

APPROVED 28 May 2021



Post-COVID-19 Remobilization of the Membership Plan

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

OHWG
Completed 24 May 2021

Template Updated 20 April 2021

COVID-19 Remobilization of the Membership Plan – Phase III

This plan has been developed for OHIO 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: Lt Col David Dlugiewicz

Primary Phone:

Primary Email: david.dlugiewicz@ohwg.cap.gov

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

Ohio Wing created a 13-person, cross-functional team for remobilization planning. This team is composed of OPRs and subject matter experts representing the CAP major mission areas, mission support functions and wing, group and squadron commanders. The team continued its planning for Phase III on the heels of receiving our Phase I and Phase II plan approval from NHQ, with the same personnel on the team as before. The Ohio Wing is going through a change of command as this plan is being constructed. Both the current and incoming Wing CC selected Lt Col David Dlugiewicz to be the plan coordinator since he has been on the REMOB planning from the beginning. Ohio will remove all health restrictions on June 2, 2021 for everything except nursing homes. We will be able to return to the "new" normal operations on June 2, 2021. The number of fully vaccinated Ohioans continues to rise (thanks to the incentives) and the number of cases continue to decline. As of 12 May 2021, the CDC guidelines allow more activities without masks. Some precautions will continue to ensure our members safety. On 23 May 2021 the numbers in Ohio are:

Daily new cases 7.8 PER 100K

Infection rate 0.88 Positive test rate 2.9

% Vaccinated 44.6% 1+ DOSE

Incidence -- Cases per 100K residents over 2 weeks 97.1 Last week 119.1 (decrease of 22.8) (May 20 update)

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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 Dlugiewicz	5/10/21	5/24/21	5/1/2021	02 June all health orders will be removed
3.2.	Consult with staff officers to prepare for overnight activities	Lt Col Dlugiewicz	5/10/21	5/24/21	5/10/21	All plans for overnight and large activities will be submitted to the wing for approval
3.2.1.	Coordinate with Health Services	HS	5/10/21	5/24/21	5/24/21	At least weekly communications between Wing Commander and HS
3.2.1.1.	Check state and local health guidance regarding gatherings	HS	5/10/21	5/24/21	5/24/21	Ongoing process with state and county guidelines. Monitor weekly in all areas.
3.2.1.2.	Prepare to communicate with subordinate units on Health Services-related matters to continue selected public health measures	HS	5/10/21	5/24/21	5/24/21	Emails are sent as changes or more information becomes available
3.2.2.	Consult with Legal Officer about resuming overnight activities	JA	5/10/21	5/24/21		
3.2.3.	Coordinate with Director of Safety	SE	5/10/21	5/24/21	5/14/21	
3.2.3.1.	Verify proper planning and mitigation tools are available to staff and units	REMOB	5/10/21	5/24/21		The WPAFB COVID-19 Guidance for Community Events, Ceremonies, Gatherings, and Faith Based Organization attachment is included only for informational purposes. It is

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						not directive but has great suggestions on ceremonies and gatherings.
3.2.3.2.	Prepare to communicate with subordinate units on Safety-related matters	REMOB	5/10/21	5/24/21	5/24/21	
3.2.4.	Coordinate with Director of Cadet Programs	CP/McNeilly	5/10/21	5/24/21	5/24/21	
3.2.4.1.	Prepare recommendations for units regarding overnight activities	CP/McNeilly	5/10/21	5/24/21	5/18/21	<i>Uploaded to Remob Drive, 5/18/21 and attached</i>

