

Approved: 20 Aug 2020



Post-COVID-19 Remobilization of the Membership Plan

Phase I: Resuming Regularly Scheduled Meetings

OHWG
Completed 12 AUG 2020

Template Updated 8 June 2020

COVID-19 Remobilization of the Membership Plan – Phase I

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

Additional staffing and resources have been coordinated with NHQ Great Lakes Region to cover gaps in this wing's available resources.

NOTE: *Deviations from the template are authorized, but should be coordinated by contacting the Ohio Wing COVID-19 Remobilization Planning Team Coordinator Lt Col Kenneth Curell at kenneth.curell@ohwg.cap.gov.*

Plan Coordinator and Point of Contact: Lt Col Kenneth Curell, OHWG/CV

Primary Phone: (937) 478 - 3601

Primary Email: kenneth.curell@ohwg.cap.gov

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

Ohio Wing created a 12-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 has met on a weekly cadence via teleconference beginning on 15 Jun to discuss and plan Phase 1 remobilization for Ohio Wing. Phase 1 plans from other wings were reviewed in detail to generate ideas and identify gaps that may exist in the OHWG plan. The team identified critical elements for the successful remobilization of the wing, including unit meetings. One outcome of these discussions was the design, funding and procurement of a member in-processing kit which will be distributed to each unit in the wing. These kits are to be used when in-processing members to a small group meeting to protect the health and safety of those members attending the activity. The kits contain no-touch thermometers, personal protective equipment including gloves and masks, cleaning supplies and process signs to be displayed at the in-processing location.

COVID-19 Remobilization of the Membership Plan – Phase I

Phase I: Resuming Regularly Scheduled Meetings

Item#	Task	OPR/Assigned Personnel	Date Tasked	Suspense	Date Completed	Notes
1.1.	Verify state government guidance currently allows or will allow gatherings on the date proposed for resuming meetings (Review of overall directives in impacted state)	HS	22 Jun 20	31 Jul 20	29 Jun 20	https://governor.ohio.gov/wps/portal/gov/governor/media/news-and-media/order-reopen-certian-facilities https://governor.ohio.gov/wps/portal/gov/governor/media/news-and-media/covid19-update-06162020
1.2.	Hold meeting with between Plan Coordinator and Health Services Officer	CV	22 Jun 20	31 Jul 20	27 Jul 20	
1.2.1.	Wing priorities for training events should be coordinated	CV	22 Jun 20	19 Jul 20	19 Jul 20	<ul style="list-style-type: none"> - Unit and Wing in-person meetings (≤ 10 persons) - Currency for pilots to meet FAA and CAP requirements - Check Pilot Training - Mission Pilot CAPF 5; CAPF 91 currency to have mission ready crews - Cadet Flight Training (Cadet Wings) - Cadet Programs activities (< 10 persons) - Aircrew Mission Scanner, Observer and Pilot training - Ground Team and Urban Direction Finding (UDF) Training - Small Unmanned Aerial Systems (sUAS) training and certifications
1.2.1.1.	Check state and local health guidance regarding gatherings (Review of each jurisdiction impacted by this plan)	HS	22 Jun 20	31 Jul 20	29 Jun 20	
1.2.1.2.	Prepare information for subordinate units on temperature screening, health education, and sanitation	REMOB	22 Jun 20	31 Jul 20	27 Jul 20	Civil Air Patrol Temperature Screening Guidelines, CDC, OH Dept of Health, and local departments of health guidelines will be utilized.
1.2.2	Consult with Wing Legal Officer about resuming meetings	CC/JA	22 Jun 20	19 Jul 20	19 Jul 20	OHWG/JA is a member of the REMOB team

