

**Approved: 20 March 2021**



# Post-COVID-19 Remobilization of the Membership Plan

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

NYWG  
Completed 03 Mar 2021

Template Updated 8 June 2020

## Post-COVID-19 Remobilization of the Membership Plan – Phase II

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

Additional staffing and resources have been coordinated with 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 J Silverman, PhD

Primary Phone:

Primary Email: [jsilverman@cap.gov](mailto:jsilverman@cap.gov)

Narrative Summary of Coordination and Events To-Date in NYWing:

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

At this point, most of NYWG is ready to re-establish itself in Phase II operations..

The metrics in NYS are reasonably consistent, although we are aware of significant variance throughout the state. In addition, it would be remiss not to bring to the forefront that NYS has at least 4 variants that are being closely watched. These are the NYS variant (B.1.526) which is most prevalent in Queens, the Bronx and Westchester Counties, the South African variant (which shares the E4848K mutation with the NYS variant), the UK variant, and the Brazilian variant. It is unknown at this time what the impact, significance, risk or any other characteristic of these might be. Group Commanders will need to be extremely vigilant, as will I, to the potential of increased serious disease resulting from any of these variants.

Although NYS, at the time of this plan submission, is considered at "very high" risk, this is largely due to the disproportionate impact of of the Hudson Valley, the 5 boroughs of NYC, and Long Island. Given this situation, it is proposed that NYWG will open with the exception of Catskill Mountain Group (Delaware, Sullivan, Ulster, Orange, and Rockland Counties), South Eastern Group (Westchester, Dutchess, and Putnam Counties), New York City Group (Bronx, New York, Queens, Kings, and Richmond Counties), and Long Island Group (Nassau and Suffolk Counties). These cover all of the areas considered at "very high risk" / covidactnow metrics. These aforementioned groups will remain at Phase I until their metrics reach an accept-

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able level. These data have been observed over the last 10 days to see how they were trending, and in fact there has been a significant change in that the entire northern region is no longer of heightened concern. In addition, New York State governor, Governor Cuomo is sequentially and consistently opening the state more, encouraging people to get “back to living”, and strongly encouraging vaccinations. It is helpful to check the following site to track hotspots within the state: [coronavirus.health.ny.gov](https://coronavirus.health.ny.gov).

Currently, NYS offers 2 ways to attain vaccination, i.e., through the State government, or through various non-state agencies, e.g., pharmacies, universities, hospitals. Who can be vaccinated where and when is variable at this time. Generally, NYS is in Phase 1B of its vaccination program. Therefore, people who are 1A (health care workers and LT care facility workers) continue to be eligible. In addition, people 65 years of age and older, people 16 years of age and older with underlying high risk medical condition(s), First Responders, teachers and child care workers, and other essential workers are now eligible to receive vaccines. See [covid19vaccine.health.ny.gov](https://covid19vaccine.health.ny.gov) for the full listing. NYS has the Moderna, Pfizer and the J&J vaccines at this time.

It is evident that most of NYS is within the constructs identified to move back into CAP Phase 2 in a controlled fashion. We intend to begin with meetings of no more than 20 people (indoors or outdoors), then follow the indices for a 10 day period to see if there are any negative changes. If not, we will increase by an additional 20 people at the subsequent meeting. This incremental increase will continue until we reach the maximum set by NYS at that time. Per Gov Cuomo, beginning 22 Mar 2021 “social gatherings” will increased to 100 people indoors and 200 people outdoors. As of today, larger gatherings in larger venues are allowed, thereby opening the door for numerous activities, e.g., Yankees and Mets baseball. Regional sports venues that hold 1500 or more people indoors or 2500 or more people can reopen at 10% and 20% respectively.

Masking and social distancing mitigation behaviors are to be enforced at all times. It is encouraged that meetings continue to be held outside when possible, and to include a virtual component so that members unable to attend in person, are still actively involved in their units. All people fully vaccinated with an antibody response can participate in Phase 2. It is encouraged that members follow up with their health care providers and assure that they have, in fact, mounted an immune response to the vaccination 2 weeks post vaccination. Meetings inside are allowed, although not preferred. In order to meet inside, there must be at least a 6' circumference around every individual, everyone masked, and frequent hand-washing. Areas used need to be disinfected prior to, and after use. There will be NO sharing of foods or beverages whatsoever. Masking is mandatory at all NYWG function at all times.

Prior to each event, CAPF 160s must be completed and approved by the Wing Director of Safety (Lt Col Sean Neal) or one of his designees. Each event will again begin with an assessment consisting of review of symptoms, pre-existing health issues, and and other health issues of concern. Temperatures will be taken onsite using the squadron’s dedicated no-touch thermometer that each group is providing for all of their squadrons. These health assessments will be done in a dedicated area to be used for only that purpose, physically placed before someone can enter to where the meeting/event is occurring.

