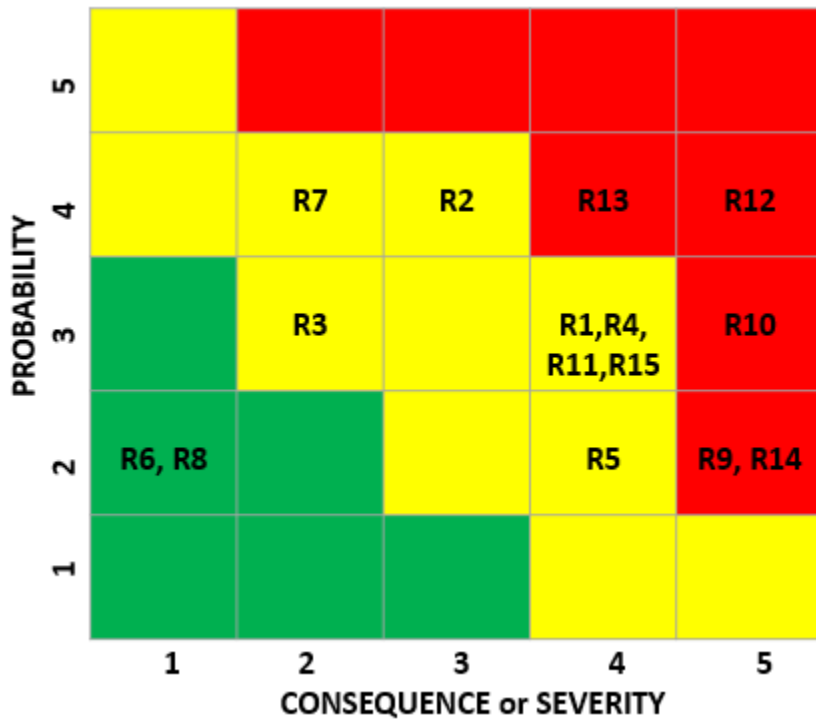
3. NJWG Remobilization of the Membership Risk Assessment

Hazard Identification

- If members are not conscientious about self-assessments, then an entire squadron and their families could be infected (R1).
- If members do not practice social distancing and wear PPE, then an asymptomatic member could unknowingly infect them (R2).
- If units are not uniformly aware of NJWG Post COVID-19 Phase I Re-Mobilization Plan, then compliance with proper practices will be inconsistent (R3).
- If units do not have the funds to purchase screening thermometers, then infected members or guests could be admitted to meetings (R4).
- If members cannot afford PPE, then they will show up at meetings without protection (R5).
- If members cannot afford PPE and do not show up at meetings, then they will be denied participation in unit meetings (R6).
- If more than 10 members show up for a CAP meeting (indoor or outdoor) during CAP Phase I, then some members may have to be turned away (R7). ~~THIS RISK IS RETIRED DUE TO INCREASED GATHERING LIMITS PER NJ GOVERNOR EO 162~~
- If our communication is not sufficient to reassure parents that NJWG has a safe plan, then they will not allow their minor children (cadets) to participate in unit meetings until Phase II or Phase III (R8).
- If members catch Coronavirus (COVID-19) that can be contact-traced back to a CAP activity, then unit leaders or members might get sued (R9).
- If a member does not realize he / she has risk factors and catches COVID-19 while participating at a CAP activity, then he / she might die (R10).
- If senior member aircrew infect each other during a mission, then they may re-infect other family members and be unavailable for tasking; in addition recovered senior member aircrew may not be able to obtain future FAA medical certificates (R11).
- If senior member pilot infects cadet on O-flight, then cadets may re-infect their family members (some of whom may be at-risk)(R12).
- If cadet infects senior member on O-flight, then that senior member will be unavailable for tasking and may lose FAA Medical (R13).

- If flammable disinfecting materials are stored in aircraft, then summer heat could produce combustion and destroy the aircraft (R14).
- If contact tracing identifies a CAP corporate aircraft as a source of infection, then that asset may be removed from service for decontamination (R15).

