

Approved: 1 June 2021



Post-COVID-19 Remobilization of the Membership Plan

Phase III: Resuming Overnight Activities (Bivouacs, Conferences, Encampments, etc)

NYWG
Completed 01 Jun 2021

Template Updated 20 April 2021

COVID-19 Remobilization of the Membership Plan – Phase III

This plan has been developed for New York Wing, using the template provided by the Civil Air Patrol National Headquarters to enter Phase III, Resuming Overnight Activities.

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.

Plan Coordinator and Point of Contact: Dr. Jill Silverman, Lt Col, CAP

Primary Phone:

Primary Email: jsilverman@cap.gov

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

(Complete below, and on additional pages as-needed.)

New York State has attained a consistent downward trend in all metrics measured across the state, beginning April 2021. No areas have demonstrated increase in infection rates or positivity through this time span. NY Governor Cuomo has eased and/or lifted restrictions across the state for indoor and outdoor gatherings, for overnight activities including sleep-away camps, and for large events (sporting events, concerts, etc). In addition, New York State has adopted the CDC guidelines that were reflected in Gen Smith's memo dated 18 May 2021.

Currently, these restrictions are as follows: Adopting the CDC's guidelines for vaccinated people, as of 19 MAY 2021:

- (1) Indoor social gathering is increased from 100 to 250 people;
- (2) Indoor large-scale event venues will increase to 30% capacity;
- (3) Outdoor social gathering is increased to 500 people;
- (4) Indoor residential gathering is increased from 10 to 50 people;
- (5) Outdoor residential gathering is increased from 25 to the outdoor limit if 500 people;
- (6) Fully vaccinated attendees may be spaced directly next to one another at 100 percent capacity instead of 6 feet apart in assigned sections that are designated solely for fully vaccinated individuals. Masks are optional. Venues must verify vaccination status to take advantage of reduced social distancing requirements.

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- (7) Children under the age of 12 who are not yet vaccine eligible, and under the age of 16 who have not yet been able to be vaccinated, may accompany and be seated with a vaccinated adult in a fully vaccinated section.
- (8) Unvaccinated attendees and attendees who have an unknown vaccination status must be spaced 6 feet apart in assigned sections. Masks will be required in indoor event settings, except while seated and eating or drinking.

NYS Metrics per covidactnow.org:

Daily new cases per 100K:	4.8
Infection rate:	0.75
Positive test rate:	1.1%
% Vaccinated (1+ dose)	55.7%
Overall Risk Status	MEDIUM

I am attaching the link to the graphs depicting the drop in all metrics for corroboration:

https://covidactnow.org/us/new_york-ny/chart/0?s=1879798

These metrics have been well within the constraints delineated for progression to Phase III for well over the 4 week specified period.

Since resuming any activities, all units in NYWG have prepared individual mitigation plans and prepared CAPF 160s for all meetings and special events. Each of these has been approved by the SE at the next higher level and by the Wing HSO. At this juncture, it is reasonable to assume that individuals in command positions, safety positions, health service positions, and activity leaders know what to do, and how to check the metrics to assure their units' safety. In addition, since first beginning Phase I, weekly group reports have been required of all group cc's that delineate the metrics for their specific AO. All of this was done in preparation for creating an environment that fostered maximal protective approaches for successful resumption of activities in Phase III.

Col Jones, NYWG Commander, tasked the COVID Remobilization Team, under the guidance of Lt Col Silverman to undertake the duties necessary to assure the safe resumption of more normative activities. For Phase III, the officers involved were Lt Col Sean Neal - DSE, Major Susan Hartmann, Wing - JA, Maj Katherine Torres, DCP, and Maj Grant Sussey - DO. In addition, input from Maj Christian Granda - Commander of NYWG Encampment, Lt Col Ben Nodar, RN - HSO for NYWG Encampment, Lt Col Barbara Burns - Encampment Deputy Commander for Support, and Lt Col Diane Wojtowicz - Director of NYWG Flight Academy was requested and included.

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This Plan address the anticipated activity at NYWG, including an Encampment, Flight Academy, and conference, other multi-day training, and resumption of full CAP activities. As COVID-19 continues to be a potential threat, there will be continued attention paid to all mitigation efforts needed to protect our members.

IAW with Federal and State regulations (Vaccination is defined to be attained at 2 weeks post last vaccination.):

- vaccinated people (cadets and seniors) need not wear masks, although those individuals at high risk are encouraged to continue to wear a mask for their own protection
- unvaccinated individuals need to wear masks, and maintain appropriate social distancing, i.e., no less than 6' from another person, to disinfect any area they touch, and pay strict attention to any symptoms that they might experience.
- all areas and equipment utilized, must be disinfected both prior to, and after use. (Disinfesting guidelines: Appendix.)
- any CAP member experiencing any COVID or COVID-like symptoms, or exposed to COVID may NOT attend an activity until they are found to be COVID free.
- all individuals will be screened either with a no-contact thermometer at the activity site, prior to entering, or may self-screen at home. During the hot weather, if someone presents with an elevated temperature, they will be given a 15' period in which to cool down, and their temperature will be re-assessed. Any individual with a final temperature above 100.4, will not be allowed to participate in the activity.
- all can either self-screen prior to an activity, or be screened at the activity site, prior to entering for COVID symptoms and potential exposure. Anyone endorsing any of these items, will not be allowed to participate in the activity. (Screening Assessment: Appendix)

Group commanders will remain vigilant, as will the wing HSO, to changes in metrics in their AO, and throughout the Wing, respectively. All unit commanders are strongly urged to continue using virtual as well as face to face meetings so that members who cannot yet attend, or those who are not yet comfortable attending in person meetings, are able to maintain their involvement and identification with their unit. Unit HSOs and the Wing HSO can request reporting of a unit's metrics from that unit's cc at any point to assure compliance with this requirement. Unit SEs and the DSE can request reporting of a unit's metrics from that unit's cc at any point to assure compliance with this requirement.