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In addition to the health screenings, each unit is responsible for checking the metrics immediately prior to any meeting/event to ascertain that they remain within the safe range. Given the size and location of NYS, it is expected that there will be variability in this, so it is of the utmost importance that each unit leader (or designee) be alert. NYWG can decrease the Phase and close down units within regions that are not considered safe, while allowing the other regions to operate at their highest level for which there is a NYWG specific plan, as long as it is within NYS guidelines.

This Plan was compiled based upon reports from indicated Wing Staff Officers and all Group Commanders. It is anticipated that NYWG will resume activities in Cadet Programs, Aerospace Education, and Emergency Services. Group Commanders delineated how they were going to ensure that each task was able to be performed. Items that fall into this category have the following for OPR/Personnel Assigned: “Group CCs to Subordinate Unit CCs” in the Plan. All Group plans are retained for clarification by Wing as well as the by the Group which created it.

It is paramount that areas which tend to experience considerable tourist influx be cognizant of the associated risks. In addition, regions bordering states that are experiencing outbreaks need to be on acutely aware. Any deviation from the pre-existing level of safety must be immediately communicated to the group commanders and/or to me. Additionally, all group commanders are required to submit an updated weekly report (for the week just completed, due on every Thursday to Cadet Mahoney - info in plan), delineating all of the metrics presented earlier. A group cannot hold any in person meetings if they have not filed a report for the prior week as we cannot risk letting a situation get out of control and must get used to checking this information. The Weekly Group Report and the CAPF160s must be completed and found satisfactory PRIOR to any event.

To further ensure the safety of all members of NYWG CAP, attention is being given to the proper use of all appropriate safety forms, which are delineated within the Plan and attached in the Appendix.

One component that is being informally considered at this time reflects NYWG’s concern for the psychological status of its members. The ongoing strain caused by coping with the demands of a pandemic in terms of the impact it has made on our individual lives in, e.g., illness, social functioning, employment, financial status, and health concerns, in addition to the constant reminders by virtue of social distancing and mask wearing, superimposed on a society that is struggling with coming to grips with the situation, and the fear of the unknown - is nothing short of profound. To this end, we will be informally working with the Wing’s chaplains, licensed mental health providers and CISM-trained personnel to identify how best to incorporate their insight and services. It is essential that this is presented as a normative aspect of dealing with a pandemic as there are few among us who are not experiencing some level of psychological reactivity and that this is not, in and of itself, a pathological response. There are few people alive, and probably even fewer in CAP, who have experienced this phenomenon in the past. We are all learning how to cope within a highly stressful situation. Interventions aimed at minimizing a sense of isolation and/or of feeling overwhelmed, of improving coping skills, and/or encouraging people to share their experiences are among the possibilities. This is not intended to be individual or group therapy. Individuals who would benefit from that level of intervention shall be referred for such. In addition, the literature clearly demonstrates that significant and especially, con-

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tinual stress, has a deleterious effect on our immune functioning. Attending to our membership’s emotional status is simply another way in which to keep everyone as safe as possible.

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

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

Item#	Task	OPR/Assigned Personnel	Date Tasked	Suspense	Date Completed	Notes
2.1.	Wing Commanders should review their wing calendar for previously-postponed and upcoming day-only events	Wing Staff	28 Feb 2021		Ongoing	
2.1.1.	Wing priorities for training events should be coordinated with unit commanders’ needs	Wing Staff	28 Feb 2021		Ongoing	
2.1.2.	Task staff officers to provide input on list of events and priorities:	J. Silverman, Lt Col	28 Feb 2021		02 Mar 2021	
2.1.2.1.	Director of Aerospace Education	Updated by Lt Col Silverman as no substantive changes	28 Feb 2021		02 Mar 2021	“Wing Tips”, Yeager Award, Rocketry, R/C flying with STEM kits
2.1.2.2.	Director of Cadet Programs	Updated by Lt Col Silverman in conjunction with Maj Torres	05 Mar 2021		02 Mar 2021	Appendices A, B, and C
2.1.2.3.	Director of Operations/Emergency Services	Updated by Lt Col Silverman as no substantive changes	05 Mar 2021		02 Mar 2021	Appendix D
2.1.2.4.	Director of Professional Development	Updated by Lt Col Silverman as no substantive changes	28 Feb 2021		02 Mar 2021	In order of priority: 1. TLC Basic and Intermediate 2. SLS and CLC 3. UCC
2.1.2.5.	Plans and Programs Officer	Wing Staff	28 Feb 2021		02 Mar 2021	TBD

