

Approved: 23 Oct 2020



Post-COVID-19 Remobilization of the Membership Plan

Phase I: Resuming Regularly Scheduled Meetings

PRWG
Completed 26 JUL 2020

Template Updated 8 June 2020

COVID-19 Remobilization of the Membership Plan - Phase I

This plan has been developed for Puerto Rico 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.*

Plan Coordinator and Point of Contact: **Capt Luis J. Herrera**

Primary Phone: _____

Primary Email: luis.herrera@prwg.cap.gov

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

The Commonwealth of Puerto Rico got to Phase Three (3) as for the Government Re-opening Plan and in accordance with Governor Wanda Vazquez Garced Executive Order, sign on 12 June 2020. This has recently changed due to the increase of cases in both Puerto Rico (PR) and United States Virgin Islands (USVI).

- Coordination for this plan began on 21 May 2020. A Working Group was established by the Puerto Rico Wing Commander, Col Edgardo Torres. The working group consists of members of the Wing Staff: Vice Commander-Lt Col Marie A. Rivera, Chief of Staff-Lt Col Aitmalys Perez, Health Services Officer-Maj Renan A. Dieppa, CISM-Lt Col Rafael F. Guindin, Director of Safety-TSgt Miguel A. Vazquez, Director of Operations-Lt Col Reynaldo Negron, Director of Cadet Programs-Lt Col Ismael J. Rodriguez, Legal Officer-Capt Oscar A. Nieves, and an Advisor to the Commander-Col Luis A. Cubano. Capt Luis J. Herrera is the Assistant Director of Operations and was appointed as the Plan Coordinator and Point of Contact. (See Appendix A: PA 2020-005 PRWG COVID-19 Remobilization Working Group)
- On 14 May 2020 most of the team participated of the NHQ COVID-19 briefing and began to work in gathering information from the PR and USVI Health Departments (Daily and Weekly Briefings), since none of the territories were contemplated within the COVID Act Now organization.
- With the information gathered, the group began to create graphics for both territories to help us understand our situation and make the necessary decisions.
- The intent of PR Wing is to remobilize the wing by Health Department's regions. Our projected start date for Phase I is 17 October 2020, with the intention of completing the full remobilization in 2 Saturdays. However, the rise in cases the last few weeks have made the local government reversed some restrictions which may delay our transition to Phase I.

Plan Completed By: Capt Luis J. Herrera

Last Updated: 20 Sep 2020

Template Updated 8 June 2020

COVID-19 Remobilization of the Membership Plan - Phase I

Puerto Rico Wing Remobilization Schedule:

A. 17 October 2020

| Charter Number | Unit Name | Address |
|-----------------------|---|-------------------|
| PR-002 | Mayaguez Cadet Squadron | Mayaguez, PR |
| PR-012 | Ponce High School Cadet Squadron | Ponce, PR |
| PR-013 | San German Cadet Squadron | San German, PR |
| PR-035 | Aguadilla Cadet Squadron | Aguadilla, PR |
| PR-051 | Maj William Biaggi Cadet Squadron | Yauco, PR |
| PR-066 | Cabo Rojo Cadet Squadron | Cabo Rojo, PR |
| PR-068 | Lajas Cadet Squadron | Lajas, PR |
| PR-081 | St. Croix Cadet Squadron | St. Croix, USVI |
| PR-104 | Guanica High School Cadet Squadron | Guanica, PR |
| PR-110 | Cpt P. F. Guisti Piazza Cadet Squadron | Peñuelas, PR |
| PR-120 | Sabana Grande Cadet Squadron | Sabana Grande, PR |
| PR-129 | Añasco Senior Squadron | Añasco, PR |
| PR-168 | Capt Lawrence E. Erickson Senior Squadron | Guayanilla, PR |
| PR-602 | PRWG Group 2 | Guayanilla, PR |
| PR-603 | PRWG Group 3 | Mayaguez, PR |
| PR-903 | St. Thomas Composite Squadron | St. Thomas, USVI |

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COVID-19 Remobilization of the Membership Plan - Phase I

Puerto Rico Wing Remobilization Schedule (Continued):

