

**Approved: 19 June 2020**



# Post-COVID-19 Remobilization of the Membership Plan

Phase I: Resuming Regularly Scheduled Meetings

NYWG

Completed 19 JUN 2020

Template Updated 8 June 2020

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

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

Additional staffing and resources have been coordinated with N/A, to cover gaps in this wing's available resources.

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

Plan Coordinator and Point of Contact: Lt Col Jill Silverman

Primary Phone: (914)261- 4484

Primary Email: dost.seg@gmail.com

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

The remobilization of NYWG has been undertaken utilizing the resources of our safety, health service, legal, cadet, and command personnel. Due to the size of our wing, this initial plan reflects what is currently allowable in the whole of NYWG, with subsequent plans differentiating regions relative to the metrics imposed. It is expected that this will be a waxing and waning situation within our Wing. We are therefore setting this up from its inception to be as flexible as possible.

Group commanders were involved in components relative uniquely to their groups, and are, as well, charged with knowing the operational status of the region within which they are operating. All local, non-CAP and New York State decisions of a go/no-go basis remain with the Wing Commander, Col Thomas Carello.

As of the writing of this, all of NY State has attained the necessary metrics to open the Wing per the State's requirements and those demonstrated on the CovidActNow site for over 14 consecutive dates. (<https://covidactnow.org/us/ny/chart/0?s=48058>)

To summarize, as of the time of this report, STATEWIDE, the infection rate has dropped to 0.81, indicating that for every person infected, the "Transmission Rate" is 0.81 of another individual. Definitionally, this is significant in that it indicates that the transmissibility is under control. The Positive Test Rate is at 1.4% which is an indicator of the extent of the testing done; this is further substantiated by the 4th metric, "Contacts Traced" which is at 100%. NYS has ICU headroom of 24%, signifying the ability to handle an extensive increase in ICU beds dedicated to COVID patients,

Plan Completed By: Lt Col Jill Silverman, Ph.D.

Last Updated: 19 JUN 2020

Template Updated 8 June 2020

NY Wing  
Page 1 of 25

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

were that to be needed. Taken as a composite, this is a favorable indicator for this moment in time. It needs to be considered as such, and continually monitored.

It is imperative to note that these statewide metrics were held down due to the incidence and prevalence of COVID-19 in primarily in NYC, and significantly in Westchester County, Nassau and Suffolk Counties, and Rockland County. The rest of New York State did not experience the same degree of transmissibility, although every county in New York State had reported cases. The improvement noted is solely due to stringent public health policies initiated to mitigate spread, i.e., social distancing, wearing of masks whenever in public and unable to maintain at least a 6 foot radius for the nearest individual, and appropriate hand washing. To date, there has been nothing done to biologically impact the pathogen nor has any degree of herd immunity been developed. Questions about both prophylactic and therapeutic interventions remain unanswered. We do not know if, or when, a vaccine will be developed, the rate at which it will be used, its efficacy, and its potential negative side effects. Any plan, therefore, that includes the most populated city and surroundings in our country, has to take into account this highly volatile component.

To this end, and in order to reflect the ease of mobility throughout all of NYS (thereby potentiating infection in other areas by cross contamination), various checklists will be implemented, and will begin with this phase. These are intended to track whatever is the stated objective, encourage consistent vigilance, and create an environment that keeps us pro-active. As NYWG proceeds through this remobilization, there will be weekly reports from each group documenting the current conditions in their region, the status of infection in their units, potential concerns, and other appropriate information. NYWG needs to be ready to appropriately respond to a significant shift in incidence in a manner that protects the regions potentially affected, while being able to safely function in areas that have no mitigating factors. All checklists can be found at the end of this document.

With consideration of the size, varied density populations, and disease exposure of NYWG, this plan was developed after all the group commanders reviewed and asserted their attention to all unit specific items. All units plans were reviewed by me to identify where a group might need assistance (either in this phase or subsequent phases), and to make sure there is an open flow of communication. In this manner, I hope to maintain the most efficient span of control that is possible and to be responsive and pro-active with respect to whatever might be occurring in any NYWG region, without needing to adopt a reactive stance.