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1.2.3	Coordinate with Wing Director of Safety	CC	22 Jun 20	31 Jul 20	22 Jun 20	OHWG/SE is currently vacant. OHWG/CC coordinated with OHWG/HS
1.2.3.1	Verify proper risk planning tools are available to units	REMOB	22 Jun 20	31 Jul 20	27 Jul 20	Existing CAP NHQ ORM and Risk Assessment Guide will be utilized
1.2.3.2	Prepare to communicate with subordinate units on Safety-related matters (see 1.7. below)	HS	22 Jun 20	31 Jul 20	27 Jul 20	
1.2.4	Coordinate with Wing Director of Cadet Programs	CP	22 Jun 20	31 Jul 20	22 Jun 20	
1.2.4.1	Prepare recommendations for units regarding meeting activities and alternatives to maintain optimal distance while at meetings	CS	22 Jun 20	31 Jul 20	22 Jun 20	
1.2.4.2	Prepare bullets for units to incorporate when sending messages to parents about the resumption of meetings	REMOB	22 Jun 20	31 Jul 20	27 Jul 20	

COVID-19 Remobilization of the Membership Plan – Phase I

Phase I: Resuming Regularly Scheduled Meetings (Continued)

Item#	Task	OPR/Assigned Personnel	Date Tasked	Suspense	Date Completed	Notes
1.3.	Have subordinate unit commanders verify that local governments do not have more restrictive social-distancing guidelines than those at the state level	Group CC	31 Jul 20	Continual	Continual	As COVID-19 conditions evolved in Ohio, this will be a task which will be continually re-accomplished and reinforced. Group CC's will notify OHWG/CV and OHWG/JA of any local changes as they occur.
1.4.	Send copy of planning documents to the CAP COVID-19 Planning Team at COVID-19Plans@capnhq.gov , and copy the Region CC to reinstate meetings.	CV	22 Jun 20	01 Aug 20	XXXX	
1.4.1.	Briefly describe/ summarize previous coordination accomplished	CV	22 Jun 20	01 Aug 20	XXXX	Included in Phase 1 Plan summary section
1.4.2.	Verify no jurisdictional restrictions are in place from State or Local Governments	Group CC/JA	22 Jun 20	Continual	Continual	JA will monitor and is available for consultation
1.4.3.	Set date to resume meetings; this is also the start of Phase II.	CC	22 Jun 20	01 Aug 20	XXXX	
1.5.	Receive approval from the CAP COVID-19 Planning Team to reinstate meetings. Plan for one-week lead time.	CV	22 Jun 20	07 Aug 20		
1.6.	Publish the date that meetings may resume to subordinate units	CS	22 Jun 20	08 Aug 20		Confirm once NHQ has approved Phase 1 plan
1.7.	Task Wing Director of Safety to communicate the following to subordinate units	HS	22 Jun 20	31 Jul 20	31 Jul 20	See Attachment 4
1.7.1.	Units will review CAPFs 160, 160S, and 160HL to be sure COVID-19 risks are considered and mitigated	HS	22 Jun 20	31 Jul 20	31 Jul 20	See Attachment 4
1.7.2.	Unit Safety Officers s will emphasize continued use of face coverings, gloves, and hand sanitizer, as well as social distancing, hand washing and surface cleaning/disinfection	HS	22 Jun 20	31 Jul 20	31 Jul 20	See Attachment 4

COVID-19 Remobilization of the Membership Plan – Phase I

1.8.	Task Wing Health Service Officer to communicate the following to subordinate units:	HS	22 Jun 20	31 Jul 20	31 Jul 20	See Attachment 4
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COVID-19 Remobilization of the Membership Plan – Phase I

Phase I: Resuming Regularly Scheduled Meetings (Continued)