B. 24 October 2020

| Charter Number | Unit Name | Address |
|-----------------------|--|----------------|
| PR-000 | PR Wing Support | San Juan, PR |
| PR-001 | Puerto Rico Wing | San Juan, PR |
| PR-008 | Isla Grande Senior Squadron | Carolina, PR |
| PR-034 | Arecibo Cadet Squadron | Arecibo, PR |
| PR-059 | Col Bartolo Ortiz Cadet Squadron | Ceiba, PR |
| PR-079 | Moca High School Cadet Squadron | Moca, PR |
| PR-094 | Lt Col Elsa M. Soto-Torres Cadet Squadron | Bayamon, PR |
| PR-122 | Colonel Clara E. Livingston Cadet Squadron | Toa Baja, PR |
| PR-123 | Dr. Cesareo Rosa-Nieves Cadet Squadron | San Juan, PR |
| PR-126 | Muñiz ANG Base Cadet Squadron | Carolina, PR |
| PR-131 | Bayamon Cadet Squadron 6 | Bayamon, PR |
| PR-138 | Humacao Cadet Squadron | Humacao, PR |
| PR-161 | Capt Saulo Solis-Molina Cadet Squadron | Toa Baja, PR |
| PR-604 | PRWG Group 4 | Bayamon, PR |
| PR-801 | Kingdom Cadet Squadron | Dorado, PR |
| PR-802 | Adler Cadet Squadron | Gurabo, PR |
| PR-999 | Puerto Rico Legislative | San Juan, PR |

Plan Completed By: Capt Luis J. Herrera

Last Updated: 20 Sep 2020

Template Updated 8 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) | Col Edgardo Torres/ Lt Col Reynaldo Negron | 22-Jun-20 | | 28-Jun-20 | PR Governor Executive Order signed on 12 June 2020 entering on Phase 3 of the Commonwealth Re-opening Plan. |
| 1.2. | Hold meeting with between Plan Coordinator and Health Services Officer | Maj Renan A. Dieppa/ Lt Col Rafael F. Guindin/ Capt Luis J. Herrera | 21-May-20 | | 21-May-20 | Since 21 May 2020 the working group has been meeting in a weekly basis. |
| 1.2.1. | Wing priorities for training events should be coordinated | Lt Col Reynaldo Negron | 22-Jun-20 | | 5-Jul-20 | See Appendix B: PRWG Training Events |
| 1.2.1.1. | Check state and local health guidance regarding gatherings (Review of each jurisdiction impacted by this plan) | Maj Renan A. Dieppa/ Lt Col Rafael F. Guindin/ Lt Col Aitmalys Perez | 22-Jun-20 | | 13-Jul-20 | Wing Commander held a meeting with Group CCs on 13 July 2020 and instructed them to contact all Unit Commanders to have them check their municipalities. State guidance has already been revised Item # 1.1. |
| 1.2.1.2. | Prepare information for subordinate units on temperature screening, health education, and sanitation | Maj Renan A. Dieppa/ Lt Col Rafael F. Guindin/ Lt Col Aitmalys Perez | 22-Jun-20 | | 7-Jul-20 | See Appendix C: CAP COVID-19 Temperature Screening Guideline |
| 1.2.2. | Consult with Wing Legal Officer about resuming meetings | Col Edgardo Torres | 22-Jun-20 | | 27-Jul-20 | |
| 1.2.3. | Coordinate with Wing Director of Safety | Maj Renan A. Dieppa/ Lt Col Rafael F. Guindin/ TSgt Miguel A. Vazquez | 22-Jun-20 | | 28-Jun-20 | Safety related matters should be prepared ahead of time of opening to allow for proper training and practice prior to opening squadrons. Upon opening day, the HSO and SE should rotate to be present at the opening to supervise and support proper operation of safety and health guidelines. |
| 1.2.3.1. | Verify proper risk planning tools are available to units | Maj Renan A. Dieppa/ Lt Col Rafael F. Guindin/ TSgt Miguel A. Vazquez | 22-Jun-20 | | 28-Jun-20 | See Appendix E: Risk Planning Tools for COVID-19 was made available to all Commanders and Safety Officers by email dated 28 June 2020. |
| 1.2.3.2. | Prepare to communicate with subordinate units on Safety-related matters (see 1.7. below) | Maj Renan A. Dieppa/ Lt Col Rafael F. Guindin/ TSgt Miguel A. Vazquez | 22-Jun-20 | | 27-Jun-20 | See Appendix D: PRWG COVID-19 Remobilization Safety Plan, was sent to all PRWG Members by email dated 27 June 2020. |