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	CP/McNeilly	5/10/21	5/24/21	5/24/21	See attachments
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 Dlugiewicz	5/10/21	5/24/21	5/24/21	No county or city have different requirements than the state
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 Dlugiewicz	5/10/21	5/24/21		
3.4.1.	Describe previous coordination accomplished	Lt Col Dlugiewicz	5/10/21	5/24/21	5/24/21	Encampment has changed to a Type B
3.4.2.	Verify no jurisdictional restrictions are in place from State or Local Governments	Lt Col Dlugiewicz	5/10/21	5/24/21	5/24/21	No county or city have different requirements
3.4.3.	Set date to resume overnight activities, this is the start of Phase III	CC	5/10/21	5/24/21	5/24/21	OHIO Lifts restrictions on 2 June 2021
3.4.4.	Receive approval from the CAP COVID-19 Planning Team to resume overnight activities. Plan for one-week lead time.	REMOB	5/10/21	5/24/21		
3.5.	Publish the date that Phase III will begin to subordinate units	CC	5/10/21	5/24/21		After approval
3.6.	Task Wing Director of Safety to communicate the following to subordinate units:	SE	5/10/21	5/24/21	5/24/21	Attached
3.6.1.	Units may use steady-state RM forms to mitigate local risks	SE	5/10/21	5/24/21	5/14/21	Normal Safety

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3.6.2.	Units continue to consider face coverings, hand sanitizer, and an emphasis on hygiene during meetings and activities		5/10/21	5/24/21	5/24/21	Face coverings to follow state/local guidelines and all members will continue to sanitize and promote proper hygiene. If face coverings are not required, members may wear as desired.
3.7.	Task Wing Health Service Officer to communicate the following to subordinate units:	HS	5/10/21	5/24/21	5/24/21	Accomplished

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 home prior to attending the activity	HS	5/10/21	5/24/21	5/24/21	Wing has procured and distributed no-touch infrared thermometers to each unit. Units may continue to screen members upon arrival to meetings of activities or request members check temperature at home prior to arrival.
3.7.2.	Health Services will educate members on the importance of monitoring their health and avoiding participation in activities if sick	HS	5/10/21	5/24/21	5/24/21	Periodic emails to the entire wing from HS. See above 3.7.1 as well.
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	HS	5/10/21	5/24/21	5/24/21	See 3.7.1 and 3.7.2
3.8.	Task Wing Director of Cadet Programs to communicate the following to subordinate units:	CP/McNeilly	5/10/21	5/24/21	5/24/21	
3.8.1.	Units plan to resume formations, drill, and other close-distance activities as appropriate	CP/McNeilly	5/10/21	5/24/21	5/24/21	
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)	Lt Col Dlugiewicz	5/10/21	5/24/21	5/24/21	Sample letter is in an attachment

