

Approved: 17 Sept 2021



## Post-COVID-19 Remobilization of the Membership Plan

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

Return to Phase II from Phase III **Changed items are highlighted**

OHWG

Completed 15 OCT 2020 **Updated 13 SEP 2021**

Template Updated 8 June 2020

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

This plan has been updated for Ohio 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 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 COVID-19 Planning Team at [COVID-19Plans@capnhq.gov](mailto:COVID-19Plans@capnhq.gov).

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

Ohio Wing regenerated the 14-person, cross-functional team to evaluate current conditions for a return to Phase II. 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. Ohio Wing originally went to Phase II on 02 Mar 2021 and Phase III on 28 May 2021. The team did not meet, but continued to watch the numbers as the Wing held several successful overnight Phase III events. Several Wings have returned to Phase I or Phase II, the remob committee started meeting to discuss options. A major concern is the October Type B encampment. The team identified critical elements for the successfully implementing Phase II remobilization measures, including meetings with field-level commanders. The objectives of these meetings was to ensure those leaders of our basic organizational elements and those aviators returning to flight operations heard the approved guidance from the Wing leadership, specifically the WG/CC/CV/CS. Those give-and-take virtual meetings afforded leadership and membership the opportunity to clarify any of the standing guidance and receive overarching guidance should events occur not specifically addressed in Phase I guidance. Furthermore, careful selection of REMOB Planning Team personnel offers the advantage of having planning team members who are dual-hatted in pertinent functional areas also performing leadership duties at varying Wing organizational levels. That directly translates into having subject matter experts about the development and execution of our Remobilization Plans strategically positioned to facilitate implementation at all Wing levels while completing near-real time coordination across the functional areas.

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COVID-19 Remobilization of the Membership Plan – Phase II

Phase 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	XP/CS	9/28/20		10/6/20	
2.1.1.	Wing priorities for training events should be coordinated with unit commanders' needs	CV	9/28/20		10/12/20	
2.1.2.	Task staff officers to provide input on list of events and priorities:	CS	9/28/20		10/12/20	
2.1.2.1.	Director of Aerospace Education	AE	9/28/20			
2.1.2.2.	Director of Cadet Programs	CP	9/28/20			
2.1.2.3.	Director of Operations/Emergency Services	DO	9/28/20			
2.1.2.4.	Director of Professional Development	PD	9/28/20			
2.1.2.5.	Plans and Programs Officer	XP	9/28/20			
2.2.	Coordinate with subordinate unit leaders to deconflict calendar events to the greatest extent possible	XP	9/28/20		10/6/20	
2.3.	Publish updated event listings to the Wing calendar and promote these dates to the units for their planning and participation	XP	9/28/20		10/6/20	<b>None planned as of Phase 2 Plan initiation</b>
2.4.	Task the Director of Safety to coordinate with Activity Directors	SE	9/28/20			
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	REMOB	9/28/20			
2.4.2.	Activity Directors identify sources for face coverings, gloves, & sanitizer to use in case of a return to increased risk	HS	9/28/20			<b>Local units are responsible for arranging supplies of masks, thermometers, and sanitizing supplies and will contact HS at OHWG if there are issues acquiring supplies <b>Email sent by Wing CC to</b></b>

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						<b>commanders 02 Sep 2021 reminding of sanitation requirements</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
2.5.	Task the Health Service Officer to coordinate with Activity Directors	HS	9/28/20			HS will coordinate with SE and Activity Directors as activities are planned
2.5.1.	Health Service Officers consider screening with no-touch thermometers at events (if such equipment is available and practical)	HS	9/28/20			Addressed in OHWG Phase 1 guidance; OHWG/HSO provides continuing oversight. Wing has procured and distributed no-touch thermometers
2.5.2.	Health Service Officers remind members that identify as High-risk to remain home, but participate virtually	HS	9/28/20			Addressed in OHWG Phase 1 guidance; OHWG/HSO provides continuing oversight
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.	HS	9/28/20			Addressed in OHWG Phase 1 guidance; OHWG/HSO provides continuing oversight
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	REMOB	9/28/20			State of Ohio has cancelled all health orders
2.6.	Ensure Activity Directors have plans in place to communicate last-minute cancellations of events to participants	XP	9/28/20			
Item#	Task	OPR/Assigned Personnel	Date Tasked	Suspense	Date Completed	Notes