Hazard Assessment (Probability and Severity, or Consequence)



R1 – 3, 4 (Yellow)

R2 – 4, 3 (Yellow)

R3 – 3, 2 (Yellow)

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Hazard Assessment (Probability and Severity, or Consequence) (continued)

R4 – 3, 4 (Yellow)

R5 – 2, 4 (Yellow)

R6 – 2, 1 (Green)

R7 – 4, 2 (Yellow)

R8 – 2, 1 (Green)

R9 – 2, 5 (Red)

R10 – 3, 5 (Red)

R11 – 3, 4 (Yellow)

R12 – 4, 5 (Red)

R13 – 4, 4 (Red)

R14 – 2, 5 (Red)

R15 – 3, 4 (Yellow)

Risk Controls

New Jersey Wing has a responsibility to ensure all identified risks are managed, and probability of occurrence is reduced as much as possible. The options are to DELAY, REJECT, AVOID, ACCEPT, TRANSFER, SPREAD, and REDUCE.

Risk Decision – The following risk controls are most appropriate given hazard analysis:

R1 – **REDUCE**; use all communication techniques (phone tree, social media, etc.) to ensure members understand the possible effects.

R2 – **REDUCE**; members must be educated on the proper use of PPE (mask over nose! Taking off gloves, etc.) to ensure protection.

R3 – **TRANSFER**; NJWG Command Staff must communicate clearly and receive positive acknowledgement that all units understand.

R4 – **SPREAD**; if units cannot afford infrared “no contact” thermometers, then Group or Wing will have to fund.

R5 – **REJECT**; if members show up at meetings without PPE, they MUST be sent home; unless the unit agrees to provide PPE for them.

R6 – **ACCEPT**; unless units are able to supply PPE to its members, they will have to stay home until phase II or phase III.

R7 – **ACCEPT**; civil orders have increased limits to 500 persons for outdoor gatherings and 25% of building capacity for indoor meetings.

R8 – **REDUCE**; unit leaders should identify cadets with concerns and try to communicate directly with those members or parents.

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Risk Decision – The following risk controls are most appropriate given hazard analysis (continued from previous page):

- R9 – **REJECT** or **TRANSFER**; units can delay face-to-face meetings, or leaders can obtain personal liability insurance if not indemnified.
- R10 – **REJECT**; this is the most catastrophic risk because it is a “Known-Unknown.” Members don’t know if they have undiagnosed risk factors so they are (by definition) assuming unknown risk. This is a fundamental violation of risk management foundations and must be avoided at all costs. One possibility would be for any member who suspects he / she might have an undiagnosed risk factor to err on the side of caution and stay away, or use double PPE (double mask, or mask and face shield, and long gauntlet gloves).
- R11 – **REDUCE**; benefit for essential mission completion (and training to support mission currency) outweighs possible consequences; use aircraft / vehicle disinfection processes and PPE developed and communicated in item 1.10.1.
- R12 – **DELAY**; benefit does not outweigh possible consequence, delay until later phase; re-assess risk in Phase II and III.
- R13 – **DELAY**; benefit does not outweigh possible consequence, delay until later phase; re-assess risk in Phase II and III.
- R14 – **TRANSFER**; most NJWG aircraft are not hangared. Aircrew, instructors, and students are trained on proper disinfection procedures and effective disinfection materials and must provide their own for cleaning touch surfaces before AND after their missions or sorties. This eliminates the presence of flammable liquids stored in or near aircraft that could combust in extreme summer heat.
- R15 – **TRANSFER**; probability of infection through a New Jersey Wing aircraft is greatly reduced by transferring the responsibility for disinfection to the aircrews, instructors, and students; all aircrew members are responsible for bringing their own approved disinfection supplies and performing disinfection before AND after the mission. This reduces the probability that ineffective disinfection either on a preceding sortie or successive sortie will allow infected equipment to cause a COVID-19 case in NJWG aircrew.

Implement Decision

Each of these decisions (and any other controls for future identified risks) must be implemented for maximum risk management.

Supervise and Review (Feedback Loop)

Squadron, Group, and Wing Leadership (in coordination with Operations staff) must check weekly or bi-weekly via the Vice Commander for Support chain of command and the Vice Commander for Operations chain of command to ensure these risks are managed; and watch for emerging hazards. These conditions are not static and must be monitored and discussed periodically and regularly.