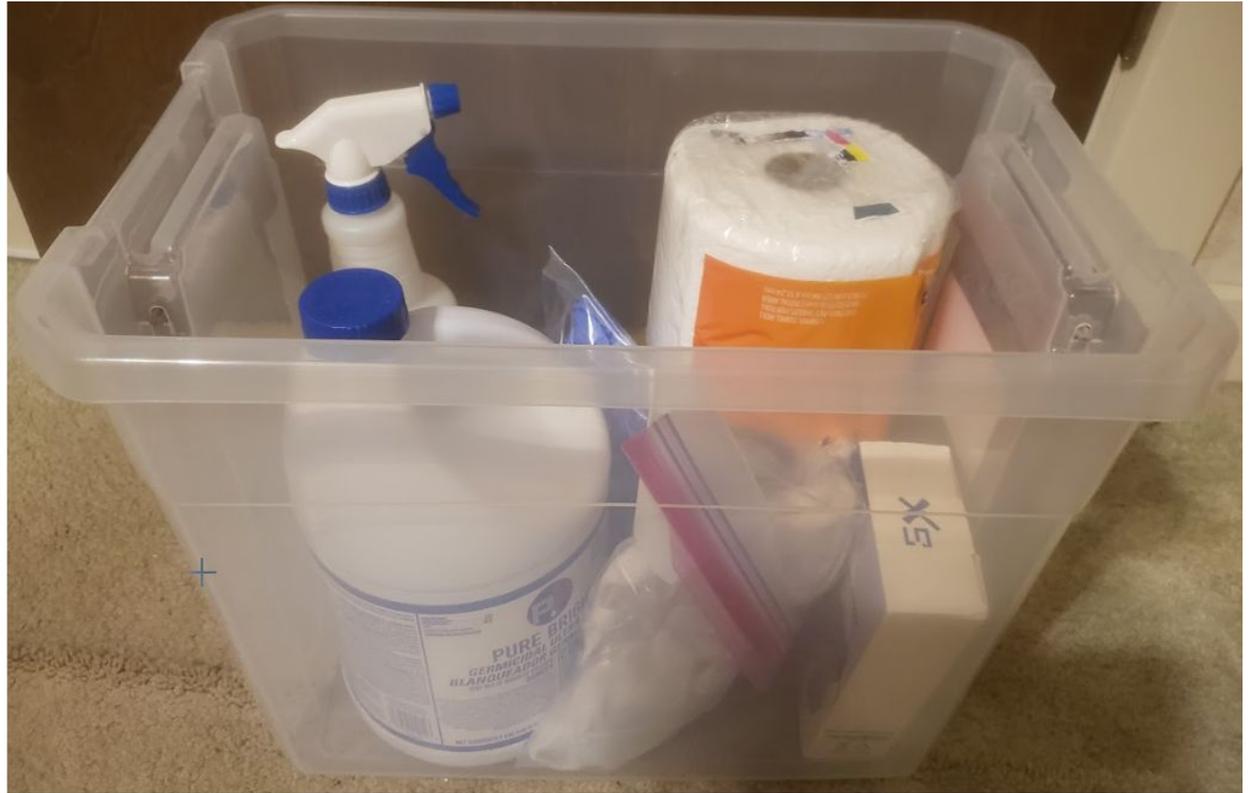
Item#	Task	OPR/Assigned Personnel	Date Tasked	Suspense	Date Completed	Notes
1.8.1.	Units will ensure no members or guests with a temperature of 100.4 or greater are admitted (a temperature at or above 100.4°F is the CDC recognized point where there is a fever). Units will require members to take their temperature at home or may screen with no-touch thermometers prior to entry.	HS/Unit CC	22 Jun 20	31 Jul 20	31 Jul 20	See Attachment 4
1.8.2.	Educate members on their stratified level of risk (i.e., Low-risk vs. High-risk)	HS/Unit CC	22 Jun 20	31 Jul 20	31 Jul 20	See Attachment 4
1.8.3.	Units perform all appropriate public health measures (e.g., social distancing, surface cleaning/disinfection, face coverings, hand sanitizer, at-home temperature check or no-touch temperature check prior to entry and routine symptom checks)	HS/Unit CC	22 Jun 20	31 Jul 20	31 Jul 20	See Attachment 4
1.8.4	Units will ensure no more than 10 members are together at gatherings. Squadrons with more than 10 members must submit a plan on how they will comply with restrictions	HS/Unit CC	22 Jun 20	31 Jul 20	31 Jul 20	See Attachment 4
1.9.	Task Wing Director of Cadet Programs to communicate the following to subordinate units:	CP	22 Jun 20	31 Jul 20	31 Jul 20	See Attachment 4
1.9.1.	Units identify ways to meaningfully engage and fully participate in meetings without formations, drill, or other close-distance activities	CP/Unit CC	22 Jun 20	31 Jul 20	31 Jul 20	See Attachment 4
1.9.2.	Units draft a local message to parents to inform them about what CAP is doing to keep Cadets safe while they participate	CP/Unit CC	22 Jun 20	31 Jul 20	31 Jul 20	See Attachment 4