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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)	HS	9/28/20			Activity Directors will immediately report to OHWG/CC, CCC, HS and SE any issues that may impact OHWG activities
2.7.1.	45 Days Prior Continuation Check	XP	9/28/20			
2.7.2.	14 Days Prior Continuation Check	XP	9/28/20			
2.7.3.	7 Days Prior Continuation Check	XP	9/28/20			
2.7.4.	1 Day Prior Continuation Check	XP	9/28/20			
2.7.5.	Day-Of Continuation Check	XP	9/28/20			

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

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)	CV	9/28/20			Email sent to Commanders on 3 September 2021 reminding them about COVID precautions and letting them know that we may be going to back to Phase II
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	CV	9/28/20			
2.9.1.	Briefly describe/summarize previous coordination accomplished (i.e., 2.1 through 2.8 above)	CV	9/28/20			
2.9.2.	Verify no jurisdictional restrictions are in place from State or Local Governments	HS	9/28/20			Unit commanders should check information from the health department
2.9.3.	Set date to resume one-day special activities	CV	9/28/20			One day activities in progress in accordance with the 26 April 21 memo from MG Smith.
2.9.4.	Receive approval from the CAP COVID-19 Planning Team to resume one-day special activities. Plan for one-week lead time.	CV	9/28/20			
2.10.	Publish the date that one-day special activities will resume to subordinate units	CV	9/28/20		EXORD + 7	Resumption occurs 7 calendar days after CAP NHQ approves Phase II plan

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2.11.	Task Wing Director of Operations to communicate the following to subordinate units	<b>DO</b>	<b>9/28/20</b>			
2.11.1.	Identify flight operations permitted during Remobilization Phase II	<b>DO</b>	<b>9/28/20</b>			
2.11.2	Identify requirements (Currency, etc) for Senior members	<b>DO</b>	<b>9/28/20</b>			
2.11.3	Identify cadet training requirements that may be different than Phase I requirements	<b>DO</b>	<b>9/28/20</b>			
2.11.4	Identify cleaning standards for aircraft and vehicles before and after use	<b>DO</b>	<b>9/28/20</b>			



**PHASE 2 OF OHWG REMOBILIZATION**

**General Protocols**

No more than 50 persons shall be in attendance at CAP activities, whether indoor or outdoor.

Face coverings must fully cover one’s nose and mouth. Mesh-style masks and ventilated masks are not considered adequate face coverings. Face shields/guards may supplement the wearing of face masks but do not replace the mask (i.e., a shield may be worn in addition to a mask but a mask is still required). Masks must meet CAP standards:

Paragraph 3.1.1 added: Face coverings such as masks, neck gaiters, or balaclavas, worn with any uniform must be conservative, professional, and solid colors. When worn they must cover the mouth and nose. Authorized colors are shown with the corresponding uniform combination in the chart below.

Mask Color	CAP AF-style Service Uniforms	CAP Service Aviator Shirt Polo Shirt	ABU/BDU Utility Uniforms	Corporate Field/Flight Duty Uniform	CAP AF-style Flight Duty Uniform
White	X	X	X	X	X
Black	X	X	X	X	X
Dark Blue		X		X	
Surgical Blue	X	X	X	X	X

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ABU/BDU			X		
Sage Green			X		X
Dark Green			X		
Gray		X			

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**PHASE 2 OF OHWG REMOBILIZATION**

A few things to remember with Phase II:

1. We are still doing temperature checks.
2. We are still asking the health questions.
3. We are still cleaning shared spaces.
4. Masks are required for vaccinated members indoors, however Squadron Commanders can require masks indoors for all members.
5. If possible, maintain distance between members indoors/outdoors and/or limit the time in close contact.
6. Remind your members if they are sick or come in contact with a COVID positive person to stay home. It's better to stay home rather than run the risk of possibly passing COVID to someone else.

