

**Approved: 17 June 2020**



# Post-COVID-19 Remobilization of the Membership Plan

Phase I: Resuming Regularly Scheduled Meetings

ORWG

Completed 22 May 2020

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

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

**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 Oregon Wing:

Oregon Wing has been closely monitoring the present situation since the halt of operations and stay at home orders were issued via the State of Oregon and General Smith. Oregon Wing proposes to open Phase 1 on the 15<sup>th</sup> of June. At this point, Oregon should be stabilized in the green statistics for over a 15-day period. The Oregon condition will be monitored by myself, the wing CC, IG, Chief of Staff and Director of Operations. If at any point Oregon does not follow the predicted green statistic line, we will adjust our timeline accordingly. The Oregon Wing will monitor all counties as the decision has been made to open as a complete wing unit only. When approved, we will move forward with our remobilization team monitoring all counties and squadrons to ensure compliance and statistics. Oregon hopes to be in the all green statistic line in the next few days and will continue to monitor those statistics. 35 of 36 counties in Oregon are currently in Phase 1 reopening status per the State of Oregon and the 36<sup>th</sup> should be in Phase 1 on the 15<sup>th</sup> of June. We will continue to monitor those changes as well for any impact they will have on our projections.

Our proposed transition into Phase 1 is 15, June 2020.

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)	HSO 1Lt Jill Simmons	5/28/2020	6/15/2020	6/5/2020	Oregon is not currently allowing large gatherings in all counties. We will monitor for the release of all counties abilities to meet.
1.2.	Hold meeting with between Plan Coordinator and Health Services Officer	HSO 1Lt Jill Simmons	5/28/2020	5/28/2020	5/28/2020	Plan coordinator and HSO are 1Lt Simmons. Will coordinate with Wing CC for questions.
1.2.1.	Wing priorities for training events should be coordinated	PD Maj Carl Knox	5/28/2020	6/15/2020	TBD	Training plans for ES, CP, AE and PD Attached document #1
1.2.1.1.	Check state and local health guidance regarding gatherings (Review of each jurisdiction impacted by this plan)	CV-U Lt Col Walker	5/28/2020	6/15/2020	TBD	Oregon is not currently allowing large gatherings in all counties. CV coordinate with Unit CC's to monitor for the release of all counties abilities to meet.
1.2.1.2.	Prepare information for subordinate units on temperature screening, health education, and sanitation	HSO 1Lt Jill Simmons	5/28/2020	6/15/2020	5/28/2020	CDC documents and CAP temperature screening guideline distribution. Document attached #2
1.2.2	Consult with Wing Legal Officer about resuming meetings	HSO 1Lt Jill Simmons	5/28/2020	6/15/2020	6/5/2020	Will consult regularly
1.2.3	Coordinate with Wing Director of Safety	HSO 1Lt Jill Simmons	5/28/2020	6/15/2020	6/5/2020	Will consult regularly
1.2.3.1	Verify proper risk planning tools are available to units	SE Maj Dryden	5/28/2020	6/15/2020	TBD	Per CAP regulations and guidelines
1.2.3.2	Prepare to communicate with subordinate units on Safety-related matters (see 1.7. below)	SE Maj Dryden	5/28/2020	6/15/2020	TBD	Per CAP regulations and guidelines
1.2.4	Coordinate with Wing Director of Cadet Programs	HSO 1Lt Jill Simmons	5/28/2020	6/15/2020	6/5/2020	To ensure safety of all members, seniors and cadets
1.2.4.1	Prepare recommendations for units regarding meeting activities and alternatives to maintain optimal distance while at meetings	ORWG CC Col William Ray	5/28/2020	6/15/2020	TBD	Coordinate between CC & HSO to inform unit commanders of recommendations
1.2.4.2	Prepare bullets for units to incorporate when sending messages to parents about the resumption of meetings	DCP Lt Col Harold Buchanan	5/28/2020	6/15/2020	TBD	Coordinate with unit commanders for messages and alerts for parents