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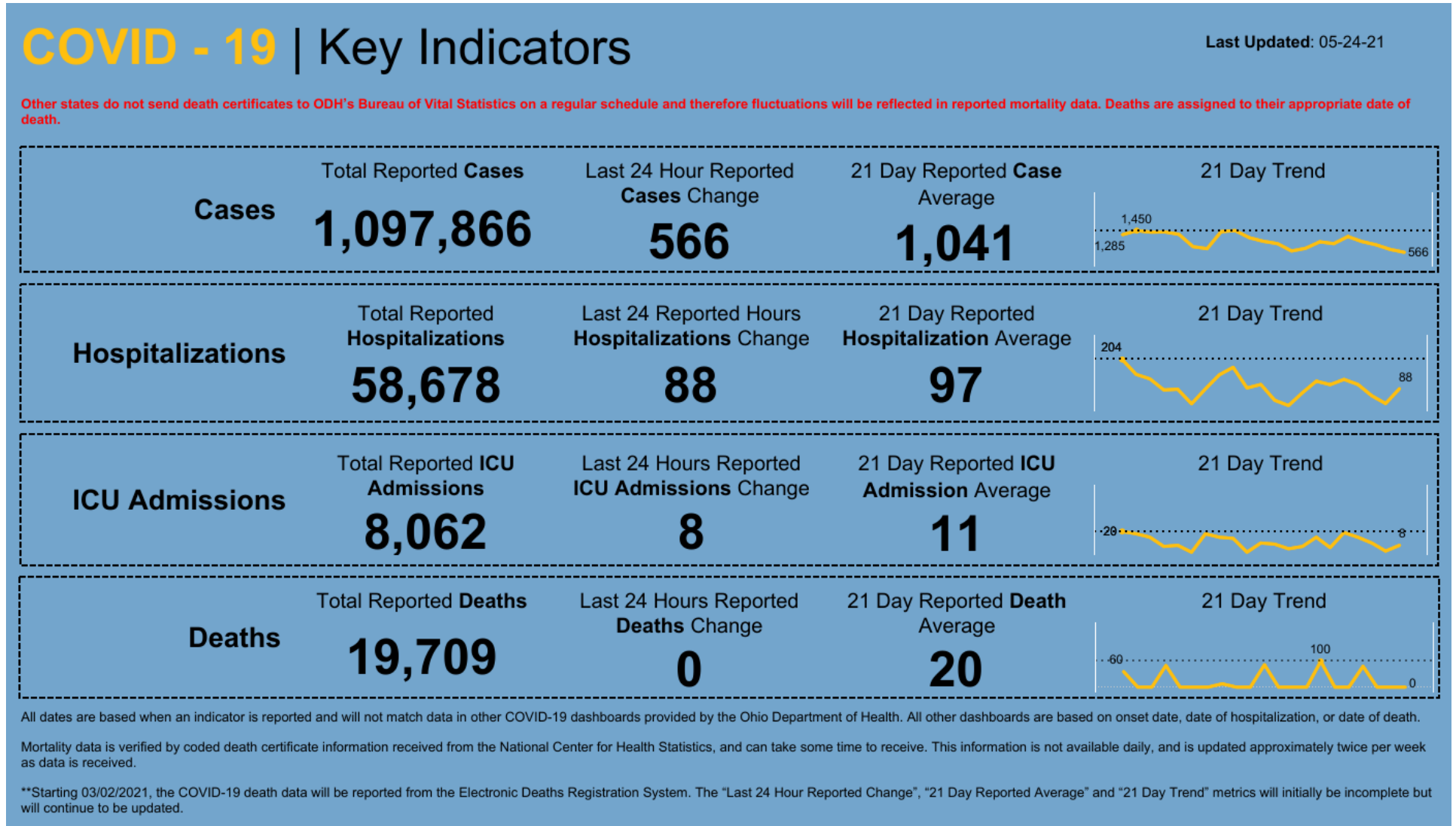
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3.9.2.	Identify requirements for Senior and Cadet members to return to flying as required	Lt Col Dlugiewicz	5/10/21	5/24/21	5/24/21	Vaccinated members will not be required to wear a mask. Vaccinated members may be asked by other crew members to wear a mask regardless of the vaccinated status.
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3.9.	Task Wing Director of Operations to communicate the following to subordinate units	Lt Col Dlugiewicz	5/10/21	5/24/21		
3.9.1.	Identify flight operations permitted during Remobilization Phase III	Lt Col Dlugiewicz	5/10/21	5/24/21	5/24/21	Traditional crew training allowing for large Wing or Region class sessions Large Orientation Flight Days -- Several units and aircraft

Ohio Stats



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**HEADQUARTERS OHIO WING CIVIL PATROL
UNITED STATES AIR FORCE AUXILIARY
DEFENSE SUPPLY CENTER COLUMBUS
3990 EAST BROAD STREET
COLUMBUS OHIO 43218-3990**



MEMORANDUM FOR COMMANDERS, OHIO WING

FROM: CC

SUBJECT: Ohio Wing COVID-19 Phase 3 Advice

1. Vaccinations are one of the best defenses for fighting COVID. Vaccines are recommended but are not mandatory.
2. We cannot ask someone if they are vaccinated.
3. The CDC said that vaccinated persons are not required to wear masks and Ohio Wing will follow the CDC guidelines. We suggest that you brief your members on the CDC policy about masks but let them know it's a personal decision about wearing masks. This would be a good time to cover the core values.
4. Sanitation and handwashing are still recommended. This will cut down on other colds/flu going forward.
5. Each commander can decide when the health questions do not need to be asked. Remind your members to do the checks at home. After most of the squadron has been meeting for a month or two, if no one has been sent home for not passing the health assessment, you may consider stopping the assessment and letting your members continue to check at home

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**HEADQUARTERS OHIO WING CIVIL PATROL
UNITED STATES AIR FORCE AUXILIARY
DEFENSE SUPPLY CENTER COLUMBUS
3990 EAST BROAD STREET
COLUMBUS OHIO 43218-3990**



MEMORANDUM FOR ALL MEMBERS, OHIO WING
FROM: CC
SUBJECT: Ohio Wing COVID-19 Safety Reopening Plan - Phase 3

Members, volunteers, and family members of Ohio Wing,
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.

