

**Approved: 8 Aug 2020**



NEW MEXICO WING

# Post-COVID-19 Remobilization of the Membership Plan

Phase I: Resuming Regularly Scheduled Meetings

NMWG  
Completed 5 August 2020

Template Updated 8 June 2020

Version Control

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

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

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

Plan Coordinator and Point of Contact: Dean M Klassy, Lt Col NM Wing Vice Commander, COVID-19 Remobilization Team Leader

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Primary Email: dean.klassy@nmwg.cap.gov

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

Meetings have been held to coordinate the Remobilization of New Mexico Wing. We will work with the Group Commanders to have them help to ensure proper communication to the Squadrons of New Mexico Wing. Group Commanders were made part of the Remobilization Team to ensure that they had the most up-to-date information to better help the Squadrons.

As of this date we have accomplished a Townhall Meeting with Commanders and Squadron Deputies; Wing Staff Members and we have additional Townhall Meetings scheduled with senior members of the Wing and cadets and their parents.

Currently with a couple of counties that are “Hot Spots”, New Mexico Wing would like to have the option to open the Wing by county or by group structure using a phased approach to open the Wing. This will be dependent on the time that we complete each Phase of the opening.

New Mexico Wing COVID-19 Remobilization of the Membership Plan – Phase I



CIVIL AIR PATROL, NEW MEXICO WING  
*OFFICIAL AUXILIARY OF THE UNITED STATES AIR FORCE*  
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KIRTLAND AIR FORCE BASE, NM 87185



XX August 2020

MEMORANDUM FOR: New Mexico Wing Members and Parents of Cadets

FROM: Lt Col Dean Klassy, COVID-19 Remobilization Team Lead

SUBJECT: COVID-19 Remobilization of New Mexico Wing – Phase I

As we transition into Phase I of the Remobilization of New Mexico Wing and begin to host in-person meetings again, please review the following guidelines to continue minimizing the spread of COVID-19 and to help keep our members and their families safe. These limitations have been established to comply with both New Mexico State Department of Health directives and protocol for “group gatherings” (<https://cv.nmhealth.org/public-health-orders-and-executive-orders/>); and the guidance issued by CAP National Headquarters (<https://www.gocivilairpatrol.com/covid-19-information-cena>).

**General Health:** One of the best ways to minimize the spread of the COVID-19 virus is to minimize exposure to others and to yourself. If you are or a member of your household or a person with whom you have had time together are feeling ill, PLEASE stay home. It is also recommended that if you have a fever of 100.4 or higher you must also stay home. Once in-person meetings and activities resume, units/squadrons are being asked to check temperature prior to entry to meeting areas. The best practice would be to take your own temperature before you leave home instead of waiting to get to your meeting and be turned away or the possibility of infecting someone at the meeting.

Parents, please make sure your cadet has adequate hydration (water is best) and something nutritious to eat before coming to a CAP meeting or event. Lack of hydration or nutrition are common causes of cadets becoming ill during

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CAP activities. Also, remind your cadet to tell CAP leaders about any pre-existing conditions including minor injuries, recent illnesses, surgeries, allergies, or excessive fatigue. It is important to remember that as a parent/guardian, you are in the best position to determine if your cadet is healthy and prepared to re-engage in CAP's in-person programs.

**Practice Good Hygiene:** Proper hand washing is the number one hygiene method that can help protect you and others from potential exposure and infection. Using soap and water, thoroughly wash your hands for 20 seconds. If soap and water are not available, hand sanitizer should be used. Cough or sneeze into a tissue and immediately dispose of it and wash your hands or use hand sanitizer.

**Social Distancing:** Social distancing guidelines will be followed at all times. Meeting rooms will have chairs spaced 6 feet apart. If this is not possible, classes may be split up so that social distancing can be maintained. All members will maintain six feet separation, and avoid touching their eyes, nose and mouth with their hands.

**Face Coverings:** Cloth face coverings prevent the person wearing the mask from spreading respiratory droplets when talking, sneezing or coughing. Since people can spread the virus before symptoms start, or even if people never have symptoms, wearing a cloth face covering can protect others around you. Members **MUST** wear appropriate face coverings during the unit meeting and before or after the meeting when around others.