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)	J. Silverman, Lt Col	06Jun2020		14Jun2020	As determined by Federal Guideline/CAP or NYS guidelines, whichever is more restrictive <ul style="list-style-type: none"> <li>• <a href="https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/NYForward-ReopeningGuide.pdf">https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/NYForward-ReopeningGuide.pdf</a></li> <li>• <a href="https://forward.ny.gov/early-warning-monitoring-dashboard">https://forward.ny.gov/early-warning-monitoring-dashboard</a></li> <li>• <a href="https://www.governor.ny.gov/news/no-20233-continuing-temporary-suspension-and-modification-laws-relating-disaster-emergency">https://www.governor.ny.gov/news/no-20233-continuing-temporary-suspension-and-modification-laws-relating-disaster-emergency</a></li> </ul>
1.2.	Hold meeting with between Plan Coordinator and Health Services Officer	J. Silverman, Lt Col	06Jun2020		14Jun2020	Wing does not have an HSO.
1.2.1.	Wing priorities for training events should be coordinated	J. Silverman, Lt Col	06Jun2020		15Jun2020	Ongoing - Command Staff will determine priorities.
1.2.1.1.	Check state and local health guidance regarding gatherings (Review of each jurisdiction impacted by this plan)	All Group CC's	06Jun2020		15Jun2020	Done daily, and all group cc's will be responsible for checking prior to any mtgs of their subordinate units. To be reported to NYWG cadet TBD under supervision of Lt Col Silverman

Plan Completed By: Lt Col Jill Silverman, Ph.D.

Last Updated: 19 JUN 2020

Template Updated 8 June 2020

COVID-19 Remobilization of the Membership Plan – Phase I

1.2.1.2.	Prepare information for subordinate units on temperature screening, health education, and sanitation	J. Silverman, Lt Co	06Jun2020		15Jun2020	See: Appendix A: Risk Factors Appendix B: Symptom & Temp Screening Screening is required for all individuals to determine whether they have: (a) knowingly been in close or proximate contact in the past 14 days with anyone who has tested positive for COVID-19 or who has or had symptoms of COVID-19; (b) tested positive for COVID-19 in the past 14 days and/or (c) has experienced any symptom of COVID-19 in the past 14 days.
1.2.2	Consult with Wing Legal Officer about resuming meetings	S. Hartmann, Maj	06Jun2020		13Jun2020	Plan reviewed and approved by Maj Hartmann
1.2.3	Coordinate with Wing Director of Safety	S. Neal,, Lt Col	06Jun2020		14Jun2020	Plan discussed and ongoing with Lt Col Neal
1.2.3.1	Verify proper risk planning tools are available to units	J. Silverman, Lt Col	06Jun2020		14Jun2020	Plan reviewed and approved by Lt Col Neal
1.2.3.2	Prepare to communicate with subordinate units on Safety-related matters (see 1.7. below)	S. Neal, Lt Col	06Jun2020		14Jun2020	Ongoing
1.2.4	Coordinate with Wing Director of Cadet Programs	K. Torres, Maj	06Jun2020		15Jun2020	Ongoing

Plan Completed By: Lt Col Jill Silverman, Ph.D.

Last Updated: 19 JUN 2020

Template Updated 8 June 2020

COVID-19 Remobilization of the Membership Plan – Phase I

1.2.4.1	Prepare recommendations for units regarding meeting activities and alternatives to maintain optimal distance while at meetings	All group CC's w Lt Col Silverman	06Jun2020		14Jun2020	<a href="https://www1.nyc.gov/site/helpnownyc/give-help/volunteer.page">https://www1.nyc.gov/site/helpnownyc/give-help/volunteer.page</a> <ul style="list-style-type: none"> <li>• <b>Wear a face covering.</b> People who do not show symptoms may still be able to spread COVID-19. A face covering can help prevent you from spreading COVID-19 to other people, so you should wear one whenever you leave home and cannot maintain at least 6 feet of distance from others. A face covering can include anything that covers your nose and mouth, including dust masks, scarves and bandanas. Do not use healthcare worker masks, as those must be preserved for people in the healthcare system.</li> <li>• Wash your hands often, including at the start and end of your volunteer opportunity. Use soap and water and scrub for at least 20 seconds. Use an alcohol-based hand sanitizer if soap and water are not available.</li> <li>• Cover your mouth and nose with a tissue or your sleeve when sneezing or coughing. Do not use your hands.</li> <li>• Do not touch your eyes, nose or mouth with unwashed hands.</li> <li>• Do not shake hands.</li> <li>• Monitor your health more closely than usual for cold or flu symptoms.</li> <li>• Do not gather in large groups.</li> <li>• Keep at least six feet between you and others.</li> <li>• Do not share food or drink</li> <li>• Members who live outside NYC in a region or state with more restrictive guidance must be governed by the more restrictive guidance.</li> </ul>
---------	--	-----------------------------------	-----------	--	-----------	--