The Ohio Wing has been in Phase II since 02 March 2021 because of the requirements in Ohio. We have modified the phase II plan as Ohio has changed the restrictions. As part of this process, units were permitted to have meetings with pods of 10 members and with everyone masked. Ohio Wing units did an outstanding job with meetings and training.

While we look to move to Phase 3, Ohio has removed all health orders to include face coverings and meeting restrictions. This does not mean that the pandemic is over, but that the pandemic is manageable. There are still things we must do to continue to keep ourselves and members safe:

- I. At meetings we are not restricted by numbers of attendees. social distancing is still recommended.
- II. At this time there are no current state mandates concerning the use of face coverings and social distancing, however, should that change, each member must comply with the requirements.
- III. Temperature checks before arrival and before entrance into a building or attending an activity. Members will also continue to be asked about any flu or virus-related symptoms prior to arrival at a meeting. If members show any symptoms, they may be asked not to attend the meeting for the safety of themselves and others.

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IV. Phase 3 allows us to start to conduct overnight activities while still being cognizant of the CDC guidelines.

V. Also as part of Phase 3, some of our higher risk members may consider getting involved again.

VI. The vaccine is the best defense to the virus, but we are not able to ask or require our members to get vaccinated.

As our team presses on and plans for the reopening of the wing, we may progress or regress to different stages depending on the information from our local health departments. Please keep in mind these guidelines are subject to change based on the updates of our local health officials. If you are still uncomfortable attending or allowing your cadet to attend meetings or training, we understand, and none are required. Please keep your chain of command informed of any decisions you have made as they may have options for you to consider.

Members shall continue to review guidelines for sanitizing as well as the information sheets concerning the COVID virus.

We thank you for your patience and understanding.

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CDC:

- Unvaccinated overnight activity participants should self-quarantine at least 14 days prior to arrival.
- A COVID-19 test should be taken 1-3 days prior to arrival for overnight camps less than one week; vaccinated persons do not need a test
- A COVID-19 test should be taken 3-5 days prior to arrival for overnight camps lasting at least one week; vaccinated persons do not need a test
- Campers should not have close contact with those outside of the particular camp/facility
- “Household cohorts” do not need to wear a mask when within shared accommodations (a “household cohort” is a camper or staff member who are staying together in a cabin, bunkhouse, or similar defined space). Masks and physical distancing should be maintained when other “households” interact.
- Bathroom facilities should be cleaned/disinfected regularly (e.g., morning, evening, after heavy times of use)
- Campers should have two masks on-hand to replace a dirty one, if needed
- A quarantine room should be available for anyone displaying COVID-19 symptoms
- Campers and staff should self-quarantine for 7 days after traveling home or be tested within 3-5 days; vaccinated persons do not need to quarantine or be tested

Ohio:

- Face masks not required unless gathering in close proximity with “non-household cohorts”
- No more than 10 persons seated at a table
- Dining tables and beds spaced at least 6 feet apart

COVID-19 Remobilization of the Membership Plan – Phase III



**HEADQUARTERS OHIO WING CIVIL PATROL
UNITED STATES AIR FORCE AUXILIARY
SQUADRON
Address
CITY OHIO 4xxxx**



FROM: OH-XXX/CC

SUBJECT: Remobilization of *Unit* – Phase 3

Cadets and Families of *Unit*,

Thank you for your continued patience and understanding as we continue to remobilize our unit with respect to in-person meetings and activities. We are following requirements from the wing and national levels which is a thorough process evaluating guidance from both federal and state governments through multiple phases. WHILE CAP's Phase 3 is a return to near normal post-COVID-19 operations, we will still be taking steps to keep everyone safe at all activities. I would like to stress the following:

- As a unit, we will continue to provide virtual options whenever possible for those cadets whose families do not feel comfortable participating in person. No questions will BE asked.
- We will follow local and CDC requirements including emphasizing hygiene, social distancing, requiring face coverings, common surface cleaning, and individual health monitoring.
- We will always follow the most restrictive requirements, whether from our governor, the CDC or CAP, to ensure safety for all involved.
- The Ohio Wing COVID-19 Remobilization Team will continue to reassess the wing's status as necessary and may make adjustments to the remobilization plan as additional guidance or conditions warrant. Separate guidance will be provided for overnight and multi-day activities

I am available for any questions or concerns you may have.