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2.2.	Coordinate with subordinate unit leaders to deconflict calendar events to the greatest extent possible	<b>Wing Staff and Group CC's</b>	<b>28 Feb 2021</b>		<b>Ongoing</b>	
2.3.	Publish updated event listings to the Wing calendar and promote these dates to the units for their planning and participation	<b>Wing Staff</b>	<b>28 Feb 2021</b>		<b>Pending approval of plan</b>	
2.4.	Task the Director of Safety to coordinate with Activity Directors	<b>J Silverman, Lt Col</b>	<b>28 Feb 2021</b>		<b>02 Mar 2021</b>	<b>All units to report review of appropriate information to Lt Col Neal using CAPF 60, 160 HL, 160 HS</b>
NOTE:	<i>The term "Activity Directors" may include Incident Commanders that are directing exercises. Incident Commanders should use existing operational guidance for real-world missions and taskings. Use good judgement.</i>					
2.4.1.	Activity Directors will use Post-COVID-19 produced Risk Management (RM) forms to mitigate local risks	<b>Updated by Lt Col Silverman as no substantive changes</b>	<b>28 Feb 2021</b>		<b>Ongoing</b>	<b>Will comply. Lt Col Neal is in communication with Group CCs who will comm to Sqd CC's</b>
2.4.2.	Activity Directors identify sources for face coverings, gloves, & sanitizer to use in case of a return to increased risk	<b>Updated by Lt Col Silverman as no substantive changes</b>	<b>28 Feb 2021</b>		<b>02 Mar 2021</b>	<b>Identified per unit via Group CC as unit IR thermometer</b>

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

<b>Item#</b>	<b>Task</b>	<b>OPR/Assigned Personnel</b>	<b>Date Tasked</b>	<b>Suspense</b>	<b>Date Completed</b>	<b>Notes</b>
2.5.	Task the Health Service Officer to coordinate with Activity Directors	<b>J. Silverman, Lt Col</b>	<b>28 Feb 2021</b>		<b>Ongoing</b>	
2.5.1.	Health Service Officers consider screening with no-touch thermometers at events (if such equipment is available and practical)	<b>J. Silverman, Lt Col</b>	<b>28 Feb 2021</b>		<b>02 Mar 2021</b>	<b>Researched and in process of being procured by W. Martin, Lt Col. Until they are, members will bring own thermometers for screening</b>

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2.5.2.	Health Service Officers remind members that identify as High-risk to remain home, but participate virtually	<b>J. Silverman, Lt Col</b>	<b>28 Feb 2021</b>		<b>Ongoing</b>	<b>Unit HSO's to perform</b> <a href="https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html">https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html</a>
2.5.3.	Health Service Officers ensure that there is a cleaning/sanitizing plan for commonly touched surfaces, a hand washing plan, a face covering plan, a temperature check plan (either performed prior to entering the activity with a no-touch thermometer or performed at home prior to coming to the activity), and a social distancing plan.	<b>J. Silverman, Lt Col</b> <b>Unit HSOs</b>	<b>28 Feb 2021</b>		<b>Ongoing</b>	<b>Unit HSO's to perform locally</b> <b>Appendix E - Instructions</b> <b>Appendix F: Symptom and Temp Checklist</b>
2.5.4.	Units will ensure no more than 50 members are together at gatherings. Squadrons with more than 50 members must submit a plan on how they will comply with restrictions	<b>J. Silverman, Lt Col</b>	<b>28 Feb 2021</b>		<b>Ongoing</b>	<b>Group CC's and subordinate units created plans - including alternating weeks and using virtual platforms. To start @ 20 people and increase as in summary.</b>
2.6.	Ensure Activity Directors have plans in place to communicate last-minute cancellations of events to participants	<b>J. Silverman, Lt Col</b>	<b>28 Feb 2021</b>		<b>02 Mar 2021</b>	<b>Group CCs and subordinate units prepared</b>
2.7.	Ensure Activity Directors have plans in place to conduct verification of local public health guidance, local weather, and any other information that may lead to event cancellation (Continuation Check)	<b>J. Silverman, Lt Col</b>	<b>28 Feb 2021</b>		<b>02 Mar 2021</b>	<b>Group CCs and subordinate units prepared</b> <a href="https://www.covidactnow.org/us/ny?s=656108">https://www.covidactnow.org/us/ny?s=656108</a> <a href="https://coronavirus.health.ny.gov/home">https://coronavirus.health.ny.gov/home</a> <b>Appendix G: Group Metrics Report</b>
2.7.1.	45 Days Prior Continuation Check					<b>Unit HSOs (or designees ) will work as-needed with wing COVID-19 POC</b>
2.7.2.	14 Days Prior Continuation Check					<b>Unit HSOs (or designees ) will work as-needed with wing COVID-19 POC</b>
2.7.3.	7 Days Prior Continuation Check					<b>Unit HSOs (or designees ) will work as-needed with wing COVID-19 POC</b>
2.7.4.	1 Day Prior Continuation Check					<b>Unit HSOs (or designees ) will work as-needed with wing COVID-19 POC</b>