Appendices:

- A: MEMORANDUM FOR NY NYWG CADET & COMPOSITE UNIT COMMANDERS & ACTIVITY DIRECTORS
- B: MEMORANDUM FOR PARENTS of NYWG CADETS
- C: COVID 19 AIRCRAFT & VEHICLE CARE
- D: SYMPTOM CHECKLIST
- E: UNIT METRICS REPORT

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F: MITIGATION PLAN FOR NYWG ENCAMPMENT 2021

G: MITIGATION PLAN FOR NYWG FLIGHT ACADEMY 2021

Phase III: Resuming Overnight Activities (Bivouacs, Conferences, Encampments, etc)

NOTE: Resuming overnight activities will not be done until Phase III, when most public health restrictions have been lifted, schools & businesses have reopened, and the forecasted risk is minimal.

Below are the phase III criteria:

- A four-week downward trend in the daily new case count metric (Federal resources have told us that trends that last this long are far less likely to reverse)
- Daily new case count number should ideally be at 10.0 / 100k population or lower
- Infection rate of 0.9 or lower
- Positive test rate of 5% or lower

Item#	Task	OPR/Assigned Personnel	Date Tasked	Suspense	Date Completed	Notes
3.1.	Verify current state-level guidance allows overnight events to resume	Lt Col Silverman	12 May 2021	29 May 2021	29 May 2021	https://ocfs.ny.gov/main/news/2021/COVID19-2021May24-Child-Care-Daycamps-Guidelines.pdf
3.2.	Consult with staff officers to prepare for overnight activities	Lt Col Silverman w Wing Staff	12 May 2021	29 May 2021	29 May 2021	
3.2.1.	Coordinate with Health Services	Lt Col Silverman, Wing HS w Group HS's	12 May 2021	Ongoing	Ongoing	
3.2.1.1.	Check state and local health guidance regarding gatherings	Lt Col Silverman w Group CC's and HS's	12 May 2021	29 May 2021	29 May 2021	Per covidactnow.org and https://forward.ny.gov/covid-19-regional-metrics-dashboard
3.2.1.2.	Prepare to communicate with subordinate units on Health Services-related matters to continue selected public health measures	Lt Col Silverman, Wing HS	12 May 2021	29 May 2021	Ongoing	

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3.2.2.	Consult with Legal Officer about resuming overnight activities	Lt Col Silverman Maj Hartmann, JA	12 May 2021	29 May 2021	24 May 2021	
3.2.3.	Coordinate with Director of Safety	Lt Col Silverman, Lt Col Neal, DSE	12 May 2021	29 May 2021	27 May 2021	
3.2.3.1.	Verify proper planning and mitigation tools are available to staff and units	Lt Col Silverman Lt Col Neal, DSE	12 May 2021	Ongoing	Ongoing	
3.2.3.2.	Prepare to communicate with subordinate units on Safety-related matters	Lt Col Neal, DSE	12 May 2021	29 May 2021	27 May 2021	
3.2.4.	Coordinate with Director of Cadet Programs	Lt Col Silverman, Maj Torres, DCP	12 May 2021	29 May 2021	15 May 2021	
3.2.4.1.	Prepare recommendations for units regarding overnight activities	Lt Col Silverman, Maj Torres, Lt Col Burns, Lt Col Nodar, Maj Granda, Lt Col Wojtowicz	12 May 2021	29 May 2021	23 May 2021	Note: Encampment-specific and Flight Academy Specific. Mitigation Plans and CAPF 160's in Appendices

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Phase III: Resuming Overnight Activities (Bivouacs, Conferences, Encampments, etc; continued)