FIRST M. LAST, Rank, CAP
Commander

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GENERAL PROTOCOLS

Unvaccinated activity participants should self-quarantine at least 14 days prior to arrival.

For activities lasting at least 1 week (6 nights or more) in duration, a negative COVID-19 test should be confirmed 3-5 days from arrival at the activity. Proof of test results are not required to be provided to/collected by the activity director, unless the host facility requires doing so.

For activities lasting less than 1 week (5 nights or less) in duration, a negative COVID-19 test should be confirmed 1-3 days from arrival at the activity. Proof of test results are not required to be provided to/collected by the activity director, unless the host facility requires doing so.

Persons who are fully vaccinated are exempt from the requirement to be tested prior to arrival at the activity. Persons shall not be required to provide evidence of vaccination unless the host facility requires doing so.

Upon leaving the activity (i.e., signing out), all participants should self-quarantine for 7 days or be tested for COVID-19 within 3-5 days after departing the overnight activity and prior to attending the next CAP activity. Fully vaccinated persons do not need to self-quarantine or be tested.

OVERNIGHT COHORTING

The CDC defines “household cohorts” as persons who stay overnight in a shared cabin, bunkhouse, or similar defined space. For the purposes of CAP activities, “household cohorts” include all persons staying within a common dormitory building or hotel granted that the floor or entire building is not shared with other guests from outside of the activity. In such cases, the “household” is assumed as the confined space in which activity participants are not intermixed with non-activity participants (e.g., CAP members sharing a hotel room on the same floor as vacationers with the single room making up one “household”).

For the purposes of CAP activities, “camping” means to engage in an overnight activity. “Campsite” is synonymous with “lodging facility” and is not limited to a tented area. “Camper” is defined as any person attending or participating in an overnight activity regardless of whether or not that person remains overnight.

Activity directors shall prepare a pictogram of the campsite and note “household” boundaries to define cohort groups.

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Activity participants shall not have close physical contact with those outside of the particular campsite or facility. Untested or unvaccinated visitors should be segregated from the activity area. Proof of vaccination and/or test results are not required to be provided to/collected by the activity director unless the host facility requires doing so.

When interacting with other “households,” face masks must be worn, and physical distancing should be maintained. Masks are not required when only interacting within the “household.”

When dining, no more than 10 persons shall be seated at a table. Tables shall be spaced at least 6 feet apart. Persons dining at the table are not required to be 6 feet apart if within the same “household.”

PRECAUTIONS

Activity participants should carry two face masks at all times to provide a clean mask should one become dirty or unsanitary. Activity directors may supply extra masks as necessary.

Participants should maintain the highest standard for personal hygiene. Frequent hand washing or sanitizing is recommended and encouraged.

Bathroom facilities should be cleaned/disinfected regularly throughout each day (e.g., morning, evening, after heavy use).

Activity directors shall ensure that a quarantine area be available for any person displaying COVID-19 symptoms. The quarantine area should accommodate an overnight participant until the person may be confirmed to be negative of COVID-19 or dismissed from the activity.

Overnight sleeping accommodations (i.e., beds, sleeping bags, mattresses) shall be at least 6 feet apart. Bunk beds shall suffice as adequate distancing.

WPAFB COVID-19 Guidance for Community Events, Ceremonies, Gatherings, and Faith Based Organizations

WPAFB is following a phased approach to safely lift restrictions while combatting COVID-19 and protecting installation members. Currently, the previous gathering guidance was similar to the state of Ohio with a 10 person maximum. However, much of the country, the State of Ohio, WPAFB, and the local surrounding region is seeing a decline in cases, hospitalizations, and critical COVID-19 related resource utilization. For the time being, WPAFB will remain HPCON-Bravo and Phase II, but we are in a position to step forward with some COVID-19 related restriction adjustments as they relate to on-base gatherings and some services being offered. ***This is updated guidance to reflect the installation's current COVID-19 environment.***

As of 2 March 2021, the community areas surrounding Wright Patterson AFB show decreasing numbers of COVID-19 positive patients and overall decreasing positivity rates with testing per the Ohio Department of Health. Further, the rate of personnel receiving the COVID-19 vaccine continues to rise, providing an extra element of protection. These factors can and should be considered regarding the safety of gatherings, but they do not replace or undo the requirements for continued strict adherence to COVID-19 non-pharmaceutical interventions.