Plan Completed By: Capt Luis J. Herrera

Last Updated: 20 Sep 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 |
|----------|---|---|-------------|----------|----------------|--|
| 1.2.4. | Coordinate with Wing Director of Cadet Programs | Maj Renan A. Dieppa/ Lt Col Rafael F. Guindin | 22-Jun-20 | | 23-Jun-20 | |
| 1.2.4.1. | Prepare recommendations for units regarding meeting activities and alternatives to maintain optimal distance while at meetings | Maj Renan A. Dieppa/ Lt Col Rafael F. Guindin/ Lt Col Ismael J. Rodriguez | 22-Jun-20 | | 28-Jun-20 | See Appendix F: PRWG DCP Letter PR Wing, and Appendix F1: PRWG Cadet Program Approved Activities |
| 1.2.4.2. | Prepare bullets for units to incorporate when sending messages to parents about the resumption of meetings | Maj Renan A. Dieppa/ Lt Col Rafael F. Guindin/ Lt Col Ismael J. Rodriguez | 22-Jun-20 | | 28-Jun-20 | See Appendix G: PRWG COVID-19 Commanders Letter to Family |
| 1.3. | Have subordinate unit commanders verify that local governments do not have more restrictive social-distancing guidelines than those at the state level | Lt Col Marie A. Rivera/ Col Edgardo Torres | 22-Jun-20 | | 31-Aug-20 | The information was requested on 25 July 2020 by email to the Unit Commanders. |
| 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. | Capt Luis J. Herrera | 22-Jun-20 | | 3-Aug-20 | |
| 1.4.1. | Briefly describe/ summarize previous coordination accomplished | Capt Luis J. Herrera | 22-Jun-20 | | 24-Jul-20 | |
| 1.4.2. | Verify no jurisdictional restrictions are in place from State or Local Governments | Capt Luis J. Herrera | 22-Jun-20 | | 31-Aug-20 | Information requested during Group CCs meeting with Wing CC on 13 July 2020. |
| 1.4.3. | Set date to resume meetings; this is also the start of Phase II. | Capt Luis J. Herrera | 22-Jun-20 | | 12- Jul-2020 | 15 August 2020 if approved by NHQs |
| 1.5. | Receive approval from the CAP COVID-19 Planning Team to reinstate meetings. Plan for one-week lead time. | Capt Luis J. Herrera | 22-Jun-20 | | | |
| 1.6. | Publish the date that meetings may resume to subordinate units | Lt Col Marie A. Rivera/ Col Edgardo Torres | 22-Jun-20 | | | |
| 1.7. | Task Wing Director of Safety to communicate the following to subordinate units | TSgt Miguel A. Vazquez | 22-Jun-20 | | 22-Jun-20 | |
| 1.7.1. | Units will review CAPFs 160, 160S, and 160HL to be sure COVID-19 risks are considered and mitigated | TSgt Miguel A. Vazquez | 22-Jun-20 | | 28-Jun-20 | See Appendix E: Risk Planning Tools for COVID-19 was made available to all Commanders and Safety Officers by email dated 28 June 2020. |