**Clean as you go:** Along with a thorough cleaning before and after each meeting, members should also clean surfaces after use with an appropriate cleaning disinfecting agent. See CDC guidelines. Guidance for disinfecting aircraft is on: [gocivilairpatrol.com-COVID-19/information](http://gocivilairpatrol.com-COVID-19/information) (can also be applied to vehicles).

**High-Risk Category:** If you are in the high-risk category, it is recommended that you remain home and avoid the meetings at this time. Persons considered high-risk include members who:

- Are over age 65
- Have a history of a chronic lung disease or asthma
- Have a history of a heart condition
- Have a compromised immune system, including cancer treatment, bone marrow or organ transplantation, immune deficiencies, and prolonged use of corticosteroids or other immune weakening medications
- Are morbidly obese (BMI >40%)

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- Have diabetes
- Have a kidney disease and are on dialysis
- Have a liver disease

Please use the above information to determine if you are healthy enough to attend meetings. If you have any questions, please contact the Wing Health Services Officer or Assistant.

Remember that we can all make a difference; let's make sure it is a good difference. Safety of our members and their families remain our top priority during this time of transition.

Respectfully,

Dean Klassy, Lt Col, CAP  
New Mexico Vice Commander  
COVID-19 Remobilization Team Lead

Joseph Perea, Lt Col. CAP  
New Mexico Wing Health Services Officer

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XX August 2020

MEMORANDUM FOR: New Mexico Wing Group Commanders and Squadron Commanders and Deputies

FROM: Lt Col Dean Klassy, COVID-19 Remobilization Team Lead

SUBJECT: COVID-19 Remobilization of New Mexico Wing – Phase I

We are reaching out to you as we implement Phase I towards resuming regularly scheduled squadron meetings.

There will be no more than 5 people at the meeting. This limitation follows New Mexico State Department of Health directives and protocol recommendations for “group gatherings” (<https://cv.nmhealth.org/public-health-orders-and-executive-orders/>); and the guidance issued by CAP National Headquarters (<https://www.gocivilairpatrol.com/covid-19-information-cena>). In-person squadron meetings, during Phase I, should be limited to Squadron Commander, Deputy Commander of Cadets, Cadet Commander, and any other senior cadets or senior staff members necessary to ready the meeting location, plan virtual meetings, and prepare/plan for future cadet operations. These in-person meetings must be kept to 5 people or less and follow CAP and CDC guidance to include social distancing, sanitizing, and hand washing. Disinfecting of meeting areas must be accomplished before and after the meeting. High touch areas/items should be disinfected during the meeting. Masks **MUST** be worn during the meeting unless there is an exception for an underlying health condition (this should be looked at should that person be at the meeting). Any person feeling sick **MUST NOT** attend the meeting and stay home.

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

Most of the squadrons are doing a great job engaging the Wing's cadets with virtual meetings and should continue to do so during Phase I. It is imperative that our units continue to work together and share innovative and creative ways to engage cadets. The limited meeting capacity permitted in Phase I should be used in conjunction with and as an enhancement to content delivered in the virtual format.

As the New Mexico Wing progresses to Phase II, our units can start to have more in-person meetings. Large units may want to consider holding in-person meetings on alternate weeks to accommodate as many members as possible. Virtual meetings should still be held to accommodate all cadets and seniors.

There will be some checklist items that we will be working with each of you on. When you receive an email or call from the staff, please respond immediately so we can continue to move the Wing into Phase I. Here are a couple of those checklist items; start working with your staff on how this will be accomplished locally.

- Have subordinate unit commanders verify that local governments do not have more restrictive social-distancing guidelines than those at the state level.
- Units will review CAPFs 160, 160S, and 160HL to be sure COVID-19 risks are considered and mitigated and units must submit to SE and Project Officer.
- Unit Safety Officers will emphasize continued use of face coverings, gloves, and hand sanitizer, as well as social distancing, hand washing and surface cleaning/disinfection.
- Units will ensure that 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 to a meeting. We will use the health screening checklist that is being provided and maintain a copy with your weekly sign-in roster. ([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)).
- 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). This will be done by using the health screening checklist that is being provided and maintain a copy with your weekly sign-in roster.
- Units identify ways to meaningfully engage and fully participate in meetings without formations, drill, or other close-distance activities.