COVID-19 Remobilization of the Membership Plan – Phase I

1.2.4.2	Prepare bullets for units to incorporate when sending messages to parents about the resumption of meetings	All group CC's w Lt Col Silverman	10Jun2020		14Jun2020	<p>In order to maintain a safe environment for all members, units will</p> <ul style="list-style-type: none"> <li>• Provide and require use of hand sanitizers before and after each meeting, before and after each break, before and after each use of lavatory. Review hand-washing instructions at the beginning of each meeting.</li> <li>• Monitor temperature of each person attending the meeting, and refuse entry to anyone whose temperature exceeds 100.4</li> <li>• Require wear of face coverings for each person attending the meeting, and refuse entry to anyone who does not wear a face covering.</li> <li>• Maintain at least 6 feet between each person who attends a meeting.</li> <li>• Conduct surface disinfection before and after each meeting and before and after each break.</li> <li>• Do not share food or drink</li> <li>• Members who live outside NYC in a region or state with more restrictive guidance must be governed by the more restrictive guidance.</li> </ul>
---------	--	-----------------------------------	-----------	--	-----------	---

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	All NYWG Group CC's prior to mtgs	06Jun2020		15Jun2020	<a href="https://covidactnow.org/us/ny/chart/0?s=48058">https://covidactnow.org/us/ny/chart/0?s=48058</a> ) To be reported per encounter, and on a weekly basis.
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.	J Silverman, Lt Col	06Jun2020		19Jun2020	
1.4.1.	Briefly describe/ summarize previous coordination accomplished	J Silverman, Lt Col	06Jun2020		15Jun2020	As stated in summary
1.4.2.	Verify no jurisdictional restrictions are in place from State or Local Governments	J Silverman, Lt Col	06Jun2020		15Jun2020	<a href="https://covidactnow.org/us/ny/chart/0?s=48058">https://covidactnow.org/us/ny/chart/0?s=48058</a> )
1.4.3.	Set date to resume meetings; this is also the start of Phase II.	J Silverman, Lt Col	06Jun2020		15Jun2020	Effective once Plan approved
1.5.	Receive approval from the CAP COVID-19 Planning Team to reinstate meetings. Plan for one-week lead time.	J Silverman, Lt Col	06Jun2020		TBD	Ongoing
1.6.	Publish the date that meetings may resume to subordinate units	J Silverman, Lt Col	06Jun2020		TBD	Will do upon approval of plan.
1.7.	Task Wing Director of Safety to communicate the following to subordinate units	S Neal, Lt Col	06Jun2020		15Jun2020	
1.7.1.	Units will review CAPFs 160, 160S, and 160HL to be sure COVID-19 risks are considered and mitigated	S Neal, Lt Col	06Jun2020		Ongoing	All units to report review of appropriate information to Lt Col Neal

Plan Completed By: Lt Col Jill Silverman, Ph.D.