Item#	Task	OPR/Assigned Personnel	Date Tasked	Suspense	Date Completed	Notes
3.2.4.2.	Prepare bullets for units to incorporate when sending messages to parents about the resumption of overnight activities	Maj Torres, DCP and Group CC's	12 May 2021	29 May 2021	15 May 2021	
3.3.	Query commanders of subordinate units to verify that local governments do not have more restrictive social-distancing guidelines than those at the state level	Lt Col Silverman to Group CC's	12 May 2021	29 May 2021	29 May 2021	
3.4.	Email the CAP COVID-19 Planning Team at COVID-19Plans@capnhq.gov , and copy the Region Commander for permission to reinstate overnight activities	Lt Col Silverman	12 May 2021	29 May 2021		
3.4.1.	Describe previous coordination accomplished	Lt Col Silverman	12 May 2021	29 May 2021	31 May 2021	
3.4.2.	Verify no jurisdictional restrictions are in place from State or Local Governments	Group CCs w Lt Col Silverman	12 May 2021	29 May 2021	30 May 2021	
3.4.3.	Set date to resume overnight activities, this is the start of Phase III	Lt Col Silverman	12 May 2021	29 May 2021	Pending Plan Approval	
3.4.4.	Receive approval from the CAP COVID-19 Planning Team to resume overnight activities. Plan for one-week lead time.	Lt Col Silverman	12 May 2021	29 May 2021	Tentatively 07 Jun 2021	
3.5.	Publish the date that Phase III will begin to subordinate units	Wing Staff	12 May 2021	29 May 2021	Pending Plan Approval	
3.6.	Task Wing Director of Safety to communicate the following to subordinate units:	Lt Col Silverman w Lt Col Neal, DSE	12 May 2021	29 May 2021	27 May 2021	
3.6.1.	Units may use steady-state RM forms to mitigate local risks	Lt Col Neal, DSE	12 May 2021	29 May 2021	27 May 2021	Lt Col Neal to distribute to all units

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3.6.2.	Units continue to consider face coverings, hand sanitizer, and an emphasis on hygiene during meetings and activities	Lt Col Silverman, Wing HSO & Lt Col Neal, DSE	12 May 2021	29 May 2021	Ongoing	Units to continue with appropriate disease mitigation behaviors in accordance with National memo and CDC. Encourage at-risk individuals to continue mask-wearing.
3.7.	Task Wing Health Service Officer to communicate the following to subordinate units:	Lt Col Silverman, Wing HSO	12 May 2021	29 May 2021	Ongoing	

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Phase III: Resuming Overnight Activities (Bivouacs, Conferences, Encampments, etc; continued)

Item#	Task	OPR/Assigned Personnel	Date Tasked	Suspense	Date Completed	Notes
3.7.1.	Health Services will continue to consider screening with no-touch thermometers prior to entry to the meeting or will require members to take their temperature at HSOme prior to attending the activity	Group HSOs, CC's w Lt Col Silverman	12 May 2021	29 May 2021	Ongoing	All units provided with no-touch thermometers with option to self-monitor prior to meeting at HSOme.
3.7.2.	Health Services will educate members on the importance of monitoring their health and avoiding participation in activities if sick	Group HSOs, CC's w Lt Col Silverman	12 May 2021	29 May 2021	Ongoing	Continued emphasis on potential COVID infections and need for proactive behaviors to mitigate risks.
3.7.3.	Health Services will continue to educate members on public health practices such as emphasizing hygiene, having face coverings, social distancing for those at high-risk, and common surface cleaning	Group HSOs, CC's Lt Col Silverman	12 May 2021	29 May 2021	Ongoing	Continued emphasis on potential COVID infections and need for proactive behaviors to mitigate risks.
3.8.	Task Wing Director of Cadet Programs to communicate the following to subordinate units:	Maj Torres, DCP	12 May 2021	29 May 2021	15 May 2021	
3.8.1.	Units plan to resume formations, drill, and other close-distance activities as appropriate	Maj Torres, DCP	12 May 2021	29 May 2021	15 May 2021 - updated 01 Jun 2021	Appendix A
3.8.2.	Units draft a local message to parents to inform them about what CAP is doing to keep Cadets safe while they participate in the resumption of all manner of activities in Phase III (a return to normal post-COVID-19 operations)	Maj Torres, DCP w Group CPs	12 May 2021	29 May 2021	15 May 2021 - updated 01 Jun 2021	Appendix B

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3.9.	Task Wing Director of Operations to communicate the following to subordinate units	Lt Col Silverman w Maj Sussey, DO	12 May 2021	29 May 2021	14 May 2021	
3.9.1.	Identify flight operations permitted during Remobilization Phase III	Maj Sussey, DO	12 May 2021	29 May 2021	14 May 2021	All flight ops allowed in Phase II plus traditional crew training allowing for large Wing or Region class sessions • Flight Academies. Cleaning aircraft between every sortie throughout all phases remains unless it is the same crew flying back to back sorties. Crew members should still be encouraged to wear masks with external customers just to add an extra risk mitigation measure.
3.9.2.	Identify requirements for Senior and Cadet members to return to flying as required	Maj Sussey, DO	12 May 2021	29 May 2021	14 May 2021	IAW CAPR 70-1

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Appendix A: MEMORANDUM FOR NY NYWG CADET & COMPOSITE UNIT COMMANDERS & ACTIVITY DIRECTORS



Civil Air Patrol

New York Wing HQ
Westchester County Airport- HPN
24 Loop Rd, Building 1
White Plains, NY 10604-1218
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15 MAY 2021 / 01 JUN 2021

MEMORANDUM FOR NY NYWG Cadet and Composite Unit Commanders and Activity Directors

FROM: NY Wing Director of Cadet Programs

SUBJECT: COVID-19 Reopening Plan Squadron Meetings and Overnight Activities, Phase III

First, we would like to thank all of you for your patience and understanding of the safety precautions we must take, and we hope you and your families are well at this time. As you all know, the safety of our members and volunteers are our top priority. Because of this, NYWG has always and will continue to follow the most restrictive requirements to ensure safety for all involved. The following contains important and relevant information for Commanders, and should be shared with your members immediately. Keep in mind that these parameters are set forth as New York State adopts the CDC's "Interim Public Health Recommendations for Fully Vaccinated People" effective 19 MAY 2021, and updates through 01 JUN 2021.