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- Units draft a local message to parents to inform them about what CAP is doing to keep cadets safe while they participate. This will need to be forwarded to the Project Officer.
- Units will ensure no more than 5 members are together at gatherings, per State of New Mexico Health Order. Squadrons with more than 5 members must submit a plan on how they will comply with restrictions; this should be addressed in the squadron risk assessment (Form 160). In Phase I of the Remobilization we would be allowed 10 or less members once the State Health Order allows.

Commanders are responsible to notify the Wing Vice Commander if any member becomes sick after attending one of these meetings.

Remember that we can all make a difference; let's make sure it is a good difference. Safety of our members and their families remain our top priority during this time of transition.

Respectfully,

Dean Klassy, Lt Col, CAP  
New Mexico Vice Commander  
COVID-19 Remobilization Team Lead

Joseph Perea, Lt Col. CAP  
New Mexico Wing Health Services Officer



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XX August 2020

MEMORANDUM FOR: New Mexico Wing Staff Members

FROM: Lt Col Dean Klassy, COVID-19 Remobilization Team Lead

SUBJECT: COVID-19 Remobilization of New Mexico Wing – Phase I

We are reaching out to you as we implement Phase I towards resuming regularly scheduled staff meetings.

There will be no more than 5 people at any meeting. This limitation follows New Mexico State Department of Health directives and protocol recommendations for “group gatherings” (<https://cv.nmhealth.org/public-health-orders-and-executive-orders/>); and the guidance issued by CAP National Headquarters (<https://www.gocivilairpatrol.com/covid-19-information-cena>). In-person staff meetings, during Phase I, must be kept to 5 people or less and follow CAP and CDC guidance to include social distancing, sanitizing, and hand washing. Disinfecting of meeting areas must be accomplished before and after the meeting. High touch areas/items should be disinfected during the meeting. Masks **MUST** be worn during the meeting unless there is an exception for an underlying health condition (this should be looked at should that person be at the meeting). Any person feeling sick **MUST NOT** attend the meeting and stay home.

We understand that many of our Wing Staff are in the High-Risk Category. We must ensure we protect all of our members. If you have one of the following or fall into one of the following, please limit your possible exposure and hold off on attending meetings.

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**High-Risk Category:** If you are in the high-risk category, it is recommended that you remain home and avoid the meetings at this time. Persons considered high-risk include members who:

- Are over age 65
- Have a history of a chronic lung disease or asthma
- Have a history of a heart condition
- Have a compromised immune system, including cancer treatment, bone marrow or organ transplantation, immune deficiencies, and prolonged use of corticosteroids or other immune weakening medications
- Are morbidly obese (BMI >40%)
- Have diabetes
- Have a kidney disease and are on dialysis
- Have a liver disease

If you have any questions please let me know.

Remember that we can all make a difference; let's make sure it is a good difference. Safety of our members and their families remain our top priority during this time of transition.

Respectfully,

Dean Klassy, Lt Col, CAP  
New Mexico Vice Commander  
COVID-19 Remobilization Team Lead

Joseph Perea, Lt Col. CAP  
New Mexico Wing Health Services Officer



# New Mexico Wing Civil Air Patrol

## COVID-19 Health Screening



Date	Time	Name	Are you feeling ill?	In the past 14 days, did you care for or have close contact with someone diagnosed with COVID-19?  In the past 14 days have you had a positive COVID-19 Test?	Do you have any of the following symptoms: <ul style="list-style-type: none"> <li>• Fever or feeling feverish (chills, sweating)</li> <li>• Cough</li> <li>• Mild or moderate difficulty breathing</li> <li>• Sore throat</li> <li>• Muscle aches or body aches</li> <li>• Vomiting or diarrhea</li> <li>• New loss of taste or smell</li> <li>• Other symptoms</li> </ul>	Have you traveled outside of New Mexico in the last 14 days?