Last Updated: 19 JUN 2020

Template Updated 8 June 2020



COVID-19 Remobilization of the Membership Plan – Phase I

1.7.2.	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	S Neal, Lt Col	06Jun2020		Ongoing	See Appendix D Lt Col Neal will oversee. Hand disinfectants, additional face coverings will be available onsite. Meetings to be held outside thereby diminishing degree of potential contamination
1.8.	Task Wing Health Service Officer to communicate the following to subordinate units:	J Silverman, Lt Col	06Jun2020		Ongoing	

COVID-19 Remobilization of the Membership Plan – Phase I

Phase I: Resuming Regularly Scheduled Meetings (Continued)

Item#	Task	OPR/Assigned Personnel	Date Tasked	Sus-pense	Date Com-pleted	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.	J Silverman, Lt Col	06Jun2020		Ongoing	See Appendix A
1.8.2.	Educate members on their stratified level of risk (i.e., Low-risk vs. High-risk)	J Silverman, Lt Col	06Jun2020		Ongoing	See Appendix B
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)	J Silverman, Lt Col	06Jun2020		Ongoing	See Appendix C
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	J Silverman, Lt Col	06Jun2020		Ongoing	A number of squadrons are opting to hold off until a larger group can be accommodated. One group has had multiple occurrences of COVID-19 in their members and/or families, and is also opting to wait a little longer. The vast majority of units are interested in some kind of resumption of activities.
1.9.	Task Wing Director of Cadet Programs to communicate the following to subordinate units:	K Torres, Maj	06Jun2020		15Jun2020	See Appendix E

Plan Completed By: Lt Col Jill Silverman, Ph.D.

Last Updated: 19 JUN 2020

Template Updated 8 June 2020

COVID-19 Remobilization of the Membership Plan – Phase I

1.9.1.	Units identify ways to meaningfully engage and fully participate in meetings without formations, drill, or other close-distance activities	J Silverman, Lt Col	06Jun2020			
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	K Torres, Maj	06Jun2020		15Jun2020	See Appendix F
1.10.	Task Wing Director of Operations to communicate the following to subordinate units.	P. Ghiron, Lt Col	06Jun2020		15Jun2020	
1.10.1	Identify flight operations permitted during Phase I	P. Ghiron, Lt Col	15Jun2020		19Jun2020	The following flight activities are allowed: flight evaluations/check rides, crew proficiency, aircrew training, and dual in-struction (assuming all members are low-risk and all flight operations are in low-risk areas)
1.10.2.	Identify requirements (Currency, etc) for senior members	P. Ghiron, Lt Col	15Jun2020		15Jun2020	IAW CAPR70-1
1.10.3.	Identify requirements for cadets that have earned their Private Pilot's License to return to flying	P. Ghiron, Lt Col	15Jun2020		15Jun2020	IAW CAPR70-1
1.10.4.	Identify requirements for cadets training to earn their Private Pilot's License	P. Ghiron, Lt Col	15Jun2020		15Jun2020	IAW CAPR70-1
1.10.1.	Identify cleaning standards for aircraft and vehicles before and after use	P. Ghiron, Lt Col	15Jun2020		15Jun2020	IAW CAP Logistics - See Appendix G <a href="https://www.gocivilairpatrol.com/members/cap-national-hq/logistics-mission-resources/aircraft-management/hot-news/covid-19-aircraft-care">https://www.gocivilairpatrol.com/members/cap-national-hq/logistics-mission-resources/aircraft-management/hot-news/covid-19-aircraft-care</a>

Plan Completed By: Lt Col Jill Silverman, Ph.D.

Last Updated: 19 JUN 2020

Template Updated 8 June 2020

CDC Guidelines

## Appendix A: People Who Are at Higher Risk for Severe Illness

COVID-19 is a new disease and there is limited information regarding risk factors for severe disease. 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.

Based on what we know now, those at high-risk for severe illness from COVID-19 are:

- People who are 65 years of age or older
- People who live in a nursing home or long-term care facility

People of all ages with underlying medical conditions, particularly if not well controlled, including: \_\_\_\_\_, including:

- People with chronic lung disease or moderate to severe asthma
- People who have serious heart conditions
- People who are immunocompromised
  - Many conditions can cause a person to be immunocompromised, including cancer treatment, smoking, bone marrow or organ transplantation, immune deficiencies, poorly controlled HIV or AIDS, and prolonged use of corticosteroids and other immune weakening medications
- People with severe obesity (body mass index [BMI] of 40 or higher)
- People with diabetes
- People with chronic kidney disease undergoing dialysis
- People with liver disease

Plan Completed By: Lt Col Jill Silverman, Ph.D.