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1. As the State of New York attempts to return to “normal” following the COVID-19 pandemic, we are entering various new states of “normal”. In an effort to allow our members to return to activities and overnight events, the following procedures will be implemented as we follow all guidelines from the White House COVID-19 Task Force, the Centers for Disease Control and Prevention, the New York State Department of Health, and Civil Air Patrol National Headquarters. As additional information is issued from higher headquarters, we will adjust our procedures accordingly. We ask that during this time, you please remain vigilant and flexible as we try to return to “normal”. Please realize that our entry into Phase III could easily slide back into Phase II again, as we did from Phase II to a complete pause months ago. Be mentally and physically prepared for that possibility.
2. Squadrons will return to full activities and overnight events as of (*date of Phase 3 approval*). The unit may also continue to meet virtually and gradually incorporate in-person meetings or by phases at unit commander’s discretion. The unit will also resume its normal meeting time, or stagger meeting times as needed. To keep our members safe, the following procedures will be followed by all members until rescinded by the unit commander:
 - A. There will be no restrictions on numbers of members attending outdoor meetings or activities. Indoor meetings and activities will have limited attendance depending on which county your squadron meeting location is currently in. As of 19 MAY 2021, most “cluster zones” have been disbanded, and “Yellow” or “Orange” zones designated by positivity rate have been eliminated. However, it would be to the commander’s benefit to use your meeting location’s positivity rate to determine meeting size. Adopting the CDC’s guidelines for vaccinated people, as of 19 MAY 2021:
 - (1) Indoor social gathering is increased from 100 to 250 people;
 - (2) Indoor large-scale event venues will increase to 30% capacity;
 - (3) Outdoor social gathering is increased to 500 people;
 - (4) Indoor residential gathering is increased from 10 to 50 people;
 - (5) Outdoor residential gathering is increased from 25 to the outdoor limit if 500 people;
 - (6) Fully vaccinated attendees may be spaced directly next to one another at 100 percent capacity instead of 6 feet apart in assigned sections that are designated solely for fully vaccinated individuals. Masks are optional. Venues must verify vaccination status to take advantage of reduced social distancing requirements.
 - Children under the age of 12 who are not yet vaccine eligible, and under the age of 16 who have not yet been able to be vaccinated, may accompany and be seated with a vaccinated adult in a fully vaccinated section.
 - (7) Unvaccinated attendees and attendees who have an unknown vaccination status must be spaced 6 feet apart in assigned sections. Masks will be required in indoor event settings, except while seated and eating or drinking.

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(8) Proof of full vaccination status can be provided by attendees through paper form, digital application, or the State's "Excelsior Pass".

B. All members attending any activity will be of good health and self-identified as low-risk. Any member having any of the following symptoms will not be allowed to attend any activity as per direction of the Wing Commander.

- (1) Fever (100.4F or higher)
- (2) Cough (non-productive) of an unknown origin
- (3) Shortness of Breath/Difficulty Breathing
- (4) Chills
- (5) Repeated shaking with chills
- (6) Muscle pain
- (7) Headache
- (8) Sore throat
- (9) New loss of taste or smell

C. Senior executive staff for meetings or activities may arrive earlier to have a staff meeting and get information needed for the remainder of the evening. Members not on senior executive staff should not arrive prior to a later, designated time. Upon arrival, all members will have their temperature taken by an assigned health services officer or senior member via a non-contact method (i.e.: infra-red temple thermometer). All temperatures will be documented. **Anyone displaying a fever of 100.4F or more will be not be allowed to attend the meeting.** All members will be asked to review the medical questionnaire and, if any listed symptoms are present, they will not be allowed to attend the meeting as per direction of the Wing Commander.

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- D. Facemasks prevent the spread of droplets through the air. Although it is preferred that members will wear face covering/mask while in attendance, it is not required for vaccinated (+2 weeks) members. Facemasks should be commercially purchased (i.e. medical grade surgical/simple mask). Masks will be placed on the member prior to exiting their vehicle upon arrival and will remain on until they have re-entered their car that the end of the meeting or activity. Masks will be conservative in nature, solid colors that complement and respect the United States Air Force uniform.
- E. Adopting the New York State “Business Mask Rules”, social distancing guidelines will be followed at all times. As mentioned, those who are fully vaccinated may occupy space which is in close proximity to another. Those who are not vaccinated, or status is unknown should take up a designated space, socially distanced from those who are vaccinated and amongst themselves and wear masks at all times. Meeting rooms within the non-vaccinated individual sections, will have chairs spaced 6 feet apart. If this is not possible, classes may be split up so that social distancing can be obtained.
- (1) Overnight activities will maintain the following restrictions:
- sleeping arrangements will place all individuals in a cohort arrangement, and at least 6 feet apart with as much ventilation as possible,
 - eating arrangements will be arranged so that all individuals will be at least 6 feet apart when indoors or outdoors,
 - restroom facilities will maintain a 6 foot separation between individuals and with facial coverings when possible
 - facilities (sleeping, dining and restrooms) must be sanitized promptly and within change of individuals occupying the location.
- F. Prior to any meeting or activity, Senior Executive Staff (cadets and senior members) will sanitize all surfaces of chairs, tables, etc. that members may come in contact with throughout the meeting or activity, prior to the start and arrival of the activity or meeting. This process will be repeated at least one time during the course of the meeting or activity and then again prior to leaving the meeting or activity.
- G. Proper hand washing will be encouraged and maintained throughout the meeting or activity. If possible, the unit will provide hand sanitizer for members to use throughout the meeting or activity. If hand sanitizer is not available, members will be encouraged to use the “at least 20-seconds” method of washing with soap and water. Members will wash their hands on a regular basis throughout the meeting or activity. Essentially, wash or sanitize hands before the meeting or activity, at the break and after the meeting or activity ends.