**Indoor Activities**

Face masks will be worn at all times when indoors except when performing physical activities (i.e., fitness testing).

Use of multiple rooms or spacing out activities (e.g., six-foot spacing between clusters) is encouraged; however, up to 50 people may gather in one common space (e.g., gymnasium or banquet hall).

Face masks may be removed when actively engaged in consuming food or beverages. Persons will remain at least six feet apart when consuming food or beverages. Outdoor dining is encouraged when feasible.

Unit formations are encouraged so long as clustering and distancing remains in effect and no physical contact between members.

**Outdoor Activities**

Masks may be removed when conducting outdoor activities; however, persons must remain at least six feet apart when masks are not worn. There will be no physical contact between individuals.

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When clustering outdoors, masks must be worn when persons are less than six feet apart.

### **Visitors at CAP Activities**

Units are encouraged to continue to recruit new members and invite family members to attend and participate in promotion and award ceremonies.

Visitors will be considered in the total capacity allowance for activities (50 persons maximum).

Immediate family and household members should be encouraged to conduct “pinning ceremonies” when conducting promotions or presenting awards. CAP members will not make physical contact with one another (e.g., a unit commander should not pin insignia to a member’s collar unless that member lives within the same household).

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

17 Sep 2021

MEMORANDUM FOR OHIO WING UNIT COMMANDERS

FROM: OHIO WING/CC

SUBJECT: OHWG REMOBILIZATION – REVERTING TO PHASE II

Commanders,

1. The Ohio Wing (OHWG) Remobilization (REMOB) Team has been meeting and watching the State's COVID-19 numbers. After careful review of the latest numbers, infection rate and vaccination percentage over the past several weeks, the REMOB team is recommending that we revert to CAP Phase II. Effective 17 September 2021 OHWG will be in CAP Phase II
2. All of the CDC recommended safety and protection steps continue to be required in CAP Phase II. Participation in CAP activities is at the discretion of the member (Senior or Cadet). Units should provide a virtual option for members that don't feel comfortable meeting in person or members that could have been exposed. Encourage members to stay home and do the virtual option if they are not 100% healthy or have come in contact with a COVID positive person. It is better to do a virtual meeting or two instead of exposing the squadron.
3. Here are some of the highlights from our CAP Phase II REMOB plan:
  - a. CAP Phase II allows for meetings of up to 50 members indoors or outdoors.
  - b. Masks will be worn by all personnel at all times indoors. Unvaccinated members should wear a mask outdoors if social distancing can not be maintained.
  - c. According to CDC recommendations, masks outdoors are not needed by fully vaccinated individuals, but in areas of high numbers of COVID-19 cases, consider wearing a mask in crowded outdoor activities where social distancing can not be maintained.
  - d. Cadet Orientation Ride (O-Rides) in CAP Phase II continue to permit multiple cadets in the aircraft
  - e. No overnight activities are allowed in CAP Phase II without written approval from the OHWG Commander and the NHQ COVID-19 Exceptions Team. We are applying for a waiver for the 2021 Ohio Encampment in October.

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- f. All activities involving non-CAP personnel must be approved by the Ohio Wing Vice Commander in coordination with OHWG Director of Health and OHWG Director of Safety.
4. The OHWG REMOB team will continue to watch the numbers and look for opportunities to move back to Phase III.
5. The OHWG plan, once approved by NHQ, can be distributed if a member wants to see it. Except for overnight activities, most events are allowed (up to 50 people). All operations, activities and actions will be performed with the safety and protection of our members being of paramount importance.
6. Adhering to the CDC Guidelines, including wearing of face coverings and sanitization of equipment and facilities while attending in-person activities will be mandatory for all participating as we must continue to remain vigilant and exercise responsible safety behavior. A final reminder -- If a member is not comfortable or should not participate in person during COVID-19, they should have a virtual option where applicable.

Thank you for your diligence in keeping OHWG safe!

Peter K. Bowden, Col, CAP  
Commander