- **Limit On-Base Gatherings, Ceremonies, And Events of No More Than 50 Personnel:** ○ On-Base gatherings of greater than 50 should be avoided based on DoD guidance and require review by 88 ABW leadership.

○ Off-Base gatherings follow Ohio Department of Health (ODH) Regulations/mandates of no more than 10 people.

- **Critical To These Recommendations Are Continued Strict Adherence To COVID-19 Non-Pharmaceutical Interventions (NPIs):** ○ **Mask Wear:** Data from physical sciences research suggest that masks protect the wearer by filtering virus from external sources, and others by reducing expulsion of virus by the wearer.

○ **Physical Distancing and Hygiene:** Physical distancing (6 feet), handwashing, and improved ventilation reduces the exposure amount of viral particles from an infectious source.

○ **Vaccines:** Safe and effective vaccines are being rolled out and non-pharmaceutical interventions will continue to play an essential role in suppressing SARS-CoV-2 transmission until equitable and widespread vaccine administration has been completed.

The Public Health Team realizes gathering in our current COVID-19 environment can generate a tremendous number of questions. For this, specific recommendations have been made for various events:

- **Appendix A** provides specific recommendations for **Retirements and Promotions**

- **Appendix B** provides specific recommendations for **Offices Gatherings**

General Guidance for Places of Worship, Community Events, and Ceremonies: Locations where people gather together pose a risk for COVID-19 transmission. All entities that congregate people in an enclosed space should create and implement a plan to minimize the opportunity for COVID-19 transmission. The guidance below will help reduce the spread of COVID-19 in their communities.

This Guidance Covers The Following Topics:

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1. Physical Distancing and Minimizing Exposure
2. Cloth Face Coverings
3. Cleaning and Hygiene
4. Monitoring for Symptoms
5. Protecting Vulnerable Populations
6. Ventilation
7. Additional Resources
8. Appendix A – specific guidance for retirement/ promotion celebrations
9. Appendix B – specific guidance for small office gatherings

1. Physical Distancing and Minimizing Exposure: Physical distancing is a key tool to decrease the spread of COVID-19. Physical distancing means keeping space between yourself and other people outside of your home. Stay at least 6 feet (about 2 arms' length) from other people, do not gather in groups, and stay out of crowded places and avoid mass gatherings. **Considerations include:** ○ Space seating arrangements so there is 6 feet between personnel...small groups who live in the same household may sit closer than 6 feet apart.

- Consider limiting seating to alternate rows.
- Ensure members of a choir or music ensemble maintain a distance of 6 feet from each other.
- Post signage reminding people about physical distancing, mask use, 6 foot physical distancing, and hand washing (with hand sanitizer available).
- Provide floor markings at six-foot intervals to encourage physical distancing (in and out-doors).
- Clearly mark designated entry and exit points...venues with only one entry/exit point, should try to stagger entry and exit times, if possible.
- Consider an option for virtual viewing (encourage use by immune compromised or high risk individuals).
- Encourage avoidance of physical contact among attendees as permissible within the community's tradition (e.g., avoid handshakes, high fives, hugs, etc.).

2. Cloth Face Coverings: It is strongly recommended that all staff and participants wear a cloth face covering per the direction of the 88 ABW Commander.

3. Cleaning and Hygiene: Although recent data have shown that SARS CoV-2 has a very low surface and fomite longevity, COVID-19 can still be transmitted via contact. **Considerations include:** ○ Perform ongoing and routine environmental cleaning and disinfection of high-touch areas (e.g., doors, doorknobs, rails) with an EPA approved disinfectant for SARS-CoV-2 (the virus that causes COVID-19), and increase disinfection during peak times or high density times.