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2.7.5.	Day-Of Continuation Check					<b>Unit HSOs (or designees ) will work as-needed with wing COVID-19 POC</b>
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Phase II: Resuming One-Day Special Activities (AE Events, SAREXs, etc; continued)

Item#	Task	OPR/Assigned Personnel	Date Tasked	Suspense	Date Completed	Notes
2.8.	Ensure Unit Commanders are aware of and following the same procedures for unit-only single-day activities (i.e., they are the Activity Director for the purposes of this checklist, for unit events)	<b>J. Silverman, Lt Col</b>	<b>28 Feb 2021</b>		<b>02 Mar 2021</b>	<b>Tasked Group CC's for subordinate units</b>
2.9.	Email this plan to signal intentions to resume single-day events to the CAP COVID-19 Planning Team at <a href="mailto:COVID-19Plans@capnhq.gov">COVID-19Plans@capnhq.gov</a> , and copy the Region Commander	<b>J. Silverman, Lt Col</b>	<b>28 Feb 2021</b>		<b>02 Mar 2021</b>	
2.9.1.	Briefly describe/summarize previous coordination accomplished (i.e., 2.1 through 2.8 above)	<b>J. Silverman, Lt Col</b>	<b>02 Mar 2021</b>		<b>02 Mar 2021</b>	<b>Wing staff has identified Wing-specific parameter of their priorities, Group CC's have worked w Sqd CC's to accomplish goals and tasks</b>
2.9.2.	Verify no jurisdictional restrictions are in place from State or Local Governments	<b>J. Silverman, Lt Col Group CC's</b>	<b>28 Feb 2021</b>		<b>Ongoing</b>	<a href="https://coronavirus.health.ny.gov/home">https://coronavirus.health.ny.gov/home</a>
2.9.3.	Set date to resume one-day special activities	<b>J. Silverman, Lt Col</b>			<b>Pending plan approval</b>	
2.9.4.	Receive approval from the CAP COVID-19 Planning Team to resume one-day special activities. Plan for one-week lead time.	<b>J. Silverman, Lt Col</b>			<b>Pending</b>	

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2.10.	Publish the date that one-day special activities will resume to subordinate units	<b>Wing CC</b>			<b>Pending plan approval</b>	
2.11.	Task Wing Director of Operations to communicate the following to subordinate units	<b>Updated by Lt Col Silverman as no substantive changes</b>	<b>28 Feb 2021</b>		<b>Pending plan approval</b>	
2.11.1.	Identify flight operations permitted during Remobilization Phase II	<b>Updated by Lt Col Silverman as no substantive changes</b>	<b>28 Feb 2021</b>		<b>Pending plan approval</b>	<b>Appendix H: Staff and unit meetings. Small Group Crew Training, prescheduled local O-flights, At Your Convenience Training, Mission Base training - SAR Training with up to 10 people in Missions Base, Sim Usage, Zoom Tabletops. These are in addition to Phase I activities (Flight Evaluations, Crew Proficiency, Dual Instruction (including cadet flight instruction such as in the Wings Program), and Individual aircrew training)</b>
2.11.2	Identify requirements (Currency, etc) for Senior members	<b>Updated by Lt Col Silverman as no substantive changes</b>			<b>Pending plan approval</b>	<b>IAW CAPR 70-1</b>
2.11.3	Identify cadet training requirements that may be different than Phase I requirements	<b>Updated by Lt Col Silverman as no substantive changes</b>			<b>Pending plan approval</b>	<b>IAW CAPR 70-1</b>
2.11.4	Identify cleaning standards for aircraft and vehicles before and after use	<b>Updated by Lt Col Silverman as no substantive changes</b>				<b>Appendix D:</b> <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>

**Appendix A: Memo to Wing Commander re: Reopening Plan For Cadet and Composite Squadron Meetings**

**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

05 Mar 2021

MEMORANDUM FOR NY Wing Commander Col John Jones

FROM: NY Wing Director of Cadet Programs

SUBJECT: COVID-19 Reopening Plan Squadron Meetings, Phase II

With the resumption of Phase II activities, we will be able to expand our cadet programs to small group meetings both indoors and outdoors. We will continue to encourage outdoor meetings to decrease the opportunity for contagion.

All must be kept to **20 people or less** and follow CAP guidelines to include social distancing, sanitizing, and handwashing. The 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.