Plan Completed By: 1Lt Jill Simmons, CAP  
Last Updated: 22 May 2020

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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
1.3.	Have subordinate unit commanders verify that local governments do not have more restrictive social-distancing guidelines than those at the state level	CV-U Lt Col Walker	5/28/2020	6/15/2020	6/5/2020	All units will wait until the entire state and wing can open as one entity. Monitoring will be done by CV for Units.
1.4.	Send copy of planning documents to the CAP COVID-19 Planning Team at <a href="mailto:COVID-19Plans@capnhq.gov">COVID-19Plans@capnhq.gov</a> , and copy the Region CC to reinstate meetings.	ORWG CC Col William Ray	5/28/2020	6/15/2020	TBD	Planning documents with intentions are as attached.
1.4.1.	Briefly describe/ summarize previous coordination accomplished	HSO 1Lt Jill Simmons	5/28/2020	6/15/2020	6/5/2020	This is the first coordination for Phase 1 reopening and no previous coordination accomplished.
1.4.2.	Verify no jurisdictional restrictions are in place from State or Local Governments	CV-U Lt Col Walker	5/28/2020	6/15/2020	6/5/2020	All units will wait until the entire state & wing can open as one entity. Monitoring will be done by CV for Units.
1.4.3.	Set date to resume meetings; this is also the start of Phase II.	ORWG CC Col William Ray	5/28/2020	6/15/2020	6/5/2020	Phase 2 start and reinstate meetings on 1 July 2020 following state regulations.
1.5.	Receive approval from the CAP COVID-19 Planning Team to reinstate meetings. Plan for one-week lead time.	HSO 1Lt Jill Simmons	5/28/2020	6/15/2020	TBD	
1.6.	Publish the date that meetings may resume to subordinate units	CS Lt Col Younce	5/28/2020	6/15/2020	6/5/2020	Will publish on Wing Website and by email to wing members upon approval from COVID response team by CS.
1.7.	Task Wing Director of Safety to communicate the following to subordinate units	SE Maj Dryden	5/28/2020	6/15/2020	TBD	Safety brief - Attachment #3
1.7.1.	<a href="#">Units</a> will review CAPFs 160, 160S, and 160HL to be sure COVID-19 risks are considered and mitigated	SE Maj Dryden	5/28/2020	6/15/2020	TBD	Each unit commander will review procedures and ensure all members are well and safe to participate.
1.7.2.	Unit Safety Officers will emphasize continued use of face coverings, gloves, and hand sanitizer, as well as social distancing, hand washing and surface cleaning/disinfection	SE Maj Dryden	5/28/2020	6/15/2020	TBD	Wing safety officer will continue to be in contact with unit safety officers with up to date guidelines for health and safety.

COVID-19 Remobilization of the Membership Plan – Phase I

1.8.	Task Wing Health Service Officer to communicate the following to subordinate units:	ORWG CC Col William Ray	5/28/2020	6/15/2020	5/28/2020	
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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.	HSO 1Lt Jill Simmons	5/28/2020	6/15/2020	6/5/2020	Wing HSO will convey current guidelines and protocols to all units for dissemination into the units by unit HSO's or commanders.
1.8.2.	Educate members on their stratified level of risk (i.e., Low risk vs. High-risk)	HSO 1Lt Jill Simmons	5/28/2020	6/15/2020	6/5/2020	Wing HSO will convey current guidelines and protocols to all units for dissemination.
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)	HSO 1Lt Jill Simmons	5/28/2020	6/15/2020	6/5/2020	Wing HSO will convey current guidelines and protocols to all units for dissemination into the units by unit HSO's or commanders.
1.9.	Task Wing Director of Cadet Programs to communicate the following to subordinate units:	HSO 1Lt Jill Simmons	5/28/2020	6/15/2020	5/28/2020	
1.9.1.	Units identify ways to meaningfully engage and fully participate in meetings without formations, drill, or other close-distance activities	DCP LtCol Harold Buchanan	5/28/2020	6/15/2020	TBD	Unit CC's will coordinate with cadet programs director (DCP) for messages and alerts for parents
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	DCP LtCol Harold Buchanan	5/28/2020	6/15/2020	TBD	Unit CC's will coordinate with cadet programs director (DCP) for messages and alerts for parents. Attachment #4