Plan Completed By: Capt Luis J. Herrera

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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 |
|--------|--|---|-------------|----------|----------------|--|
| 1.7.2. | 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 | TSgt Miguel A. Vazquez | 22-Jun-20 | | 27-Jun-20 | See Appendix D: PRWG COVID-19 Remobilization Safety Plan, was sent to all PRWG Members by email dated 27 June 2020. |
| 1.8. | Task Wing Health Service Officer to communicate the following to subordinate units: | Maj Renan A. Dieppa/ Lt Col Rafael F. Guindin | 22-Jun-20 | | 7-Jul-20 | |
| 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. | Maj Renan A. Dieppa/ Lt Col Rafael F. Guindin/ Lt Col Aitmalys Perez/ TSgt Miguel A. Vazquez | 22-Jun-20 | | 7-Jul-20 | See Appendix C: CAP COVID-19 Temperature Screening Guideline |
| 1.8.2. | Educate members on their stratified level of risk (i.e., Low-risk vs. High-risk) | Maj Renan A. Dieppa/ Lt Col Rafael F. Guindin | 22-Jun-20 | | 28-Jun-20 | See Appendix E: Risk Planning Tools for COVID-19 was made available to all Commanders and Safety Officers by email dated 28 June 2020, and Appendix E1: CAP Guideline for Gatherings-Coronavirus Risk Assessment |
| 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) | Maj Renan A. Dieppa/ Lt Col Rafael F. Guindin | 22-Jun-20 | | 7-Jul-20 | See Appendix C: CAP COVID-19 Temperature Screening Guideline |
| 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 | Maj Renan A. Dieppa/ Lt Col Rafael F. Guindin | 22-Jun-20 | | 1-Jul-20 | See Appendix H: PRWG COVID-19 Safety Reporting Plan-Unit Commanders Letter |

Plan Completed By: Capt Luis J. Herrera

Last Updated: 20 Sep 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 |
|---------|--|----------------------------|-------------|----------|----------------|---|
| 1.9. | Task Wing Director of Cadet Programs to communicate the following to subordinate units: | Lt Col Ismael J. Rodriguez | 22-Jun-20 | | 22-Jun-20 | |
| 1.9.1. | Units identify ways to meaningfully engage and fully participate in meetings without formations, drill, or other close-distance activities | Lt Col Ismael J. Rodriguez | 22-Jun-20 | | 28-Jun-20 | See Appendix F: PRWG DCP Letter PR Wing, and Appendix F1: PRWG Cadet Program Approved Activities |
| 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 | Lt Col Ismael J. Rodriguez | 22-Jun-20 | | 28-Jun-20 | See Appendix G: PRWG COVID-19 Commanders Letter to Family |
| 1.10. | Task Wing Director of Operations to communication the following to subordinate units. | Lt Col Reynaldo Negron | 22-Jun-20 | | 22-Jun-20 | |
| 1.10.1. | Identify flight operations permitted during Phase I | Lt Col Reynaldo Negron | 22-Jun-20 | | 5-Jul-20 | Flight evaluations/check rides, crew proficiency, dual instruction. |
| 1.10.2. | Identify requirements (Currency, etc.) for senior members | Lt Col Reynaldo Negron | 22-Jun-20 | | 5-Jul-20 | In Phase I pilots who have not flown for 90 days will have priority to fly. |
| 1.10.3. | Identify requirements for cadets that have earned their Private Pilot's License to return to flying | Lt Col Reynaldo Negron | 22-Jun-20 | | | N/A |
| 1.10.4. | Identify requirements for cadets training to earn their Private Pilot's License | Lt Col Reynaldo Negron | 22-Jun-20 | | | N/A |
| 1.10.5. | Identify cleaning standards for aircraft and vehicles before and after use | Lt Col Reynaldo Negron | 22-Jun-20 | | 10-Jun-20 | See Appendix I: PRWG COVID-19 Remobilization-Operations Phase I Plan Letter, and Appendix D: PRWG COVID-19 Remobilization Safety Plan |

APPENDIX A



HEADQUARTERS PUERTO RICO WING
CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY
PO Box 192460
San Juan PR 00919-2460

PERSONNEL AUTHORIZATION
NO. 2020-005

18 MAY 2020

The following individuals are appointed to the Puerto Rico Wing COVID-19 Remobilization Working Group. The start date of this team is 21 May 2020 and will function until required by the CAP National Headquarters.