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

Last Updated: 18 Mar 2021

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## **Promotion Requirements:**

### **1. Supporting cadets during the COVID-19 public health emergency.**

- Region Cadet Leadership Schools has been available virtually, and NYWG encampment size is reduced by 50%. Preference will be given to NYWG cadets, those who were granted Mitchell Awards via waiver, and Chief MSgts. Encampment is waived for Mitchell candidates through October 2021. RCLS waived for Eaker candidates through October, 2021.
- [https://www.gocivilairpatrol.com/media/cms/CAPR\\_601\\_Waiver\\_Memo\\_6\\_May\\_20\\_50DCAF5871E92.pdf](https://www.gocivilairpatrol.com/media/cms/CAPR_601_Waiver_Memo_6_May_20_50DCAF5871E92.pdf)
- Squadron Commanders must email DCP with a Cadet Full Tracking Report once cadet has completed all requirements, with scores, for The Billy Mitchell Award and The Ira Eaker Award. DCP will email cadets approved for waiver to NHQ for review and subsequent promotion, every 1<sup>st</sup> and 15<sup>th</sup> of the Month.

### **2. COVID-19 Risk Management for Multi-Day Training Activities & Follow-Up Planning**

- This is the guidance that we are using to establish a process for evaluating risks relating to COVID-19 that affect multi-day training activities. We want to allow activities to continue when it is safe to do so, and to cancel, postpone, or relocate when advised by public health warnings. Further, the memo discusses follow-up plans in the event of cancellations.
- **Affected Activities.** This guidance applies to all National Cadet Special Activities, Cadet Special Activities, National Flight Academies, Encampments, multi-day Emergency Services training, multi-day Aerospace Education and Professional Development training and all other multi-day training activities until further notice.
- [https://www.gocivilairpatrol.com/media/cms/CAP\\_CC\\_Letter\\_on\\_COVID19\\_RM\\_for\\_Mul\\_B16586888A54D.pdf](https://www.gocivilairpatrol.com/media/cms/CAP_CC_Letter_on_COVID19_RM_for_Mul_B16586888A54D.pdf)

## **Interim Change Letter – CAPR 60-1, *Cadet Program Management***

- This change is to allow local leaders maximum flexibility during the current health emergency, and to help protect our most important resource - our members - CAPR 60-1, paragraph 4.3 (Cadet Activities) is temporarily suspended.
  - It establishes requirements for weekly cadet squadron meetings, monthly “Saturday” activities, and wing cadet activities once per quarter.
  - Section 4.3 is temporarily suspended until further notice. It will be reinstated when the Coronavirus risk subsides.
  - Commanders should explore the possibility of streaming cadet program curricula in lieu of meetings and encourage cadets to continue in their on-line testing.
  - [https://www.gocivilairpatrol.com/media/cms/CAPR\\_601\\_November\\_2019\\_ICL\\_2002\\_in\\_1E43EC32566F0.pdf](https://www.gocivilairpatrol.com/media/cms/CAPR_601_November_2019_ICL_2002_in_1E43EC32566F0.pdf)
3. **Virtual:** any convenient technology such as Zoom, Skype, Facetime, Microsoft Teams, Google Hangouts, teleconference, etc.
  4. **Achievement 1 Uniform Requirement.**  
Ordinarily, cadets must possess a CAP uniform and wear it properly to earn Achievement 1, the Curry (CAPR 60-1, 5.2.3). That requirement is hereby waived for the duration of the COVID-19 emergency.
  5. The amendments to the Cadet program outlined above are still in effect and will be in effect until directed otherwise by NHQ.

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Large units may want to consider holding meetings on separate dates by flight, or 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.

Prior to each event, CAPF 160s must be completed and approved by the Wing Director of Safety (Lt Col Sean Neal) or one of his designees. Each event will again begin with an assessment consisting of review of symptoms, pre-existing health issues, and other health issues of concern. Temperatures will be taken onsite using the squadron's dedicated no-touch thermometer that each group is providing for all of their squadrons. These health assessments will be done in a dedicated area to be used for only that purpose, physically placed before someone can enter to where the meeting/event is occurring.

In addition to the health screenings, each unit is responsible for checking the metrics immediately prior to any meeting/event to ascertain that they remain within the safe range, and all Group CC's are responsible for their Weekly Group Reports to be submitted prior to any activity occurring for that week.

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

Respectfully.

Maj Katherine Torres, CAP

NY Wing Director of Cadet Programs

Updated 04 Mar 2021 by Lt Col Silverman in conjunction with Maj Torres

**Appendix B: Memo to Parents re: Reopening of Cadet and Composite Squadron Meetings**

**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

05 Mar 2021

TO: Parents of New York Wing Cadets  
FROM: New York Wing Director of Cadet Programs  
SUBJECT: COVID-19 Reopening Plan Squadron Meetings, Phase II

Dear Parents,

This letter goes out to you in anticipation of resuming in person activities with our cadets.