- Systematically and frequently check and refill hand sanitizers and assure soap and hand drying materials are available at sinks.
- Prominently provide alcohol-based hand sanitizer (at least 60% alcohol) at entrances and exits and near high-touch areas.
- Promote frequent use of hand washing and hand sanitizer for staff and attendees. Require handwashing of staff immediately upon reporting to work, after contact with individuals, after performing cleaning and disinfecting activities, and frequently throughout the day.
- To the extent possible, do not use items that are not easily cleaned, sanitized, or disinfected.

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- All shared religious objects should be properly disinfected between uses as possible. Provide adequate contact time for disinfectant as required by the manufacturer before shared equipment is used by another person.
- Increase circulation of outdoor air as much as possible by opening windows and doors, using fans, or other methods. Do not open windows and doors if they pose a safety risk.

4. Monitoring for Symptoms: Conducting regular screening for symptoms can help reduce exposure. Staff should be encouraged to self-monitor for symptoms such as fever, cough, or shortness of breath. If they develop symptoms, they should notify their supervisor and return home. This can be done with verbal reminders and signage. **Considerations include:**

- Have a plan in place for immediately removing employees from work if symptoms develop.
- Attendees who have symptoms when they arrive at work or become sick during the day should immediately be separated from other employees, customers, and visitors and sent home.

5. Protecting Vulnerable Populations: Certain populations are significantly more susceptible to potential severe COVID-19 complications and disease. Information on who is at higher risk for severe disease is available from the CDC and ODH. **Considerations include:**

- Encourage the use of virtual services or designate exclusive times to access services for seniors and other at-risk groups as defined by the CDC.
- Offer provisions for persons at higher risk such as how to minimize interaction with patrons, physical distancing and spacing reminders, and recommending wearing a cloth face covering.

6. Ventilation: The risk of COVID-19 transmission is greatly reduced in outdoor settings or highly ventilated settings with plenty of fresh air. **Considerations include:**

- If the option exists, and weather permitting, try to have the event outdoors to allow for open airflow.
- If the gathering needs to happen inside, weather permitting, try to open windows and doors to ensure that fresh air flow is maximized.

7. Additional Resources:

- **CDC:** Interim Guidance for Administrators and Leaders of Community- and Faith-Based Organizations to Plan, Prepare, and Respond to Coronavirus Disease 2019
- **CDC:** Interim Guidance for Businesses and Employers
- **CDC:** Cleaning and Disinfecting Your Facility
- **U.S. Environmental Protection Agency (EPA):** Disinfectants for Use Against SARS-CoV-2
- **U.S. Food and Drug Administration (FDA):** Food Safety and the Coronavirus Disease 2019 (COVID-19)
- **U.S. Department of Health and Human Services/Occupational Safety and Health Administration (OSHA):** Guidance on Preparing Workplaces for COVID-19
- **U.S. Department of Homeland Security:** Guidance on the Essential Critical Infrastructure Workforce

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Appendix A

Retirement and Promotion Celebrations

WPAFB is recommending gatherings be limited to 50 people or less. This includes, attendees, guests of honor, and staff required to support the event.

Guidance for Safe Celebrations:

- **Attendee Numbers:** ○ Limit gathering to 50 people or less...this includes the guests as well as support staff required for the function or gathering
 - However, given the venue or room size, 6 feet of physical distancing may be impossible to accomplish. In these situations the number of attendees needs to be reduced in to accommodate 6 feet of physical distancing
 - Gathering of greater than 50 people requires PH risk assessment and 88 ABW review
 - As an option for events scheduled to host greater than 50 people, stagger the attendees over several time periods to keep the total number on each of the shifts less than 50

- **Location:** ○ Ensure the location allows for 6 foot physical distancing among the attendees present.
 - Consider locations with adequate air flow or outdoors, if possible and as weather permits.