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1.10.	Task Wing Director of Operations to communication the following to subordinate units.	DO	22 Jun 20	31 Jul 20	01 Jul 20	See Attachment 1
1.10.1	Identify flight operations permitted during Phase I	N/A	22 Jun 20	31 Jul 20	01 Jul 20	See Attachment 1
1.10.2.	Identify requirements (Currency, etc) for senior members	DO	22 Jun 20	31 Jul 20	01 Jul 20	See Attachment 1
1.10.3.	Identify requirements for cadets that have earned their Private Pilot's License to return to flying	DO	22 Jun 20	31 Jul 20	01 Jul 20	See Attachment 1
1.10.4.	Identify requirements for cadets training to earn their Private Pilot's License	DO	22 Jun 20	31 Jul 20	01 Jul 20	See Attachment 1
1.10.1.	Identify cleaning standards for aircraft and vehicles before and after use	DO	22 Jun 20	31 Jul 20	01 Jul 20	See Attachment 1

COVID-19 Remobilization of the Membership Plan – Phase I

Member In-processing Kit





**HEADQUARTERS OHIO WING
CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY
Defense Supply Center Columbus, P.O. Box 3990
Columbus, Ohio 43218-3990**



MEMORANDUM FOR OHIO WING PILOTS
OHIO WING INCIDENT COMMANDERS
OHIO WING FLIGHT RELEASE OFFICERS

19 August 2020

FROM: OHIO WING COMMANDER

SUBJECT: Phase I Flying Operations

1. As Ohio Wing transitions to Phase I operations, flights and aviation training will be IAW Phase I of the CAP NHQ Covid-19 Remobilization Plan. These flights will include Form 5 and Form 91 flight evaluations, dual flight instruction, proficiency flights, and mission aircrew training.
2. For essential missions, air crews will continue to fly with the minimum crew required to accomplish the purpose of the flight. Additional crew members will not be approved unless essential to the mission. For mission training and evaluation flights, crews need to be kept to a maximum of two members unless there is a need for a third crew member. Keeping crews to a minimum will aid in reducing risk.
3. The pilot in command will require each crew member and themselves to self-assess risk according to risk guidelines to ensure each member is able to participate as air crew during the current declared remobilization phase. The symptom checklist will be covered with each crew member prior to the mission sortie and the call for a flight release. The PIC is responsible to ensure all crew members adhere to guidelines and policies set forth by National and Wing HQ.
4. The sortie FRO will confirm that each member (including the PIC) does not exhibit any of the symptoms on the symptom check list as part of the IMSAFE check list questions.
5. Each air crew member will wear a facemask and, if available, aviation gloves.
6. Aircraft shall be disinfected after each sortie using the wing aircraft disinfection checklist as described in the attachment. A notation will be made by the PIC in the Aircraft Flight Log noting the post-flight aircraft disinfection. If the notation is not made and the PIC cannot confirm disinfection with the PIC of the previous flight, the plane will be disinfected prior to flight. Social distancing will be maintained by crew members during pre-flight and post-flight activities.
7. When notifying the FRO of the aircraft's safe return, the PIC will confirm to the FRO that the last flight or crew change disinfection checklist has been completed.

8. Each custodial unit will ensure the required materials are readily available to disinfect their aircraft as specified in the aircraft disinfection guidelines.