## **COVID-19 ORWG PHASE 1: TRAINING PRIORITIES**

1. Continue with AF/Corporate missions for COVID-19 support - maintain CDC safety guidelines.
2. Designated screeners – Units will identify and train an ample number of senior members to accommodate their unit in the CDC guidelines pertaining to health screening. Training to be provided by the Wing Health Service officer through the command staff and HSO's. Training will include proper cleaning of surfaces and what to do in the event of breaches in conduct resulting in not following the CDC guidelines.
3. Regular Unit Meetings - outside if possible, maximum groups of 10 in a local vicinity, maintain CDC guidelines on physical distancing by either limiting to only planning meetings or splitting the units up so there are no more than 10 people, and all members wear cloth face coverings when indoors. Temperature should be taken with no touch thermometer, and health screening with questions to ensure member has exhibited no symptoms. If temperature is 100.4 degrees or higher or other symptoms are present, they will not be allowed to participate.
4. Emergency Services training (specific breakout below) Local areas – No more than 10 members and maintain CDC guidelines on physical distancing and cloth face coverings. Temperature should be taken with no touch thermometer, and health screening with questions to ensure member has exhibited no symptoms. If temperature is 100.4 degrees or higher or other symptoms present, they will not be allowed to participate.
  - a. Ground Teams - maintain physical distancing, radios wiped with sanitizing wipes after use, cloth face coverings worn when in close proximity (less than 6 feet)
  - b. Aircrew – cloth face coverings worn in aircraft at all times, internal aircraft surfaces (including CAP owned headsets) wiped with sanitizing cloths after each flight, physical distancing maintained during preflight and movements outside the aircraft
  - c. Mission Base Staff - cloth face coverings worn at all times (unless radio operations are inhibited by it), radios and all high-contact surface areas (chairs, counters, door handles, etc.) wiped with sanitizing cloths every hour, physical distancing as is practical
5. Professional Development- In person classes will not resume until after August 4. Until then, all courses will be held virtually. In the event that a course takes place, there will be no more than 10 people, including instructors, and CDC guidelines on social distancing and cloth face coverings will be maintained. Temperature should be taken with no touch thermometer, and health screening with questions to ensure member has exhibited no symptoms. If temperature is 100.4 degrees or higher or

other symptoms present, they will not be allowed to participate.

- a. SLS/CLC/TLC - all high-contact surfaces wiped with sanitizing cloths every hour
  - b. Specialty Tracks - all high-contact surfaces wiped with sanitizing cloths as often as practical based on length and intensity of training.
  - c. Level 1 orientation – as this tends to be one-on-one, strict physical distancing, cloth face covering, and all high-contact surfaces wiped with sanitizing cloths
6. Cadet Orientation Flights — NO orientation flights during Phase 1 – Starting in Phase 2 - local units cloth face coverings worn in aircraft, internal aircraft surfaces (including CAP owned headsets) wiped with sanitizing cloths after each flight, physical distancing will be maintained during preflight and ground school where possible. Schedule o-ride so that there are no more than 10 people in the same vicinity waiting for their flight. Also include health prescreening questions and temperature should be taken with no touch thermometer. If temperature is 100.4 degrees or higher or other symptoms present, they will not be allowed to participate.
7. Permitted Flight Operations for Aviation - face coverings, aviation gloves, and plane disinfection between sorties. Includes flight evaluations/check rides, crew proficiency, dual instruction (assuming all members are low-risk and all flight operations are in low-risk areas).