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- H. Proper hygiene will be used at all times. Members are asked to cover their coughs or sneezes into a tissue or their elbow to help cut down on particulate spread. We understand that we are in allergy season and these are sometimes difficult to avoid.
 - I. These policies and procedures will go into effect upon the unit's return to Phase III activities. Given the uncertainty of the pandemic, members who do not wish to return to unit meetings and activities should contact your chain of command to notify them of your absence in this situation. Please include how long the absence is expected to last. We encourage your virtual participation if and where possible. **All members are encouraged to actively participate in meetings and activities within their unit first, and then higher echelons of NYWG.** Excusal requests for meetings and activities are highly encouraged and must be reported up the Chain of Command established by the Unit Commander or Activity Director. It is strongly advised that you familiarize yourself with local rules and ordinances.
3. Squadron meetings and overnight activities will be conducted as per the guidelines listed above. In addition, all aviation activities are allowed (assuming all members are low-risk and all flights are in low-risk areas) as per the directions of the NYWG/DO. Food preparation should be done individually as no family style or buffet meals are allowed.
4. IAW NHQ Waiver Memo 21-02, the CAPR 60-1, Paragraph 8.7.5.1, is amended: “due to the public health situation caused by the COVID-19 pandemic, the encampment requirement for national-level activities is waived on a case-by-case basis. The activity director, in coordination with the Cadet Programs National Cadet Special Activity Team, will decide if the requirement should be removed. The decision as to whether the requirement should be removed will be based on whether military skills or experience gained at encampment is needed for success at the activity. This case-by-case exception remains in effect until this waiver is rescinded”.
- A. Additionally, the CAP COVID-19 Information Center on the NHQ CAP website contains constantly updated information and guidance to all commanders and activity directors for multi-day and overnight activities as well as follow-up planning. This guidance will be adhered to in the strictest terms possible.
5. IAW Memo 21-01, and ICL to CAPR 40-2, due to many encampment cancellations in 2020 and the limited space of those wings actually able to conduct an encampment in 2021, the “encampment waiver” as been extended so that cadets may earn their Mitchell and Earhart awards without an encampment, through 31 OCT 2021.

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- A. To request the waiver, unit commanders are to send NYWG/DCP a copy of the cadet's full tracking report and screenshot of current cadet promotion entry screen showing passing scores (leadership, AE, active participation, PT scores, etc) and time-in-grade, with cadet's CAP ID, requesting the encampment waiver. NYWG/DCP will review and pass the request to NHQ/Registrar. Once recorded, DCP will inform Squadron CC to promote the cadet. The process is repeated for cadets ready to promote to Earhart. This process will not be allowed for a cadet's promotion to Eaker, or beyond 31 OCT 21. Cadets are not allowed to wear the encampment ribbon with the waiver; the cadet may be allowed to wear the encampment ribbon only upon successfully completing a subsequent encampment in any wing.
- B. All activities will continue to require a CAP 160 to the NYWG/HSO and Group CC prior to activity/meeting, including Spaatz exams.

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

Maj. Katherine Torres, CAP
Director of Cadet Programs
Asst Health Services Officer
NYWG, NER-NY-001

Appendix B: MEMORANDUM FOR PARENTS of NYWG CADETS



Civil Air Patrol

New York Wing HQ
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15 MAY 2021 / 01 JUN 2021

To the Parent(s) or Guardian(s) of NYWG Cadets,

The New York Wing (NYWG) of the Civil Air Patrol (CAP) has received approval to move forward with Phase III operations of our local squadrons in conjunction with local, State, and National laws, including NYS Department of Health and CDC Guidelines, regarding COVID-19 mitigation efforts and under the guidance of Civil Air Patrol's National Headquarters and Northeast Region Commanders.

The State of New York reopening guidelines permit no more than 250 people indoors or 500 people outdoors. Participants will be self-certifying that they are COVID-19 low-risk and healthy with no exposures, or fully vaccinated individuals, or traveling from a low-COVID rate region. A temperature check will be conducted at the beginning of any sponsored CAP event that involves such gatherings and units are required to have the appropriate equipment to do so.

CAP Phase III operations now includes overnight activities, indoor training, outdoor high-capacity training, additional flying opportunities, academies and conferences. New York Wing will be closely monitoring all state and federal reopening guidelines, safety protocols, attendees, and participants during such events.