9. The safety protocols, symptoms checklist, and the aircraft disinfection guidelines will be revised as necessary to comply with any new guidance from CAP National Headquarters

//SIGNED//
DAVID J JENNISON, Col, CAP
Commander

Attachments:

Aircraft Disinfection Procedures and Guidelines

Screening Questions and COVID-19 Symptoms Checklist

Aircraft Disinfection Procedures and Guidelines

The following checklist provides guidance to cleaning and sanitizing CAP aircraft before and after use. All high-touch surfaces **MUST** be sanitized **BEFORE** and **AFTER** each flight or operations involving a pilot or crew change. Pilots and crews are required to wear a facial covering and are encouraged to wear gloves during pre- and post-flight activities.

Each custodial squadron shall equip their aircraft with a disinfecting kit consisting of a spray bottle containing a disinfecting solution of at least 70% ethyl or isopropyl alcohol and either microfiber (preferred) or paper towels. The disinfecting solution shall not be sprayed directly on the item to be disinfected. Spray it on the towel and wipe the surface to be disinfected.

The following are high touch surfaces that require disinfection after flight and before if there is a crew change or no indication of post-flight disinfection from the previous flight:

- Both control yokes.
- G1000 buttons and knobs (**NOT the screens** -- If screen was touched, see note below*)
- Master and Avionics switches, Standby battery switch.
- Any additional avionics controls, including CAP mission radio switches and knobs.
- Seat belt buckles and shoulder restraints.
- Door handles, exterior and interior (including cargo door latch).
- Window latches, visors, and air vent controls.
- Seat adjustment controls.
- Parking brake handle.
- Throttle, propeller, and mixture controls.
- Light, pitot heat, and fuel pump switches.
- Fuel selector, flap switch, trim wheels/controls, cowl flap selector.
- Wipe down any circuit breakers that were manually checked at any time.
- Fuel sample collector cup.
- Wipe down all pages of the plastic laminated onboard checklist.
- Ignition Key and any keychains.
- Ignition key lock

When selecting cleaners, the following guidance has been provided by the manufacturers.

GARMIN (Avionics):

1. Cleaners containing ammonia will harm the anti-reflective coating on many Garmin aviation display lenses.
2. Disinfecting using a solution of 70% isopropyl alcohol that does not contain ammonia is preferred. Solutions of up to 91% isopropyl alcohol are also acceptable.
3. Clean the display lens using a clean lint-free cloth and a cleaner that is specified as safe for anti-reflective coatings.

4. For other exposed surfaces such as knobs, buttons, and bezels, a damp cloth with soap and water is acceptable. Garmin does not recommend bleach-based cleaners, ammonia based cleaners, or other harsh chemicals on any surface.
5. Remove all soap/soap residue to prevent buttons and knobs from gumming up or becoming slippery.
6. Many aviation products are not rated as waterproof. Spraying or wetting the units to the extent where moisture could go beyond the exterior surfaces could damage the unit

Textron (Aircraft and Hardware):

Disinfecting your aircraft:

Zip-Chem Calla 1452 and Netbiokem DSAM may be used to disinfect an aircraft interior. 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 are 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: 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 (USE GARMIN GUIDANCE ABOVE FOR THE G1000): 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 use 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. T

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.

Screening Questions and COVID-19 Symptoms Checklist

1 Have you experienced any of the following symptoms within the previous 14 days?

- Fever (100.4 degrees F or higher) – If possible, take your temperature before you leave home.
- Cough (non-productive) of an unknown origin
- Shortness of Breath/Difficulty Breathing
- Chills
- Repeated shaking with chills
- Muscle or body aches
- Headache
- Sore throat
- New loss of taste or smell
- Fatigue
- Nausea and vomiting
- Diarrhea

2 Have you tested positive for or have a pending test for COVID-19?

3 Have you or any member of your household been exposed to a confirmed or suspected case of COVID-19 within the past 14 days?