| GRADE | NAME | CAPID | UNIT |
|--------|---------------------|--------|------------|
| Col | Edgardo Torres | 147642 | SER-PR-001 |
| Col | Luis A. Cubano | 147693 | SER-PR-001 |
| Lt Col | Reynaldo Negron | 147478 | SER-PR-126 |
| Lt Col | Aitmalys Perez | 203557 | SER-PR-001 |
| Lt Col | Marie A. Rivera | 205927 | SER-PR-001 |
| Lt Col | Ismael J. Rodriguez | 315462 | SER-PR-001 |
| Lt Col | Rafael F. Guindin | 316027 | SER-PR-001 |
| Maj | Renan A. Dieppa | 519344 | SER-PR-001 |
| Capt | Luis J. Herrera | 245944 | SER-PR-001 |
| Capt | Oscar A. Nieves | 632437 | SER-PR-001 |
| TSgt | Miguel A. Vazquez | 588920 | SER-PR-603 |

Edgardo Torres, Colonel, CAP
Puerto Rico Wing Commander

DISTRIBUTION:

1 - PRWG/DP
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APPENDIX B



HEADQUARTERS PUERTO RICO WING
CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY
PO Box 192460
San Juan PR 00919-2460



PUERTO RICO WING TRAINING EVENTS JULY 1, 2020 TO SEPTEMBER 30, 2020

| MONTH | DATES | ACTIVITY | PLACE | STAFF MEMBER | OPR |
|-----------|---------|---|--|--------------------------------|-----|
| July | 1 - 30 | Aerospace Education Excellence (AEX) Award Virtual Activities | Microsoft Teams Video Conference | PR Wing Cadet Advisory Council | CP |
| | 4 | Cadet Advisory Council Meeting | Microsoft Teams Video Conference | PR Wing Cadet Advisory Council | CP |
| | 11 | | | | |
| | 18 -19 | Squadron Leadership School (SLS) - Spanish Version | Microsoft Teams Video Conference | 1st Lt Alexander Roman | PD |
| | 18 -19 | Squadron Leadership School (SLS) - English Version | Microsoft Teams Video Conference | 1st Lt Chrysanthi Rodriguez | PD |
| | 25 - 26 | Corporate Learning Course (CLC) | Microsoft Teams Video Conference | 1st Lt Alexander Roman | PD |
| August | 1 - 15 | PRWG Red Ribbon Leadership Academy | Microsoft Teams Video Conference | PR Wing Cadet Advisory Council | CP |
| | 8 | | | | |
| | 14 - 15 | National Conference | Virtual Event | Col Edgardo Torres | CC |
| | 15 | Flight Clinic | Microsoft Teams Video Conference | Lt Col Reynaldo Negron | DO |
| | 22 | | | | |
| | 29 | | | | |
| September | 5 | | | | |
| | 12 | Puerto Rico Wing Cadet Honor Academy | Hybrid Academy | 1st Lt Rolando Adorno | CP |
| | 14 - 18 | DCP Training Plan Development - Year: 2020-2021 | Microsoft Teams Video Conference | Lt Col Ismael J. Rodriguez | CP |
| | 19 | Puerto Rico Wing Cadet Honor Academy | Hybrid Academy | 1st Lt Rolando Adorno | CP |
| | 19 | SAR/DR Exercise | Mercedita International Airport Ponce, PR | Lt Col Marie A. Rivera | DOS |
| | 26 - 27 | Puerto Rico Wing Cadet Honor Academy | Hybrid Academy | 1st Lt Rolando Adorno | CP |

Notes:

The Activities Plan Calendar is subject to change; the activities will be announced by the OPR in charge on time (30 days) by letter or e-mail to the Units. Wing Commander, Vice Commander, Chief of Staff or the Plans and Programs, must approve any change to this schedule.