As we transition back into Phase II of remobilization, 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. Anyone with a fever of 100.4F should stay home.

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- **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 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.

- **Mask Wearing and Social Distancing:** Masks must be worn at all times. All members are to make every attempt to maintain at least 6' between themselves and any other member. Activities that usually require members to be near each other, such as formations and drill, must adhere to proper social distancing requirements in order to be performed.

- **Monitoring:** Senior members will be closely monitoring meetings, watching for any signs that may need to be addressed.

On behalf of the NYWG Commander, Command Staff and Health Services Officer, I want to reassure you that the safety of your cadet is our top priority. I want everyone to understand that in the next weeks and months it is imperative everyone takes responsible actions to prevent further spread of COVID-19. Have a conversation with your cadets on the way that they feel, if possible, take their temperature, and if anyone in your home is exhibiting COVID-19 symptoms, please keep your cadet home. Your cadet Squadron Commander will be notifying you of any specifics unique to that unit.

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On the subject of State and National cadet activities, most Region Cadet Leadership Schools have been offered via virtual means, and the NY Wing encampment is planned for 50% participation. Preference will be given to NYWG cadets, those who were granted Mitchell Awards via waiver, and Chief MSGts. Encampment is waived for for Mitchell candidates through October 2021. RCLS waived for Eaker candidates through October, 2021.

As we move back into Phase II of the CAP remobilization plan, the requirements that were previously waived are still waived. However, Squadron meetings and activities will slowly progress from groups of 20 to 50, while still keeping all CDC requirements in place. I would encourage you to have your Cadet come back to their Squadron meetings and special activities as soon as you feel it is safe to do so.

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-person activities and training with you and your Cadets soon!

Respectfully,

Maj Katherine Torres, CAP  
NY Wing Director of Cadet Programs  
Updated 04 Mar 2021 by Lt Col Silverman in conjunction with Maj Torres



**Appendix C: Memo to Cadet and Composite Squadron re: Reopening of Squadron Meetings**

**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)

05 Mar 2021

TO: Cadet and Composite Squadron Commanders of New York Wing Cadets  
FROM: New York Wing Director of Cadet Programs  
SUBJECT: COVID-19 Reopening Plan- Squadron Meetings, Phase II

Squadron Commanders:

Most of you have successfully transitioned to virtual platforms and are meeting regularly (albeit weekly or bi-weekly). A few of you have gone above and beyond in keeping cadets active and focused and have even included schools, academies, fitness and other activities in addition to your weekly meetings, and for that we are extremely grateful!

To keep cadets engaged in CAP during the Coronavirus emergency and during the phased remobilization and reopening of the NY Wing, the following accommodations for the cadet learning and promotion systems are still in effect. Make sure you are using all tools available to you and keep yourself aware of all waivers and accommodations that are being offered and suggested. Below is some guidance and references to aid you in your decisions on how to safely bring the cadet program back to a face to face program. Phase II allows up to 20 members for the first meeting, eventually to extend to 50 members in any one activity. This applies to meeting held indoors and out-

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doors. Indoor meetings are further impacted by available room as a 6' circumference around each individual is necessary to meet the requirements. Outdoor meetings are still preferred, to lessen the chance for contagion.

According to this Plan, all members must wear masks at all times (unless there is a documented health reason contraindicating such) to practice social distancing, sanitizing, and handwashing. The disinfecting of meeting areas must be accomplished before and after the meeting. High touch areas/items should be disinfected during the meeting. Any person feeling sick must not attend the meeting and stay home.

NHQ Waiver Programs were put in place to help cadets continue to promote although many major required cadet activities (such as encampments and Region Cadet Leadership Schools) that have been adversely affected:

### **1. Supporting cadets during the COVID-19 public health emergency.**

- Region Cadet Leadership Schools have been offered via virtual means, and the NY Wing encampment is planned for 50% participation. Preference will be given to NYWG cadets, those who were granted Mitchell Awards via waiver, and Chief MSgts. Encampment is waived for Mitchell candidates through October 2021. RCLS waived for Eaker candidates through October, 2021.
- [https://www.gocivilairpatrol.com/media/cms/CAPR\\_601\\_Waiver\\_Memo\\_6\\_May\\_20\\_50DCAF5871E92.pdf](https://www.gocivilairpatrol.com/media/cms/CAPR_601_Waiver_Memo_6_May_20_50DCAF5871E92.pdf)
- Squadron Commanders must email DCP with a Cadet Full Tracking Report once cadet has completed all requirements, with scores, for The Billy Mitchell Award and The Ira Eaker Award. DCP will email cadets approved for waiver to NHQ for review and subsequent promotion, every 1<sup>st</sup> and 15<sup>th</sup> of the Month. Waivers expire 01 MAY 2021 as per NHQ.