4 Have you or any member of your household traveled outside of the state of Ohio within the past 14 days?



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MEMORANDUM FOR OHIO WING INCIDENT COMMANDERS
OHIO WING GROUND TEAM LEADERS
OHIO WING EMERGENCY SERVICES OFFICERS

19 August 2020

FROM: OHIO WING COMMANDER

SUBJECT: Phase I Mission Base and Ground Operations

1. As Ohio Wing enters Phase I operations, we will begin to allow activities beyond the mission essential operations in Phase 0. This includes mission base and ground team training. This training and activities will consist of ten or less members in accordance with CAP Phase I guidance.
2. Per National Guidelines for Phase I operations, all essential missions will be low-risk operations and be performed with minimal personnel while employing public health protection measures such as: hygiene education, utilizing hand sanitizer, taking routine hand washing breaks, cleaning of individual workspaces, wearing of cloth face coverings, social distancing, and asking members if they feel well before entering a mission.
3. Ground operations will be the continued support of the State EMA under our current COVID-19 Mission 20-1-4974 and NOC or AFRCC assigned Missions. All other requests involving Ground operations (except for training) will be reviewed and vetted by the Wing ES team prior to any deployment of personnel.
4. It will be the responsibility of the IC on duty to determine the mission resource needs to ensure crews are kept to required minimums, all protocols are followed and to review these requirements with the Ground Team leader assigned to lead each sortie.
5. Both the IC and the GTL will utilize the Screening Questions and COVID-19 Symptoms Checklist to pre-screen all members prior to deploying on any sortie. The GTL will continue to monitor each team member through-out the mission to ensure health measures and social distancing are maintained and members continue to be symptom free.
6. All Corporate Vehicles will be disinfected before and after each sortie utilizing the Vehicle cleaning guidelines outlined in this plan.

//SIGNED//
DAVID J JENNISON, Col, CAP
Commander

Attachment

Vehicle Cleaning/Sanitizing Guidance

This guidance is for Ohio wing CAP Corporate vehicles.

All high-touch surfaces **MUST** be sanitized **BEFORE** and **AFTER** using the CAP Corporate vehicle. The vehicle will be sanitized when switching drivers. The following are examples of high touch surfaces:

- Steering wheel, associated column and controls.
- Radio controls (both standard radio and CAP FM radio, including front & x back of microphone and transmit/receive button/switch).
- Seat belt buckles (both ends).
- Door handles (including rear doors), locks or electric lock controls, window controls including “pop out” windows.
- Seat adjustment controls (fore/aft, up/down, lumbar support).
- Hood opening handle.
- Brake handle.
- Ignition key and key chain.
- Other surfaces which have been touched.

Using at least a 70% ethyl or alcohol-based solution, wipe all surfaces down and allow to air dry. In case of door handles and seat belts, sanitize all handles and seat belts before the first use of the day and thereafter. Only the ones that were used will need re-sanitizing.

Drivers are required to wear facial covering and are encouraged to wear gloves while operating CAP corporate vehicles.



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MEMORANDUM FOR ALL UNIT MEMBERS

DD MMM YY

FROM: GLR-OH-###/CC

SUBJECT: Return to Unit Meetings (Phase I Limitations)

1. As the State of Ohio begins to attempt to return to normal following the COVID-19 epidemic, we are entering a new state of “normal”. In an effort to allow our members to return to the in-person meetings and get back to the way we used to do things, the following procedures will be implemented during our normal meetings, during phase I, in an effort to follow all guidelines from the White House COVID-19 Task Force and the Centers for Disease Control and Prevention. 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”. Some of these restrictions may seem excessive, but our goal is to keep Ohio Wing Members and their families safe.

2. During Phase 1, the regular unit meetings must follow the guidelines listed below:

- a. Members will follow current CDC guidelines while holding regular meetings. These guidelines will apply to all meetings and activities.
- b. Maximum groups of 10 people in a local vicinity – limiting to only planning, staff meetings or dividing the unit so no more than 10 members meet at a given time and location. Staggering meeting times or separate locations are acceptable if under the 10-member maximum.
- c. Units will not conduct activities where materials or equipment is interchanged between persons if supplies to appropriately sanitize the materials or equipment between or after use are not available.
- d. In addition to the 10 or less members per meeting, continued virtual meetings are recommended for high risk members and when more than 10 need to meet.
- e. Cadet activities will not include physical contact or close-proximity interaction where social distancing cannot be maintained without wearing masks (team sports, flight-drill, etc...)
- f. Temperatures will be taken onsite at check-in with a no-touch thermometer provided by Wing HQ in the member in-processing kit. Members are encouraged to take their own

g. All surfaces will be sanitized before, during, and after the meeting.

h. Face coverings will be worn in Phase I and social distancing will be followed at all times.