//SIGNED//

Edgardo Torres, Col, CAP
Wing Commander

//SIGNED//

Marie A. Rivera, Ly Col, CAP
Vice Commander

//SIGNED//

Aitmalys Perez, Lt Col, CAP
Chief of Staff

//SIGNED//

Maj Pablo A. Jimenez, CAP
Plans and Programs Officer

cc:

SER/CC

All CAP Members

File



APPENDIX C

CIVIL AIR PATROL COVID-19 Temperature Screening Guideline

30APR2020

Purpose: Provide a template for CAP Health Services Officers (or their designee) to conduct temperature screening operations for the protection of the force to identify individuals who are potentially ill and should not be allowed into a CAP activity. **Note:** this is a voluntary screening, but failure to conduct a screening may result in non-entry to the work site. Screeners may only be senior members.

- I. **Authorities:** The U.S. Centers for Disease Control and Prevention (CDC) has recommended that temperature checks may be instituted in some areas where there have been acute COVID-19 outbreaks, per <https://www.cdc.gov/coronavirus/2019-ncov/php/risk-assessment.html>.
- II. **Essential Equipment (see attachment A)**
 - A. Minimum of: (1) table and (1) chair and (1) place for a sign
 - B. Two paper Stop signs (Attachment B)
 - C. One paper "Instructions" sign (Attachment C)
 - D. One paper "Look here" sign (Attachment D)
 - E. No touch thermometer (2)
 - F. Pass marker system (colored dots, tags, markers, wristbands, etc.)
 - G. Hand sanitizer
 - H. EPA approved sanitizing solution and wipes for equipment, chair, and table cleaning
 - I. Instruction card for a person who does not meet the standard for the recheck (Attachment E).
 - J. Clock or timer that can measure 5-minutes
 - K. Appropriately sized examination gloves (wash hands after duty is completed).
 - L. Face covering for temperature taker
- III. **Competency**

CIVIL AIR PATROL
COVID-19 Temperature Screening Guideline

30APR2020

- A. Thermometer screener will review the manufacturer's instructions and a supervisor will review the protocol below with the temperature screener and be shown proficiency with the protocol.

IV. Voluntary Screening Protocol

- A. Set-Up: Establish screening area using table and chairs at a set distance apart. Place a marker halfway between and perpendicular to the location where the person is being screened so they can look at the item when being screened and if they cough, the cough will not be in the screener's direction. When possible, remove cover/hat and have person being screened remain in room temperature environment for ten minutes before screening. Ensure people awaiting screening maintain 6- foot social distancing.
- B. Greeting: Upon approach of personnel, ask two initial statements to the individual:
- 1) "Hello, we are screening people for elevated temperatures and COVID symptoms."
 - 2) "How are you feeling today?"
 - a. If the person is feeling ill, inform them that they should not participate today and ask the person to leave the screening area.
 - b. If the person states that they are feeling well, proceed to temperature check and invite the person to voluntarily be screened for fever.
- C. Temperature Check: Take the person's temperature using the "no touch thermometer" with the table as a barrier between the temperature-taker and the person. A temperature at or above 100.4°F is the CDC recognized point where there is a fever.
1. If the temperature is less than 100.4°F, place a colored indicator on the persons ID Badge and welcome the person to enter.
 2. If the temperature is greater than or equal to 100.4°F, have the person wait in the secondary waiting area for five (5) minutes before rechecking the temperature.
- D. Temperature Recheck: After five (5) minutes, recheck the person's temperature reading.
1. If the temperature is now less than 100.4°F, place a colored indicator on the persons ID Badge and welcome the person to enter.
 2. If the temperature is still greater than or equal to 100.4°F, the temperature taker will explain that the person is being recommended for non-entry and provide them with the temperature at or above 100.4 °F Card (attachment E).