All participants shall:

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- Wear a face covering (where possible and where non-vaccinated individuals may gather)
- Maintain social distancing (where possible and when non-vaccinated individuals may gather)
- Hand sanitization prior to entering a facility/aircraft, eating, and after departing a facility/aircraft, or sharing instruments or equipment,
- Be healthy – no temperature of 100.4 F or greater and no COVID exposure within 14-days
- Although not required, it is highly recommended that those individuals who can get vaccinated, do so. Those who are not vaccinated or not yet fully vaccinated, should still maintain face covering and social distancing precautions but are not prohibited from participating in meetings or activities, including overnight activities.

As a parent/guardian or a NYWG CAP Cadet, we are asking for your permission to allow your cadet to participate in the vast and exciting programs that CAP continues to offer and will be conducting in the near future. Know that NYWG will attempt to maintain a clean and safe environment for all participants. We are looking forward to getting our members back into a more normal routine of meeting together as a group and safely reintroducing group training knowing both safety and health are front and center for every event.

Best wishes to you all on a safe, healthy and exciting re-start of Civil Air Patrol and all our unique program has to offer!

Stay safe,

Maj Katherine Torres, CAP
Director of Cadet Programs
Asst Health Services Officer
NYWG, NER-NY-001

Appendix C: COVID -19 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 instructions. 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.¹ 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

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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

Appendix D: COVID - 19 SYMPTOM CHECKLIST

If you reply circle YES to any of the questions below or if your temperature is > 100.4F, 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 |

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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

11. Have you been asked to self-isolate or quarantine by a medical professional or a local public health official?

YES NO

Appendix E: UNIT METRICS REPORTS (UPON REQUEST)

(Email completed form to individual requesting information or specified delegate.)

Group:

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

New Infections per 100K People:

Infection Rate:

Positive Test Rate:

ICU Capacity Used:

Percent Vaccinated:

Individual Submitting Form:

Print Name

Signature

Date

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

Last Updated: 01 Jun 2021

Template Updated 20 April 2021

APPENDIX F: MITIGATION PLAN FOR NYWG ENCAMPMENT 2021

Maj Christian Granda, 2021 Encampment Commander

Lt Col Barbara Burns, 2021 Encampment Deputy Commander for Support Lt Col Ben Nodar, 2021 Encampment Health Services Officer

May 5, 2021

Mitigation Plan for 2021 New York Wing Encampment

Anticipated Risk Level: Low Risk **Host Wing Phase:** Phase 2

Wing Phase acceptable for participants from outside of the Host Wing: N/A - We are only accepting members of New York Wing

Communication:

- a) Web site (<https://nyw.cap.gov/encampment>) has our Covid mitigation measures prominently displayed and has been available since the site went live in January.
- b) Information booklets will be sent to all accepted participants after the final go/no-go decision has been made, and will include a detailed description of the mitigation procedures we have implemented and the expectations we have of the participants in order to participate.
- c) Approximately 2 weeks prior to the activity a letter is sent to parents requesting any additional information regarding medical or other situations that may impact a cadet's ability to succeed at the encampment. We have added a request for the "Return Home Plan" and current emergency contact information. Parents are given a password to sign on to the private area of our website to enter this information. The information is downloaded and made available to the medical, FTOs, chaplain, and command staff.

COVID-19 Remobilization of the Membership Plan – Phase III

Screening for COVID infection:

- a) We have asked ALL staff and students to be vaccinated if they are eligible. At in-processing every member will be required to show either they are fully vaccinated or have a negative COVID test within 3 days of arriving.

- b) A letter will be sent requesting the parents to update the encampment with their return home plan (see Communication item “c” above)

- c) Initial screening of all arriving members will be performed by the Encampment Health Services Officer. Will include a temperature check, and review of vaccination or COVID test results. Prior to entering the In-processing area on arrival day for students, arriving members will first go to a staging area where the health check will be performed. Since staff will arrive at differing times, the HSO or medical staff will perform this check prior to their signing into the activity.

- d) If a cadet/senior does not pass the temperature check at the staging area, a second attempt will be made 15-20 minutes later. If that check is unsuccessful, the member will not be allowed to join the activity.

- e) In-processing will be done outside the base entrance under a 20x40 tent canopy. Parents will not be allowed on base, but will drop off the cadet and their luggage at the in-processing area.

- f) A Health Screening Briefing will be done for staff on Friday evening just before the formal in-process. The briefing will take place for the students at the evening formation on arrival day.

- g) Signs reminding everyone of the ‘rules’ will be posted prominently in each cabin, bathrooms, pavilion, dining patio. (Will include masks, social distancing, hand washing, hand sanitizing, cleaning surfaces after use, etc.)

Residence Considerations:

- a) Each flight, along with the FTO and Flight Commander and Flight Sergeant will sleep as a cohort in cabins by flight. The command and executive staff will be a separate cohort.