New Mexico Wing 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)	Legal	6-25-20	Ongoing. Would like update weekly.	7-15-20	5-26-20 As of this date the current Health Order only allows 5 or less people to gather. DK 7-15-20 there will be continuing discussions about the current Health Order before we start with Phase 1
1.2.	Hold meeting with between Plan Coordinator and Health Services Officer	Project Officer and HSO	7-11-20		7-18-20	18 July 20, Plan Coordinator and Health Services have discussed options across different meetings. AJE
1.2.1.	Wing priorities for training events should be coordinated	NM/DO-ES	7-1-20	7-21-20	8-1-20	6-26 Initial conversation with DO and Team Lead.  7-19 DO and NMCC are discussing this situation. This is also changing. We are looking at implementing flying on a case by case basis (Mission Essential) as we work with this Plan.  DOS will work on ES Training to comply with Phase I as well as State of New Mexico PHO. NM Wing will start doing some small ES and OPS training in Phase 1 where we will ask teams to provide specific CAPF160's and comply with Phase 1 recommendation during training.
1.2.1.1.	Check state and local health guidance regarding gatherings (Review of each jurisdiction impacted by this plan)	Legal	6-25-20	Ongoing. Would like update weekly.	On Going	5-26-20 As of this date the current Health Order only allows 5 or less people to gather. DK
1.2.1.2.	Prepare information for subordinate units on temperature screening, health education, and sanitation	NM/HSO	7-1-20	7-21-20	7-18-20	18 July 20, Temp screening guideline is referenced in material above, health education and sanitation guidelines are also in the material above to wing members and parents of cadets. AJE

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Item#	Task	OPR/Assigned Personnel	Date Tasked	Suspense	Date Completed	Notes
1.2.2	Consult with Wing Legal Officer about resuming meetings	Project Officer and Legal	6-25-20	Jul 19	This will be done before moving into Phase 1	Our Wing Legal Officer is in agreement that our Phase 1 Plan is appropriate.
1.2.3	Coordinate with Wing Director of Safety	Project Officer and SE	6-29-20	7-20-30	7-16-20	Wing SE is a Remobilization Team member.
1.2.3.1	Verify proper risk planning tools are available to units	NM/SE and Asst.	6-29-20	7-20-20	7-16-20	Example Form 160s posted in Microsoft Office in SharePoint; safety officers advised on 7-16.
1.2.3.2	Prepare to communicate with subordinate units on Safety-related matters (see 1.7. below)	NM/SE	6-29-20	7-15-20	7-15-20	Safety Officer quarterly meeting held 7-15; covered remobilization process and SO responsibilities.  Continuing to work with squadrons and groups on Risk Assessments.
1.2.4	Coordinate with Wing Director of Cadet Programs	Project Officer and CP	7-3-20	7-12-20	7-15-20	Prepared/submitted proposal to NMWG finance for purchase of cleaning supplies/PPE and touchless thermometers for units.  Edits to letters (squadron CCs and members/parents and staff).
1.2.4.1	Prepare recommendations for units regarding meeting activities and alternatives to maintain optimal distance while at meetings	Team/CP	7-3-20	July 19	8-1-20	CP has put together some suggestions in the Squadrons Programming suggestions in a Virtual and limited In-Person Environment (see attached).  CP is working with Squadrons and Groups individually.
1.2.4.2	Prepare bullets for units to incorporate when sending messages to parents about the resumption of meetings	Team	7-3-20	7-19-20	7-13-20	Cadet and Parent Townhall Meeting 1 Aug, Senior Member Townhall Meeting July 25 and Wing Staff Townhall Meeting July 18.  Initial letter written and reviewed by CP 7-13-20.