Last Updated: 19 JUN 2020

Template Updated 8 June 2020

NY Wing  
Page 11 of 25

COVID-19 Remobilization of the Membership Plan – Phase I

**APPENDIX B:**

**COVID - 19 SYMPTOM & TEMP CHECKLIST - NYWG**

If member replies YES to any of the questions below or if temperature is > 100.4F, GO HOME, STAY HOME, & CALL YOUR HEALTH CARE PROFESSIONAL

- |    |  |     |    |
|----|--|-----|----|
| 1. | Do you have a fever (temperature over 100.4F) without having taken any fever reducing medications?       | YES | NO |
| 2. | Loss of Smell or Taste?  | YES | NO |
| 3. | Muscle Aches?  | YES | NO |
| 4. | Sore Throat?   | YES | NO |
| 5. | Cough?   | YES | NO |
| 6. | Shortness of Breath?   | YES | NO |
| 7. | Chills?  | YES | NO |
| 8. | Headache?  | YES | NO |
| 9. | Have you experienced any gastrointestinal symptoms such as nausea/ vomiting, diarrhea, loss of appetite? | YES | NO |

Plan Completed By: Lt Col Jill Silverman, Ph.D.

Last Updated: 19 JUN 2020

Template Updated 8 June 2020

NY Wing  
Page 12 of 25

COVID-19 Remobilization of the Membership Plan – Phase I

10. Have you, or anyone you have been in close contact with been diagnosed with COVID-19, or been placed on quarantine for possible contact with COVID-19?      YES                      NO

(continued on next page)

11. Have you been asked to self-isolate or quarantine by a medical professional or a local public health official?      YES                      NO

12. Temperature at site: \_\_\_\_\_ (initialed by HSO or appropriate designee)  
**IF TEMP >100.4, MEMBER TO BE ESCORTED TO DESIGNATED AREA AND DECISION MADE ON FURTHER ACTION. MEMBER  
MANY NOT APPROACH OTHER MEMBERS OR ENGAGE IN ANY ACTIVITY**

**APPENDIX C: Instructions for HSO (or Designee) for Administering Symptom & Temp Checklist:**

1. This is a VOLUNTARY check - member can opt to not do, but then cannot attend this CAP meeting/event
2. Equipment needed:
  - a. Member supplied thermometer (ONLY for that person's use)
  - b. Table and 2 chairs
  - c. Symptom & Temperature Checklist and writing apparatus
  - d. Hand Sanitizer
  - e. EPA Sanitizer for disinfecting chairs and table
  - f. "STOP" sign to alert all members to sign in and be screened before entering
  - g. dedicated area (>10' away) in which to allow member who is at risk, or considered to potentially be infectious to wait.
3. Checklist to be verbally reviewed with member prior to entering meeting area.
4. Interviewer must wear mask and gloves at all times
5. Member must wear mask except when having temperature taken.

## **APPENDIX D: Safety**

Safety measures to be observed at all meetings DURING PHASE 1 to include:

- a. Recording of each attendees temperature when entering the meeting site (USE SUPPLIED CHECKLIST)
- b. Members with persistent dry cough should not attend meetings\*
- c. Members with shortness of breath should not attend meetings\*
- d. No members over the age of 65 are permitted to attend meetings
- e. All attendees to wear suitable face coverings
- f. All attendees to maintain minimum personal spaces (social distancing).



**APPENDIX E: MEMO TO WING COMMANDER FROM DCP**

## Civil Air Patrol

New York Wing HQ Westchester County Airport

HPN 24 Loop Rd, Building 1 White Plains, NY

10604-1218 914-683-1000 [www.nyw.cap.gov](http://www.nyw.cap.gov)

11 June 2020 MEMORANDUM FOR NY Wing Commander Col Thomas Carello

FROM: NY Wing Director of Cadet Programs

SUBJECT: COVID-19 Reopening Plan Squadron Meetings

Cadet Programs is reaching out to you as we implement Phase 1 towards resuming regularly scheduled cadet meetings. Following NYS Guidelines and Executive Orders canceling Youth Meetings and Sports Activities during Phase 1, there cannot be no more than 10 people at a meeting. This limitation follows the New York State Department of Health Services protocol recommended limitations for Youth Clubs, which at the moment, are not meeting. Should an in- person cadet meeting be required (staff meeting, CAC, Spaatz Exam, etc), during Phase 1, should be limited to the Squadron Commander, Deputy Commander for Cadets, Cadet Commander, and any other senior cadet or senior member staff necessary to ready facilities, plan virtual meetings and pre-

Plan Completed By: Lt Col Jill Silverman, Ph.D.