COVID-19 Remobilization of the Membership Plan – Phase III

- b) Cabins will house participants at 50% capacity (8 to a cabin – 6 students, 1 flight staff, and 1 FTO), with windows and doors kept open.
- c) Hand sanitizers will be stationed at the pavilion, bathrooms, executive offices and dining patio.
- d) Toilet and shower facilities will be cleaned and disinfected daily by a rotating KP flight overseen by a cadet staff member.
- e) Showers will be scheduled by flight and individuals will be limited as to capacity.
- f) All activities will be held outdoors or under side-less tent canopies. In general cadets will sitting on 6' tarps on the ground.

Meals:

- a) Will eat under a side-less tent outside the dining facility.
- b) Will use disposable utensils.
- c) Stratton ANG base will be providing meals according to their protocols.

Gatherings, Visitors and Field Trips:

- a) There will be no excursions off-base. All classes will be held under open air tents.
- b) The plan is not to allow ANY visitors. Most classes will be taught by on-base staff. If an out-side instructor is used, they will need to be vaccinated or have a negative COVID test. We hope to have a couple of presentations by Air National Guard personnel. In that case, the presentation would be done outside under a tent, and the speaker would not be closer than 6' from any participant.
- c) Parents are not allowed to come on base for in-processing.

COVID-19 Remobilization of the Membership Plan – Phase III

Transportation:

- a) Vans will not be used to transport cadets. If transport on base is needed it will be done in open-air golf carts.
- b) If a van is needed to transport a cadet to a health care facility, the current Wing restrictions for van use will be employed.
- c) Staff cadets will need to be transported to the off-base storage facility to retrieve encampment equipment (cots, etc.) and return those items at the end of the activity. Again, current Wing restrictions as to seating capacity will be maintained. An attempt will be to utilize those cadets who are vaccinated.

Activity Health Services:

- a) Health Service Officer assigned. Lt Col Ben Nodar is officially appointed as a Health Services Officer for his squadron and has been appointed as Health Services Officer for this encampment. He is a registered nurse in his professional life. He will be onsite at the encampment the entire time, and this is his only assigned duty.
- b) A separate medical room in a stand-alone building with no other personnel would be used to isolate any cadet or staff member who develops symptoms. The room is air-conditioned, with two windows.
- c) A CAP van will be used for transportation for sick members with possible infectious illness. All members of the transport team, as well as the patient, will wear N95 masks and will be seated as far apart as possible. The van will be disinfected and cleaned after use according to New York Wing protocols.
- d) Since the encampment is already set up with cohorts (4 separate flights, executive & command staff), if someone becomes symptomatic, the other members of the cohort are already segregated and this separation will be maintained.

COVID-19 Remobilization of the Membership Plan – Phase III

Additional Considerations:

- a) Covid related items have been added to the packing that has been available on the website since January.
- b) Required Staff Training will be held virtually about 3 weeks prior the encampment and will include Staff-Cadet interactions with regard intensity levels, personal space, no-touch inspections, etc.

Appendix G: MITIGATION PLAN FOR NYWG FLIGHT ACADEMY



HEADQUARTERS
CIVIL AIR PATROL NEW YORK WING UNITED STATES AIR FORCE AUXILIARY24
LOOP ROAD, BLDG 1
WHITE PLAINS, NY 10604-1218



From: Lt Col Diane Wojtowicz, 2021 Flight Academy Director
Lt Col Ben Nodar, 2021 Encampment Health Services Officer

Date: May 23, 2021

Subject: Mitigation Plan for 2021 New York Wing Encampment/Flight Academy

Anticipated Risk Level: Low Risk

Host Wing Phase: Phase 2

Wing Phase acceptable for participants from outside of the Host Wing: N/A

- We are only accepting members of New York Wing

Communication:

- c) Web site (<https://nyw.cap.gov/encampment>) has our Covid mitigation measures prominently displayed and has been available since the site went live in January.
- d) Information booklets will be sent to all accepted participants after the final go/no-go decision has been made, and will include a detailed description of the mitigation procedures we have implemented and the expectations we have of

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

Last Updated: 01 Jun 2021

Template Updated 20 April 2021

NYWing

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the participants in order to participate.

- e) Approximately 2 weeks prior to the activity a letter is sent to parents requesting any additional information regarding medical or other situations that may impact a cadet's ability to succeed at the encampment. We have added a request for the "Return Home Plan" and current emergency contact information. Parents are given a password to sign on to the private area of our website to enter this information. The information is downloaded and made available to the medical, FTOs, chaplain, and command staff. (If parents cannot access the web, they can bring the information to in-processing.) (Sample packet – Attachment #1)

Screening for COVID infection:

- a) We have asked ALL staff and students to be vaccinated if they are eligible. At in-processing every member will be required to provide proof that they are fully vaccinated OR have a negative COVID test within 72 hours of arriving OR provide a COVID test indicating positive within the previous 3 months and not within the last 10 days. This information will be available for review by the Department of Health DOH (per NYS requirements).
- b) A letter will be sent requesting the parents to update the encampment with their return home plan (see Communication item "c" above)
- c) Initial screening of all arriving members will be performed by the Encampment Health Services Officer. Will include a temperature check, and review of vaccination or COVID test results. Since staff will arrive at differing times, the HSO or medical staff will perform this check prior to their signing into the activity.
- d) If a cadet/senior does not pass the temperature check at the staging area, a second attempt will be made 15-20 minutes later. If that check is unsuccessful, the member will not be allowed to join the activity.
- e) In-processing will be done outside the trailer used by the Flight Academy (FA) director. There is a canopy, table and 10'x10' pop up canopy. Cadets will be spaced 6' apart as processing is done.
- f) A Health Screening Briefing will be done for staff on Friday evening just before the formal in-process.
- g) Signs reminding everyone of the 'rules' will be posted prominently in each cabin, bathrooms, pavilion, dining patio, FA trailer. (Will include masks, social distancing, hand washing, hand sanitizing, cleaning surfaces after use, etc.)