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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	Project Officer	6-20-20	Aug 15	Pending	This will be checked before we move forward with Phase I.
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.	Project Officer and Wing CC	7-21-20	July 27	July 27	To Wing Commander by July 21 To CAPNHQ by July 27
1.4.1.	Briefly describe/ summarize previous coordination accomplished	Project Officer	6-20-20	July 21	July 19	The Remobilization Team has met at least every two weeks and the Team Lead has worked individual Team Members to accomplish their tasks.  By Aug 1 we will have had 4 Wing Wide Town Hall Meetings with Squadron Commanders and their Deputies; Wing Staff Members; Senior Members; and Cadets and their Parents to explain Phase 1.
1.4.2.	Verify no jurisdictional restrictions are in place from State or Local Governments	Legal	7-1-20	July 19	7-19-20	This will be verified before we move to Phase 1 and will be reviewed at minimum weekly
1.4.3.	Set date to resume meetings; this is also the start of Phase II.	Team	7-15-20	8-15-20	Pending	SOFT date for meeting August 15.
1.5.	Receive approval from the CAP COVID-19 Planning Team to reinstate meetings. Plan for one-week lead time.	Project Officer and Wing CC	6-20-20	8-15-20	Pending	Anticipating approval on our around August 5.
1.6.	Publish the date that meetings may resume to subordinate units	Project Officer	6-20-20	Aug 15	Pending	Initial letter, Aug 21 final letter 30
1.7.	Task Wing Director of Safety to communicate the following to subordinate units	Project Officer and SE	6-29-20	7-20-20	7-15-20	This will be reviewed before moving to Phase 1

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Item#	Task	OPR/Assigned Personnel	Date Tasked	Suspense	Date Completed	Notes
1.7.1.	Units will review CAPFs 160, 160S, and 160HL to be sure COVID-19 risks are considered and mitigated	NM/SE	6-29-20	7-20-20	7-15-20	Units will complete Phase 1 risk assessment(s) and send to Wing SE for review. Examples as well as overall Wing RAs are posted in Microsoft Office on SharePoint.
1.7.2.	Unit Safety Officers/Commanders s will emphasize continued use of face coverings, gloves, and hand sanitizer, as well as social distancing, hand washing and surface cleaning/disinfection	NM/SE and Unit SE	6-29-20	7-20-20	7-15-20	Tools for supporting remobilization provided to unit safety officers and posted in Microsoft Office on SharePoint and Wing Safety website.
1.8.	Task Wing Health Service Officer to communicate the following to subordinate units:	NM/HSO	6-20-20	7-21-20	7-18-20	The HSO and his assistant has worked on email letters that will go out to members.  18 July 20 HSOA Agreed, mechanisms for this communication already exist.
1.8.1.	Units <b>will ensure</b> 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.	Group and Unit CC	7-10-20	Squadron CC have to confirm to SE and CP that they are ready to start Phase 1 prior to first meeting.	Prior to moving to Phase 1	Squadron CC have to confirm to SE and CP that they are ready to start Phase 1 prior to first meeting.  Currently have checklist, see page 11 of this document.

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Item#	Task	OPR/Assigned Personnel	Date Tasked	Suspense	Date Completed	Notes
1.8.2.	Educate members on their stratified level of risk (i.e., Low risk vs. High-risk)	Unit CC and Unit SE	7-10-20	Squadron CC have to confirm to SE and CP that they are ready to start Phase 1 prior to first meeting.	Prior to moving to Phase 1	Health screening procedure (temp checks home/prior to meeting entry) and general wellness checklist. Outlined in member/parent letter.  High Risk factors identified and communicated through member/parent letter.
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)	Group and Unit CC and SE	7-10-20	See above comment	Prior to moving to Phase 1	Health screening procedure (temp checks home / prior to meeting entry) and general wellness checklist. Outlined in member parent letter.
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	Unit CC and SE	7-10-20	Squadron CC have to confirm to SE and CP that they are ready to start Phase 1 prior to first meeting.	Prior to moving to Phase 1	Plan to be submitted to Group CC and Project Officer.  No more than 5 members according to NM State Health Order as of 7-18-20.  The Team will review before moving into Phase 1.
1.9.	Task Wing Director of Cadet Programs to communicate the following to subordinate units:	NM/CP	7-10-20	7-12-20	8-10-20	This will be a joint effort with the TEAM and Command.  Health screening procedure (temp checks home / prior to meeting entry) and general wellness checklist. Outlined in member/parent letter.