Last Updated: 19 JUN 2020

Template Updated 8 June 2020

NY Wing  
Page 16 of 25

pare/plan for future cadet operations. These in-person meetings must be kept to 10 people or less and follow CAP and CDC guidance to include social distancing, sanitizing, and handwashing. 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 exemption for an underlying health condition. Any person feeling sick must not attend the meeting and stay home.

Most, if not all, of our squadrons are doing a great job engaging the Wing's cadets with virtual meetings and should continue to do so in Phase 1. It is imperative that our units continue to work together and share innovative and creative ways to engage cadets. Various units have reported engaging cadets by:

- · Online Leadership knowledge challenges
  
- · Virtual Aerospace activities or games
  
- · Virtual Drill Instruction
  
- · Virtual Physical Fitness and Training
  
- · Online Speakers or Distinguished Visitors Series

- · Virtual Museum Visits
- · Virtual Scavenger Hunts
- · Virtual Open Houses

The above are just a few of the ideas that units may use to engage cadets.

AS NYWG progresses to Phase 2, our units can slowly start to have more cadets at in-person meetings. Large units may want to consider holding a combination of in-person meetings on alternating weeks to accommodate as many cadets as possible. Virtual meetings should still be held to accommodate cadets that may be restricted from attending due to health/medical conditions and those that are uncomfortable attending due to possible Covid-19 exposure.

Your dedication and commitment to the cadets and the cadet program is commendable and appreciated. Thanks for all that you do.

Respectfully,

//signed//11 Jun 20//

Maj Katherine Torres, CAP

NY Wing Director of Cadet Programs

## **APPENDIX F: MEMO TO CADET PARENTS FROM DCP**

TO: Parents of New York Wing Cadets

FROM: New York Wing Director of Cadet Programs SUBJECT: COVID-19 Reopening Plan Squadron Meetings

Dear Parents,

This letter goes out to you in hope that you and your loved ones are safe during this pandemic.

As we transition into Phase 1 of remobilization, allowing us plan ahead to resume in- person meetings in the next phase, please be assured that we will be doing everything possible to keep your cadet safe. Using guidelines from the CDC ([cdc.gov](https://www.cdc.gov)), and Civil Air Patrol's National Headquarters, several key implementations that will help protect our members, include:

- **Temperature Screenings:** Cadets and Senior Members should monitor their temperature at home on a regular basis. Cadets will be asked to bring in a thermometer for their own use upon check-in, as members arrive at the meetings. Anyone with a fever of 100.4F or higher is asked to stay home.
- **General Health:** Members who are not feeling well are asked to also remain at home, and not attend meetings until they feel normal. Due to a variety of signs associated with COVID19, any symptoms should be taken

into consideration. Additionally, if a member of the cadet's or senior member's household is immunocompromised, or showing any symptoms of COVID19, they should remain home.

- Hygiene: Members will be reminded to frequently wash their hands with soap and water to help prevent the spread of germs. If not available, hand sanitizer will be used. Gloves are not to be worn at meetings/activities for risk of cross-contamination.
- Sanitation: Buildings where CAP meetings take place will be thoroughly cleaned and disinfected. Surfaces of frequently touched items, such as doorknobs, chairs, desks/tables and

11 June 2020

keyboards will also be wiped down after use. Commanders will confer with their building's maintenance about what sanitation services they are following and can render in addition to their normal guidelines or frequency, as well as to learn what they will require from units as they resume meetings.

- Social Distancing: Although we are slowly getting ready to begin in person meetings again, social distancing will still be utilized. Once meetings resume in Phase 2, members will maintain a 6 ft distance between them, and activities that usually require members to be near each other, such as formations and drill, are being discontinued at this time, unless proper social distancing can be adhered to.
- Monitoring: Senior members will be closely monitoring meetings, watching for any signs that may need to be addressed.