### **POSITION-SPECIFIC ES TRAINING**

1. Onboarding Pilot Training, nine (9) new pilots in the pipeline
2. Instructor pilot training, two pilot candidates who are CFIs
3. Check Pilot Training, one current pilot eligible for upgrade
4. MP, one current pilot eligible for Mission Pilot upgrade
5. MS & MO training
6. DAARTO/U training. And upgrade
7. Conduct mountain flying training weekend.
8. MBS Training
  - a. Complete OSC training and begin IC training for Maj Jackson
  - b. Complete AOB training and begin OSC training for Lt Davis and Capt Brainerd
  - c. Begin FASC training for another member or *two*
  - d. Train another Mission Safety Officer
  - e. Emphasize MSA training for lots of members
9. Ground Team training
  - a. GBD
  - b. Team Leaders
  - c. Team Members (3, 2, & 1)

10. UAS training and certifications
11. Communications training
  - a. Comm Unit Leaders
  - b. Mission Radio Operators
12. Flight Line training
  - a. Supervisor
  - b. Marshaller
13. All other MBS training

**Patients with COVID-19 have experienced mild to severe respiratory illness.**

**Symptoms\* can include**

**FEVER**



**COUGH**



**\*Symptoms may appear 2-14 days after exposure.**

**SHORTNESS OF BREATH**



**Seek medical advice if you develop symptoms, and have been in close contact with a person known to have COVID-19 or if you live in or have recently been in an area with ongoing spread of COVID-19.**



# Use of Cloth Face Coverings to Help Slow the Spread of COVID-19

## How to Wear Face Cover

Face coverings should—

- fit snugly but comfortably against the side of the face
- be secured with ties or ear loops
- include multiple layers of fabric
- allow for breathing without restriction
- be able to be laundered and machine dried without damage or change to shape

## CDC on Homemade Face Covers

CDC recommends wearing cloth face coverings in public settings where other social distancing measures are difficult to maintain (e.g., grocery stores and pharmacies), **especially** in areas of significant community-based transmission.

CDC also advises the use of simple cloth face coverings to slow the spread of the virus and help people who may have the virus and do not know it from transmitting it to others. Cloth face coverings fashioned from household items or made at home from common materials at low cost can be used as an additional, voluntary public health measure.

Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask without assistance.

The cloth face coverings recommended are not surgical masks or N-95 respirators. Those are critical supplies that must continue to be reserved for healthcare workers and other medical first responders, as recommended by current CDC guidance.

## Should cloth face coverings be washed or otherwise cleaned regularly? How regularly?

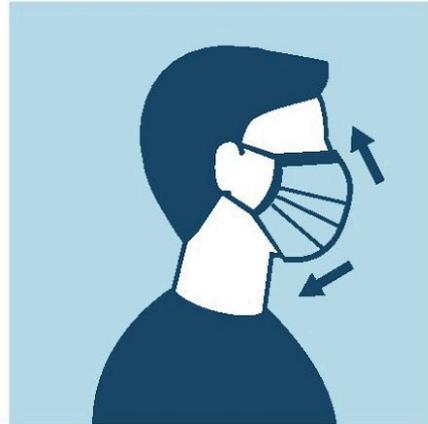
Yes. They should be routinely washed depending on the frequency of use.

## How does one safely sterilize/clean a cloth face cover?

A washing machine should suffice in properly washing a face covering.

## How does one safely remove a used face cover?

Individuals should be careful not to touch their eyes, nose, and mouth when removing their face covering and wash hands immediately after removing.



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[cdc.gov/coronavirus](https://cdc.gov/coronavirus)

# STOP THE SPREAD OF GERMS

Help prevent the spread of respiratory diseases like COVID-19.

Avoid close contact with people who are sick.



Cover your cough or sneeze with a tissue, then throw the tissue in the trash.



Avoid touching your eyes, nose, and mouth.



Clean and disinfect frequently touched objects and surfaces.



Stay home when you are sick, except to get medical care.



Wash your hands often with soap and water for at least 20 seconds.



For more information: [www.cdc.gov/COVID19](http://www.cdc.gov/COVID19)

Commanders and Safety Officers

Oregon Wing is planning to have the phase one ready by Monday, June 15<sup>th</sup>, 2020.

As part of the process we need to have some safety information implemented.