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Item#	Task	OPR/Assigned Personnel	Date Tasked	Suspense	Date Completed	Notes
1.9.1.	Units identify ways to meaningfully engage and fully participate in meetings without formations, drill, or other close-distance activities	NM/CP	7-10-20		7-12-20	CyberStart, Agility Prime programs: any in-person meetings can best be used to support/augment established and ongoing virtual programing given NM restrictions on gatherings.  Gatherings limited to 5 by NM PHO.
1.9.2.	Units draft a local message to parents to inform them about what CAP is doing to keep Cadets safe while they participate	Unit CC and SE	7-10-20		7-20-20	Wing has a draft letter that can be used by the Squadrons, if additional local information the Commanders will forward to Team Lead.  Send copy to Project Officer before sending. Also remind parents to assure proper hydration and nutrition, any identify and pre-existing conditions before sending to CAP activities.
1.10.	Task Wing Director of Operations to communication the following to subordinate units.	NM/DO	7-3-20	July 23	7-21-20	With approval of Team.  6-26 Had initial conversation with DO about what type of training would be allowed in Phase 1. See Plan for approved, for ALL types or aircraft. DK
1.10.1	Identify flight operations permitted during Phase I	Project Officer and DO and SE	7-15-20	July 23	7-21-20	Currently the Wing CC and DO are drafting a letter in regard to Flying in Phase 0 and Phase 1. The DO is working on allowing limited Flights and activity for all 4 categories of aircraft New Mexico has, Airplane, Glider, Balloon and sUAS.
1.10.2.	Identify requirements (Currency, etc) for senior members	Project Officer and DO and SE	7-15-20	July 23	8-15-20	This will be done throughout all Phases.
1.10.3.	Identify requirements for Cadets that have earned their Private Pilot's License to return to flying	Project Officer and DO and SE	7-15-20	July 23	7-15-20	This will include all 4 Aircraft Categories.
1.10.4.	Identify requirements for Cadets training to earn their Private Pilot's License	NA	7-15-20	July 23	7-15-20	Once in Phase 1 CAP members will be allowed to continue Flight Training in any of the 4 aircraft categories where they have started instruction.
1.10.1.	Identify cleaning standards for aircraft (all types) and vehicles before and after use	NM/DO and National instructions	7-1-20	July 23	7-17-20	Wing CC has approved Form 160 that addresses disinfecting aircraft and SE made specific guidelines available to Squadron SE and CC in Microsoft Office on SharePoint.

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



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### **Squadron Programing suggestions in a Virtual and limited In-Person Environment**

Given the ongoing Virtual only meeting environment, and the standing State of New Mexico restrictions of gatherings of no more than five (5) once NMWG progresses beyond Phase 0; a number of programs are suited and available to units to continue to advance programming:

#### **AEROSPACE EDUCATION**

Cadets

- Enroll unit in AEX program or order STEM Kit and file AAR for 2019-2020 cycle.

<https://www.gocivilairpatrol.com/programs/aerospace-education/programs/aex-for-senior-members>

<https://www.gocivilairpatrol.com/programs/aerospace-education/programs/stem-kits>

Seniors

- Complete Chuck Yeager Award

e-services > Online Learning > Learning Management System (LMS) > AXIS > Course Catalog > Yeager Award

#### **CADET PROGRAMS**

- Earn QCUA for 2019-2020 season.