3. XXXXXXX Squadron will return to Phase I “in-person” meetings on XXXXXX. The unit will continue to meet at XXXXXXXXXXXX. The unit will also continue its normal meeting time from XXXXXXXXXXXX. To keep our members safe, the following Phase I procedures will be followed by all members until rescinded by the unit commander:

a. The following health screening questions will be asked of each member in-processing into the meeting:

(1) Have you experienced any of the following symptoms within the previous 14 days?

- Fever (100.4 degrees F or higher) – If possible, take your temperature before you leave home.
- Cough (non-productive) of an unknown origin
- Shortness of Breath/Difficulty Breathing
- Chills
- Repeated shaking with chills
- Muscle or body aches
- Headache
- Sore throat
- New loss of taste or smell
- Fatigue
- Nausea and vomiting
- Diarrhea

(2) Have you tested positive for or have a pending test for COVID-19?

(3) Have you or any member of your household been exposed to a confirmed or suspected case of COVID-19 within the past 14 days?

(4) Have you or any member of your household traveled outside of the state of Ohio within the past 14 days?

b. All members attending the weekly meetings will be of good health. Any member answering affirmatively to any of the questions or symptoms listed above will not be authorized to attend the weekly meetings.

c. Cadet staff may arrive between XXXXXXX to have a staff meeting and get information needed for the evening. Cadets not on cadet staff should not arrive prior to XXXX. Senior Executive Staff should plan on arriving between XXXXXXX; all other Senior Members may arrive after XXXX. Upon arrival, all members will have their temperature taken via a

noncontact method (infra-red temporal thermometer). Anyone displaying a fever will not be authorized to participate and will be asked to return home and not attend the meeting.

d. All members will be required to wear face covering while in attendance. Face coverings prevent the spread of droplets through the air. Face coverings may be home-made or may be commercially bought (i.e. medical grade surgical mask). Coverings will be placed on the member prior to exiting their vehicle upon arrival and will remain on until they enter their car at the end of the evening.

e. Social distancing guidelines will be followed at all possible times. Classrooms will have chairs spaced at least 6 feet apart. If this is not able to be maintained, classes may be split up so that social distancing can be obtained. All members will maintain a minimum of six feet separation.

f. Prior to the meeting, Senior and Cadet Staff will sanitize all surfaces, chairs and tables in which members may come in contact with throughout the meeting. This process will be repeated at least 1 time during the course of the meeting and then again prior to leaving the meeting. Appropriate hand washing will be encouraged and maintained throughout the meeting. If possible, the unit will provide hand sanitizer for members to use throughout the meeting as they see fit. Members will sanitize and/or wash their hands on a regular basis throughout the meeting.

g. Proper hygiene will be used at all times. Members are asked to cover their coughs or sneezes into their masks to cut down on particulate spread. We understand that we are in the middle of allergy season and these are sometimes difficult to avoid.

4. These policies and procedures will go into effect upon the unit's return to normal meetings. Given the uncertainty of the pandemic and state of the virus in Ohio, parents who do not wish to have their cadets return to normal unit meetings may do so. Please make sure the cadet contacts their chain of command to notify. In addition, parents should be asked to notify the unit commander via email that the cadet will not be attending. Please ask parents to indicate how long the absence is expected to last.

5. These policies are subject to change based upon additional policies and information given by both Ohio Wing Headquarters and National Headquarters – Civil Air Patrol. Members will be notified by email of any changes to the above procedures. We thank you in advance for your assistance and cooperation in this matter.

FIRST NAME, LAST NAME, Rank, CAP
Commander