- **Food/Drink:** ○ Food and drink should be consumed while stationary.
 - Only be consumed within 6 feet of others when **tablemates are from the same home dwelling bubble** (eating and drinking around others outside of their household remains one of the highest risk activities when it comes to COVID-19 transmission).
 - Consider food and drink pick up stations where attendees can order or grab food and drink, while wearing their mask.
 - Encourage attendees to remain in a stationary location while consuming their food and drink
 - Suggest tables 6 feet apart where signage says your mask may be removed here, if you are eating/drinking with members of your own household.
 - Signage must also state that mask must be placed on before leaving the table, and before mingling with other guests.
 - Mingling within 6 feet of others should be avoided, if it is required, then keep it to less than 15 minutes to prevent a “close contact” situation.

- **Caterers Guidance Must be in Alignment with CDC/Ohio Department of Health Guidance:**
 - WPAFB Public Health recommends employees or caterers distribute the food rather than self-serve.

- **Buffet Style Guidance for Self-Serve (Ohio Department of Health Guidance Feb 11):**
 - Attendees must wear facial coverings while using self-service food stations or in line for self-service food stations. Those unable to wear a facial covering must be served by an employee.
 - Buffet tables/salad bars must be spaced a minimum of 6 feet away from customer seating/tables, and lines must not extend into seating areas.

Plan Completed By: Lt Col David Dlugiewicz

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OH Wing

COVID-19 Remobilization of the Membership Plan – Phase III

- Attendees flow at buffet tables/salad bars must move in one direction with a beginning point and ending point, and customers must maintain at least 6 feet of physical distancing while in line. Directional signage must be posted indicating where the customer line begins.
- Hand sanitizer must be placed at self-serve food stations, including at the front of the line and end of the line of buffet tables/salad bars, and used by attendees prior to, and after, serving themselves.
- At least 6 feet of physical distancing must be maintained between seated attendees and customers in line for a buffet/salad bar and monitored by employees.

- Utensils must be replaced or cleaned and sanitized at least hourly. It is recommended that attendees use disposable napkins, tissues, wax paper, etc., when handling serving utensils, and operators of self-service food stations are encouraged to make them available. A trash receptacle should be conveniently located.
- Use of individually packaged condiments is recommended instead of shared or bulk condiment dispensers.
- Commonly touched surfaces must be cleaned and sanitized frequently.
- While in operation, self-serve areas must be continually monitored by staff or the function organizers, including monitoring customer hand sanitizing practices at the self-service food station.
- Signage must be placed at self-service food stations requiring customers to use hand sanitizer before and after serving themselves, and to maintain at least 6 feet of physical distancing while in line. The signage should recommend that customers use disposable napkins, tissues, wax paper, etc., when handling serving utensils. A sample sign is available on Ohio's coronavirus website (food service operations and retail food establishments may choose to develop their own signage).
- **Hygiene/Physical Distancing:** ○ No handshaking/hugging, etc. during gatherings.
- Handwashing/hand sanitizer should be used before and after consuming food.

Appendix B

Recommendations for Small Office Gathering or Celebrations

Gatherings in conference rooms to celebrate colleagues' successes, birthdays, and next adventures are very important for morale. We know this, and want to safely support these festivities understanding key elements to a safe celebration.

- **Attendees:** ○ The capacity for a room is difficult to assess when it comes to conference rooms, offices, hallway locations, etc.

- Masks must be worn at all times.
- Honor 6 feet of physical distancing.
- If physical distancing is not possible, keep the celebration to less than 15 minutes, with no food or drink to be consumed while all are congregated.

- **Food, drink, and snacks:** ○ Food, drink, and snacks can be present with adequate public health food safety mitigation including safe covering, eating non-temperature labile food items, adequate hand sanitizer.

○ Food, drink, and snacks must be taken out of the room and consumed in private rooms or offices where people can safely be greater than 6 feet apart with their masks off. (e.g., a cupcake tray with a plastic cover can be in the room while we say closing/celebratory remarks to our colleagues...then individuals can take a cupcake and exit the room to consume their cupcake privately).

○ Pot Luck:

- General public health safety requirements should be adhered to when making and storing food items (see CDC guidance).
- Members cannot congregate within 6 feet of the pot luck items.
- Members must wear their mask while acquiring their food from the serving area.
- Hand sanitizer must be used before and after handling high touch surfaces such as serving spoons.
- Members must acquire their food while masked and consume the food in private or greater than 6 feet from others.