### **2. COVID-19 Risk Management for Multi-Day Training Activities & Follow-Up Planning**

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- This is the guidance that we are using to establish a process for evaluating risks relating to COVID-19 that affect multi-day training activities. We want to allow activities to continue when it is safe to do so, and to cancel, postpone, or relocate when advised by public health warnings. Further, the memo discusses follow-up plans in the event of cancellations.
- **Affected Activities.** This guidance applies to all National Cadet Special Activities, Cadet Special Activities, National Flight Academies, Encampments, multi-day Emergency Services training, multi-day Aerospace Education and Professional Development training and all other multi-day training activities until further notice.
- [https://www.gocivilairpatrol.com/media/cms/CAP\\_CC\\_Letter\\_on\\_COVID19\\_RM\\_for\\_Mul\\_B16586888A54D.pdf](https://www.gocivilairpatrol.com/media/cms/CAP_CC_Letter_on_COVID19_RM_for_Mul_B16586888A54D.pdf)

### 3. Interim Change Letter – CAPR 60-1, *Cadet Program Management*

- This change is to allow local leaders maximum flexibility during the current health emergency, and to help protect our most important resource - our members - CAPR 60-1, paragraph 4.3 (Cadet Activities) is temporarily suspended.
- It establishes requirements for weekly cadet squadron meetings, monthly “Saturday” activities, and wing cadet activities once per quarter.
- Section 4.3 is temporarily suspended until further notice. It will be reinstated when the Coronavirus risk subsides. It is recommended that you print a copy of this memo and attach to your SUI B1 CP supporting documents.
- Commanders should explore the possibility of streaming cadet program curricula in lieu of meetings and encourage cadets to continue in their on-line testing.

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- [https://www.gocivilairpatrol.com/media/cms/CAPR\\_601 November\\_2019\\_ICL\\_2002\\_in\\_1E43EC32566F0.pdf](https://www.gocivilairpatrol.com/media/cms/CAPR_601_November_2019_ICL_2002_in_1E43EC32566F0.pdf)

**4. Accommodations for the cadet learning and promotion systems are effective immediately and shall continue until further notice.**

Item No	Standard Cadet Promotion Requirement	Reasonable Accommodation
1	Open-book leadership achievement test	Ops normal
2	Open-book aerospace achievement test	Ops normal
3	Drill & ceremonies performance tests	Virtual* or waived at Unit CC discretion
4	Essay (Ach. 8 & Eaker Award)	Ops normal
5	Speech (Ach. 8 & Eaker Award)	Virtual*
6	Staff Duty Analysis – Technical Writing	Ops normal
7	Staff Duty Analysis – Oral Presentation	Virtual*
8	Staff Duty Analysis – Feedback	Virtual*
9	Cadet Physical Fitness Activity	Honor system
10	Cadet Physical Fitness Test	Pass CPFT as verified by a parent or other adult
11	Character Development Forum	Virtual*
12	Active participation, positive attitude, proper uniform, oath, etc.	Waived until further notice
13	Maintain current membership	Ops normal
14	Leadership Feedback Meeting	Virtual* or waived at Unit CC discretion
15	Closed-book milestone award exam (except Spaatz)	Virtual*, if practical, or unit emails PDF to parent or other trusted adult proctor
16	Spaatz Award exam	Not permitted per Coronavirus precautions; age waivers will be considered if needed

**5. Virtual:** any convenient technology such as Zoom, Skype, Facetime, Microsoft Teams, Google Hang-outs, teleconference, etc.

- Commanders are asked to remind cadets of the CAP Social Media Policy and perform two-deep senior member leadership guidelines IAW CPPT Regulations during all cadet interaction meetings.

**6. Achievement 1 Uniform Requirement.** The uniform requirement is hereby waived, immediately, for the duration of the COVID-19 emergency.

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7. **Spaatz Exams:** To resume upon approval of the Wing CC. The least possible attendance should be present as needed for proctoring, such as testing cadet, NYW Proctor, a senior member from the squadron for CPPT, and an NCO or Cadet Officer to assist with PT portion of the exam. Proctor and cadet will ensure proper disinfection of desktop/laptop used for written and multiple-choice portions as well as proctor credentials.

As we move back into Phase II of the remobilization plan, I encourage all Cadets (to the extent possible) to get out and attend their local Squadron meetings and activities. The amendments to the Cadet program outlined above are still in effect and will be in effect until directed otherwise by NHQ.

As County, State, Nation, and CAP HQ puts out new guidance we will reevaluate our approach to cadet activities and pass information along to you.