The New York Wing Health Services and Cadet Programs staff are committed to ensuring that the safety of our Cadets remain a top priority during this time of transition. If you have any questions or concerns regarding your child's safety, please contact your cadets Unit Commander, or you can contact us directly.

Stay safe and well and we look forward to engaging in out in person activities and training with you and your cadets soon!

Respectfully,

//signed//11 Jun 20//

Maj Katherine Torres, CAP

NY Wing Director of Cadet Programs

**APPENDIX G: NYWG Weekly Group Reports:**

Group:

Current Metrics: (from <https://covidactnow.org/us/ny/chart/0?s=48058>)

Infection Rate:

Positive Test Rate:

Contacts Traced:

ICU Headroom:

Number of individuals suspected of being exposed:

Number of individuals with known exposure:

Number of individuals with positive COVID-19 test results:

Number of individuals with active illness:

Number of individuals positive for antibodies:

Plan Completed By: Lt Col Jill Silverman, Ph.D.

Last Updated: 19 JUN 2020

Template Updated 8 June 2020

Individual Submitting Form:

Print Name

Signature

Date

## **APPENDIX H: AIRCRAFT AND VEHICLE CARE**

# COVID-19 AIRCRAFT & VEHICLE CARE

## March 20, 2020

To safely operate our aircraft and vehicles during the COVID-19 outbreak we need to disinfect and sanitize them to keep our personnel safe. This video was created by the CAWG to demonstrate sanitizing of Aircraft and Vehicles for COVID-19. Remember to never spray anything directly onto the screens or displays. Lysol can be used as well as the bleach solution they demonstrate using in this video.

---

Textron has also issued guidance about caring for our aircraft during COVID-19. We still recommend the use of a bleach solution or Lysol for disinfecting/sanitizing the aircraft if these chemicals are not available. This is a bit different than the soap and water recommended below. Soap and water will clean soiled items but will not disinfect/sanitize the items cleaned as Textron notes in their instruc-

Plan Completed By: Lt Col Jill Silverman, Ph.D.

Last Updated: 19 JUN 2020

Template Updated 8 June 2020

NY Wing  
Page 23 of 25



tions. Also notice that Textron specifically recommends an alcohol solution be used on all electronic displays and that bleach solutions and Lysol not be used on these components. Please let me know if you have any questions

---

Textron Aviation is closely aligned with the guidance of government and local public health authorities in the regions we operate to ensure all necessary actions and precautions are taken.

Zip-Chem Calla 1452 and Netbiokem DSAM may be used to disinfect an aircraft interior.<sup>1</sup> In testing performed by Textron Aviation's materials engineering team, these products did not adversely affect samples of hard surfaces, interior leather, or windows. Aircraft interiors furnished with custom-based materials may need further evaluation by spot-testing on an inconspicuous area.

If you're unable to attain these disinfectants due to shortages, we recommend these alternative cleaning options (Please note, cleaning may remove germs, viruses and other contaminants from surfaces, but may not be effective to kill them):

- Aircraft furnishings: We recommend using isopropyl alcohol (IPA)/water mix (60% IPA/40% water, by volume). 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.
- Electronic displays: 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.

The following options are not approved for use in Textron Aviation aircraft:

- Ozone generators: Ozone can be highly reactive to organic materials. Depending on its degree of ozonation, this method may degrade surfaces or rubber hoses.
- Hydrogen Peroxide: any solution of hydrogen peroxide may evaporate when used as a mist, degrading leathers, acrylic, or polycarbonate window coatings.

In the EU, we request that any aircraft being brought to a Textron Aviation facility for maintenance is first disinfected in accordance with EASA Safety Directive 2020-02 Operational measures to prevent the spread of Coronavirus ‘SARS-CoV-2’ infection. While we are still confirming availability at all EU company-owned locations, our contracted cleaning service providers may be able to support this directive. Your Textron Aviation representative can provide you with additional information.

1 These solutions are recommended by their manufacturers as generally effective against human coronavirus strains. Textron Aviation is not aware if they have been specifically tested for effectiveness against COVID-19.

Stay healthy and be safe.

### For More Information:

Rodger Kirkpatrick  
334-953-9096

---