See attached form "CAP Guideline for Gatherings"

This guideline specifies areas of concern for meetings and management sections.

Each unit must review and implement the processes as needed, evaluate each meeting environment, and take the appropriate measures to ensure compliance with the procedures outlined within the guideline. Treat the Covid-19 crisis with an ORM level of scrutiny, by continually evaluating and assessing the risks to yourself, your fellow CAP members, and your friends and family.

Additionally, each member should identify resource and personal protective equipment vendors for long-term use in case of a return to increased risk.

These resources include but are not restricted to the following: Face coverings, gloves, hand sanitizer, surface disinfectants, soap, towelettes, and any additional PPE items an individual may need.

Please maintain the minimum suggested social distancing levels, be respectful of others, their concerns, fears, and most importantly, their safety.

Additional suggested guidelines can be found at the CDC, the Oregon Health Department and online at the National HQ website. If you have additional questions, please feel free to email me or anybody at Oregon Wing HQ.

Be Safe!

Maj Dryden, CAP

ORWG Safety Officer

- Half of our members in Civil Air Patrol are cadets -they are a very important part of the greater Civil Air Patrol Tri bladed mission
- Our protection of our members and our cadet members from any hazard remains a key tenet of our organization and its safety aware culture.
- Commanders or their designated representative will be trained in a screening protocol with a decision guide on how to help decide which members are safe to participate at in person meetings
- While we miss having our regular meetings with all of our members - neither the state or Civil Air Patrol are ready to go back to the old normal
- During Phase I re-mobilization plan, we will be limiting gatherings to no more than ten members until further notice.
- During phase I, we plan to only have high quality utility in having face to face training, not wasting anyone's time without a clear mission for those invited.
- depending on the training planned and the venue, in order to participate, parents of cadets should be prepared to meet a variety of additional protective measures in order to send their cadets to meetings. These may include, but are not limited to a variety of distancing requirements, contact avoidance, protective gear; So please be flexible with instructions for attendance
- During phase I, NO MEMBER should feel compelled to participate in any activity or gathering that they or their family are not yet ready to participate in

#### 1.9.1

Each unit commander should prepare a week by week schedule of any events that invite cadet participation. No cadets should arrive and participate or attend training that are not by name invited for in order to not exceed the 10 total participant limit. Consider that any cadet event should be limited to a MAXIMUM of eight cadets. This will allow for a maximum of two seniors to supervise the training. As the Wing HSO and commanders do not want us to focus on our return to normal with physical contact or close proximity - there should not be any intent to do routine formations and other close distance activity - with some possible exception. If using face mask and protective gloves - some activities might allow closer contact, based on squadron commanders discretion. UDF training, Commo training, O-Rides, Color guard practice, Steller Xplorer, Cyber Patriot, some Stem training, Rocketry launches/ building- those sorts of tasks. The commander is being empowered to decide, but the decision to include cadet training in Civil Air Patrol under Phase I restrictions should be a by name, and conscious decision with a training intent. ALL other routine training should be continued online until, at least, the onset of phase II. And if it isn't mentioned anywhere else, all squadrons need to come up with a decontamination plan for any equipment used during training, at a minimum after use, but best - both BEFORE and AFTER use.

#### 1.9.2

Commanders, before resumption of cadet participation a notice to parents should be drafted and approved by each squadron commander with a detailed plan for how YOUR squadron is using the phase I re-mobilization time. Each squadron must identify and communicate their

own strategy as it applies to cadets and communicate that to the parents of their cadets before any cadet arrives at a CAP event. Please Send the Wing Commander and Wing DCP a courtesy copy of this message for Situational awareness once prepared. Normally the wing would not get into the weeds of individual squadrons communication to parents, but during phase I, adding this step will allow the commander to both digest what information is flowing to the families of the cadets, and be able to provide guidance during this unprecedented phase I re-mobilization event. And - this might also allow individual squadrons to help the entire wing, as the commander may see something in your communication, that no one else has thought of - and would like to share it with the wing.