<https://www.gocivilairpatrol.com/programs/cadets/cpo/quality-cadet-unit-award>

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

*Once cleared to resume, meetings of no more than 5 (while observing distancing and hygiene protocols), will continue to limit activities (after 2 deep Senior Leadership is observed, only 3 cadets are permitted). These interactions may be best designed/used to enhance training delivered virtually to the remainder of the unit or allow for the evaluation of individual drill/ceremonies skills of ES task signoffs that are not otherwise practical in the virtual environment.*

### **EMERGENCY SERVICES**

- Encourage unit members to complete CAPT 116T General Emergency Services rating.

e-services > Menu > Online Learning > Learning Management System > AXIS > Course Catalog > CAPT 116 General ES (25 question Open Book Questionnaire covering CAPR 60-3 and CAPR 173-3)

- Encourage members to earn one Advanced ES rating during the year (Mission Staff Assistant (MSA) or Mission Radio Operator (MRO)).
- All Aircrew complete Aircrew Professionalism training in AXIS

e-services > Online Learning > Learning Management System (LMS) > AXIS > Course Catalog > Aircrew Professionalism

### **FEMA Independent Study Courses**

<https://training.fema.gov/is/crslst.aspx>

CAP relevant Courses:

IS-3

IS-5.a

IS-26

IS-100

IS-200

IS-700

IS-800

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XX August 2020

MEMORANDUM FOR: New Mexico Wing Members

FROM: Lt Col Dean Klassy, COVID-19 Remobilization Team Lead

SUBJECT: COVID-19 Remobilization of New Mexico Wing – Phase I

New Mexico Wing Operations Review COVID-19 Plan Item # 1.10

NMWG Operations and Emergency Services Activities

As we start with Phase 1 of the Remobilization Plan for New Mexico Wing it is very important we continue to place the safety of our members as one of the top priorities. NM Wing will continue to require social distancing, face masks, hand washing/hand sanitizer, cleaning and disinfecting as required and appropriate and in compliance with Phase 1 implementation rules and State Health Orders to include requirements for Groups.

The following types of operations will be for all types of aircraft that we have in New Mexico Wing, this includes airplanes, gliders, balloons, and sUAS.

While some training can and is being done via virtual format, hands on training is essential. The following training will be allowed in Phase 1 but others may be added to this list by Staff and approved by Command Staff.

Plan Completed By: Dean Klassy, Lt Col CAP  
Last Updated: 5 August 2020  
Template Updated 8 June 2020

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

Risk Assessments will be accomplished for all activities to ensure we are able to minimize risk.

- Pilot: Flight Evaluations, Form 5 and Form 91
  - Flight training to prep for the above
- Check Pilot Training and recurrency
- Pilot Proficiency
- Pilot upgrades/training: G1000, high performance, CFI and Instrument training, adding on another aircraft category
- sUAS: FAA Part 107 online training, in-person training, flight training both initial and proficiency and upgrade, Form 5 and Form 91, and recurrency
- Flight Crew Training, Proficiency and recurrency
- UDF and Ground Team Training and recurrency
- Mission Base Staff training and recurrency

SAREX and Practice missions:

We feel that NM Wing would be able to have “Limited” SAREX and Practice Missions and comply with the Phase 1 guidelines and State Public Health Order. These missions would be a combination of virtual and in-person. Safety of our members and their families will continue to be a priority in any of these missions. NM Wing will continue to require social distancing, face masks, hand washing/hand sanitizer, cleaning and disinfecting as required and appropriate.

Mission Base may be allowed but virtual Mission Base is preferred over a physical primary Mission Base Staff.

- All members are required to verify they have had no symptoms within 14 day prior to activity, no contact with people who are positive or who have tested positive for COVID.
- The use of the COVID-19 Health Screening Checklist will be used for all activities and meetings.
- Mission participants will reduce contact time by performing tasks on-line, virtually or via cell, whenever possible, before and after field participation.
- In order to limit the risks, we would limit aircrew participants to 2-3 and ground team participation to 3-4. Safety of the members will be a deciding factor in the number of participants.

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

- Tasking and communications will be done via cell or radio.
- In-person contact will be limited to no more than 2 hours per day.
- All vehicles, aircraft and equipment must be cleaned and disinfected prior to use and after or if another person would be using the equipment then equipment must be cleaned and disinfected between users.

Approved:

e\Greg Griffith

Gregory Griffith, Major, CAP  
NM Wing Operations Officer

e\John Grassham

John Grassham, Lt Col, CAP  
NM Wing Director of Emergency Services