Prior to each event, CAPF 160s must be completed and approved by the Wing Director of Safety (Lt Col Sean Neal) or one of his designees. Each event will again begin with an assessment consisting of review of symptoms, pre-existing health issues, and other health issues of concern. Temperatures will be taken onsite using the squadron's dedicated no-touch thermometer that each group is providing for all of their squadrons. These health assessments will be done in a dedicated area to be used for only that purpose, physically placed before someone can enter to where the meeting/event is occurring.

In addition to the health screenings, each unit is responsible for checking the metrics immediately prior to any meeting/event to ascertain that they remain within the safe range, and to ensure that their Group CC has submitted their Weekly Group Reports prior to any activity occurring for that week.

If you have any questions or concerns, feel free to contact me. Stay safe and well!

Respectfully,

Maj Katherine Torres, CAP  
NY Wing Director of Cadet Programs

Plan Completed By: Lt Col Jill Silverman, Ph.D.  
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Template Updated 8 June 2020

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## **Appendix D: 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.<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.

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- 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

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**Appendix E: 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. "PLEASE READ" sign
  - h. dedicated area (>10' away) in which to allow member who is at risk, or considered tovcpotentially 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 F: COVID - 19 SYMPTOM & TEMP SELF-ASSESSMENT - NYWG**

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 |

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9. Have you experienced any gastrointestinal symptoms such as nausea/ vomiting, diarrhea, loss of appetite?  
YES NO

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 G: Updated NYWG Weekly Group Reports (ONLY this form is to be used, effective immediately.)**

(To be submitted to C/Capt Maggie Mahoney at: \_\_\_\_\_ by Thursday of each week)

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:

Number of individuals positive for antibodies (if known):

Individual Submitting Form:

Print Name

Signature

Date

**Appendix H: Approved Operations for Phase II:**

NYWG can resume meetings and training activities under the following conditions:

- (A) Event participation - number of participants
  1. initial events per group per region\*\* (sq mtg, small group exercise) are to be 20 members or less
  2. if metrics stay within appropriate limits for 10 days following initial event, subsequent event can have up to 30 members
  3. this pattern can be repeated up to a maximum of 50 people (indoors or outdoors) in any given event. (ALL must be masked, socially distanced, and frequently washing/disinfecting hands and surfaces.) Indoor meetings are further restricted by the ability to maintain a 6' buffer zone around each individual. If an event is more than 50 people, it can be broken down into separate cohorts of 50 each. There can not be any interaction between cohorts.
  
- (B) Event participation - health requirements
  1. self-identified low risk members can participate if not vaccinated and are in good health
  2. all vaccinated individuals with a (+) response to vaccine
  
- (C) Temperatures (must be less than 100.4F) and symptom checklists (no endorsement of symptoms) will be performed prior to any member entering a meeting/event
  
- (D) Meeting venues
  1. outdoor meetings are encouraged whenever possible
  2. If indoors, the venue must be large enough to allow for social distancing of at least 6' between members.
  3. social distancing must be maintained at all times.
  4. masks must be worn at all times
  5. simultaneous use of virtual presentations, when applicable, are encouraged to maintain as much contact and involvement with those who do not meet the criteria to attend.

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\*\*: If a group is entirely contained within one NYS identified region, then one activity fulfills this requirement. For groups that have units in more than one region, an activity in each region must be held to fulfill this requirement as the metrics could be different.

### Flight Operations Resuming as of Phase II:

- (A) Small Group Training (units or groups of locally conducted training for members to earn crew qualifications)
- (B) Cadet Orientation Flights (CAP, AFROTC, AFJROTC) and TOP flights with the following requirements:
  1. preplanned flights with adequate spacing between flights so that the aircraft can be properly disinfected (see Appendix D for disinfecting requirements and procedures) and so that cadet can leave before next one comes
  2. masks are to be worn by everyone at all times unless they pose a safety to flight, in which case they may be removed.
  3. if waiting for a flight, social distancing of at least 6' must be maintained.
  4. temperature and symptom checklist to be performed. Temp must be < 100.4F and no endorsements of symptoms.
  5. encourage aircrew members to bring drinks with straws that can be slipped under their masks. As the weather improves and the temperature increases, hydration is paramount to safety.
- (C) sUAS training and evaluations
- (D) Redbird Simulator use
- (E) For more information, see FAQs at: [https://www.gocivilairpatrol.com/media/cms/COVID19\\_Remobilization\\_-\\_FAQs\\_v1\\_E858CF453D44A.pdf](https://www.gocivilairpatrol.com/media/cms/COVID19_Remobilization_-_FAQs_v1_E858CF453D44A.pdf)

These are in addition to the flight operations allowed in Phase I which were:

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- (A) flight evaluations
- (B) dual proficiency flights (including cadet flight instruction such as in the FAA Wings Program)
- (C) individual aircrew training