4. DRAFT Memorandum to NJWG Membership Implementing the Remobilization of the Membership

MEMORANDUM FOR ALL NEW JERSEY WING MEMBERS

FROM: CC

SUBJECT: CAP Post-COVID 19 Remobilization of the Membership, Phase I

1. This memorandum communicates the implementation of the National Headquarters-approved plan for New Jersey Wing to remobilize its membership and activities as civil authorities relax “stay-at-home” orders, widespread closures, curfews, and other public health protective measures.
2. Effective 13 July 2020, New Jersey Wing will enter CAP Phase I for membership remobilization. This applies to unit meetings, and various wing operations.
 - a. Units may commence in-person meetings with a limit of 10 members indoors or outdoors (or 25% of building occupancy if lower than 10).
 - b. Units who have more than 10 members must submit a plan to the NJWG/CV Support via the chain of command (squadron to group) to address how meetings will ensure no more than 10 members are present at one time, indoors or outdoors. Social distancing of at least 6 feet between people will be strictly enforced, including cadet drill and ceremonies.
 - c. Members are required to wear masks or other face coverings that properly cover the mouth and nose at all times while present at a CAP meeting.
 - d. Units will assign personnel to regularly clean contact surfaces at the meeting location at regular intervals, including prior to the commencement of the meeting and immediately following; this assignment of personnel does not restrict any other personnel from cleaning a suspect surface.
 - e. Units will instruct members to take their own temperature prior to entering a CAP meeting; a temperature equal to or greater than 100.4 degrees Fahrenheit is disqualifying for attendance at a CAP meeting. Units will rely on member self-reporting.

Plan Completed By: Lt Col Brown, NJWG/CS

Last Updated: 8 July 2020

Template Updated 8 June 2020

3. Flight operations during CAP Phase I will resume with certain restrictions:

- a. Aircraft will be disinfected according to National Headquarters materials and standards found at the following website https://www.youtube.com/watch?v=NOEs_jip-nU&feature=youtu.be.
- b. Isopropyl alcohol (IPA)/water mix (60% IPA/40% water, by volume) is recommended by CAP NHQ. For best results, wipe the surface with an IPA/water mix and let it dry. This mix can also be sprayed onto soft surfaces, like carpet, but do not use this IPA/water mix on aircraft leather and windows. Leather and windows: Any commercially available soap and water, such as dishwashing soap, can be used.
- c. Isopropyl alcohol (IPA) 50% is recommended for glass multi-function displays (MFD). For glass products with anti-reflective (AR) coating, use a concentration of greater than 50% Isopropyl Alcohol (IPA) with a micro-fiber cloth to prevent scratches. Do not use bleach or Lysol® wipes, or any cleaners with Citric Acid or Sodium Bicarbonate as these can etch the coating on these displays. AR glass is used on displays and touchscreens in the Garmin G1000, G3000, and G5000 systems, as well as Collins Proline21 and Proline Fusion. Do not use IPA on acrylic, Lexan, or Polycarbonate screens such as the Garmin GNS 430/530.
- d. Disinfection will be conducted before and immediately following sorties. This redundancy reduces the risk of ineffective disinfection.
- e. Permitted flight operations include AFAM, Form 5, Form 91, proficiency, re-qualification, cadet primary flight training, and dual instruction (as required). Face coverings will be worn at any time they don't interfere with crew duties or communications. Gloves (Nomex® flight gloves or nitrile gloves) can be worn at member discretion; Nomex® gloves are not barriers to infection and will provide minimal biohazard protection.
- f. Aircrews will check AIF and e-mail for any additional guidance or restrictions.

4. My POC for Flight Operations is 1st Lt Darren Mattos (Darren.mattos@njwg.cap.gov) and for unit meetings is Lt Col Nick Taylor (Nicholas.taylor@njwg.cap.gov). Please contact them, or your unit commander, if you require additional information. Stay safe!

JOE H. ABEGG SR., Col, CAP
Commander