- h) Blue surgical type masks will be available for staff and cadets (per NYS requirement).
- i) Health checks will be done every morning and evening. Information will be available for review (no temperatures but indication that check was done per NYS requirement).

Residence Considerations:

- a) The FA cadets will be treated as a cohort. This includes the 4 cadets, OIC and senior staff. The cadets will sleep in individual tents provided by the FA. The tents will be placed more than 6’ away on the exercise field. The cadets will be instructed to not to socialize with other cohorts.
- b) Hand sanitizers will be stationed at the pavilion, bathrooms, FA trailer and dining patio.
- c) Toilet and shower facilities will be cleaned and disinfected daily by a rotating KPflight overseen by a cadet staff member.
- d) Showers will be scheduled by flight and individuals will be limited as to capacity.
- e) All activities will be held outdoors or under FA trailer canopy and 10x10 pop up canopy. The cadets will be seated 6’ apart (unless part of same family).
If needed, the CAP hanger is available and again, NYW protocol will be followed.

Meals:

- a) Will eat under a side-less tent outside the dining facility or at the FA trailer under canopies.
- b) Will use disposable utensils.
- c) If Stratton ANG base will be providing meals according to their protocols, per NYS requirements must be individual servings. IF FA provides meals, they will be per NYS requirements as individual servings.
- d) Hydration will be provided by Gatorade bottles and water bottles. There will be no sharing. They will be available for at the

FA trailer in a cooler. Hands will be sanitized prior to reaching into the cooler. There will be disposable cups available with the water cooler at the trailer as well.

Gatherings, Visitors and Field Trips:

- a) There may a need to have the cadets transported to the FBO or CAP Hanger. If so, NYW plan will be followed for use of CAP vans.
- b) No visitors will be allowed.
- c) Parents are not allowed to come on base for in-processing.

Transportation:

- a) Vans may be used to transport cadets if needed. If so, NYW protocol will be followed. If transport on base is needed it will be done in open-air golf carts if available. Otherwise, POV will be used to carry equipment only.
- b) If a van is needed to transport a cadet to a health care facility, the current Wing restrictions for van use will be employed.

Activity Health Services:

- a) Health Service Officer assigned. Lt Col Ben Nodar is officially appointed as a Health Services Officer for his squadron and has been appointed as Health Services Officer for this encampment. He is a registered nurse in his professional life. He will be onsite at the encampment the entire time, and this is his only assigned duty.
- b) A separate medical room in a stand-alone building with no other personnel would be used to isolate any cadet or staff member who develops symptoms. The room is air-conditioned, with two windows.
- c) A CAP van will be used for transportation for sick members with possible infectious illness. All members of the transport team, as well as the patient, will wear N95/KN95 masks and will be seated as far apart as possible. The van will be disinfected and cleaned after use according to New York Wing protocols.

- d) Since the encampment is already set up with cohorts and the FA is set up as well. If someone becomes symptomatic, the other members of the cohorts are already segregated and this separation will be maintained.

Additional Considerations:

- a) Covid related items have been added to the packing list that has been available on the website since January and will be provided to each FA cadet via email.
- b) If O-flights are to be done using CAP aircraft, the aircraft will be cleaned after each flight per NHQ protocol (Lysol and rubbing alcohol). There will be no headsets used except for the pilot's headset. Cadets will be given disposable ear protection for the ride.
- c) Masks will be worn per NYS requirements (if unvaccinated cadets, all staff must wear a mask), NYW requirements and NHQ requirements.

Equipment Considerations:

- a) An instructor pilot will be assigned 2 students. They will be treated as a crew and will not be separated (meaning no sharing of students). They will use the same aircraft and each cadet will use the same headset (no sharing) for the entire week.
- b) The FA books will be given to each student and they will be instructed not to share. Any other handouts and books can be used and then set aside (stored when no longer used).
- c) Headsets will be given to each cadet and only they will use that headset for the week. Should another headset be required, the headset will be cleaned per NHQ protocol (rubbing alcohol). There will be no sharing of headsets.
- d) Cadets will be supplied individual hand sanitizer bottles that can be refilled. Purell will be available at the trailer.
- e) Each aircraft will be used by only by the 1 instructor and their 2 cadets. They will be treated as a crew and they will clean the airplane as needed.

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The aircraft will be fully cleaned per NHQ protocol (Lysol and rubbing alcohol) when it arrives. A final cleaning will be done before the aircraft is returned.

- f) If drones are used as part of the AE requirements of the NYW Encampment, the equipment will be cleaned with rubbing alcohol between uses. This includes the control unit and actual drone and any other equipment. The FA OIC will be the one handling the actual drones. Plastic gloves will be provided to wear if needed.