OPR: HS

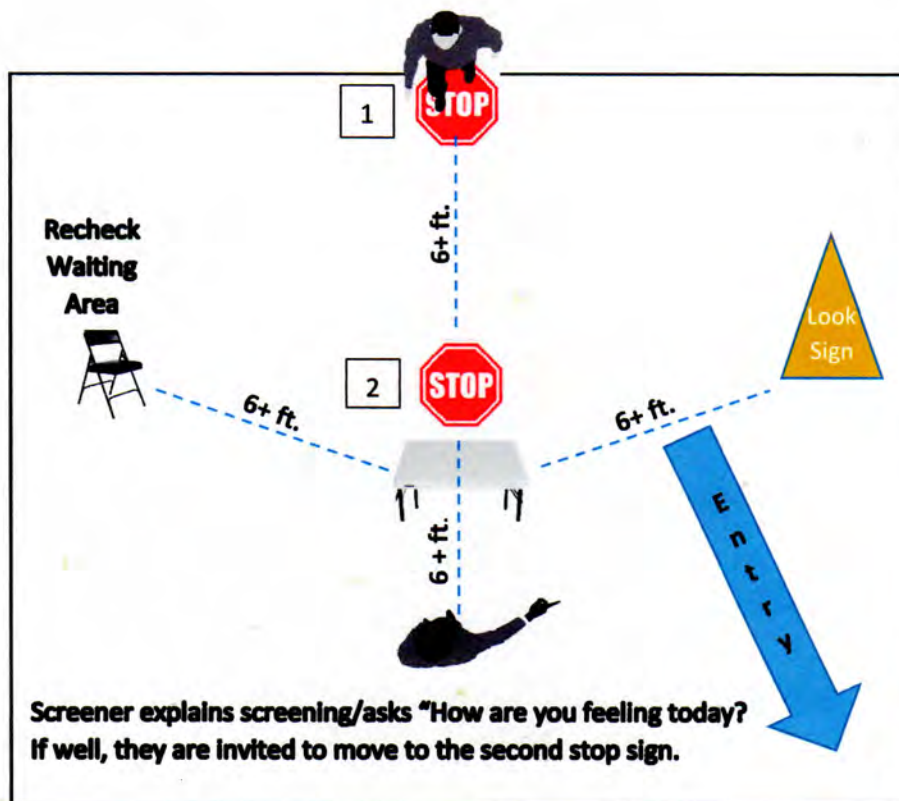
CIVIL AIR PATROL
COVID-19 Temperature Screening Guideline

30APR2020

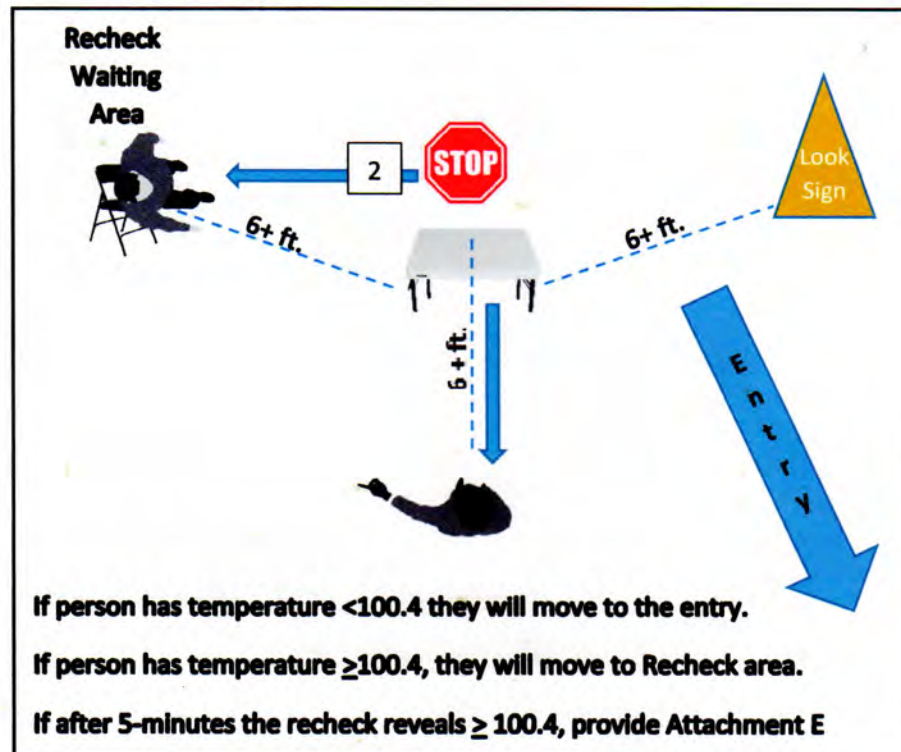
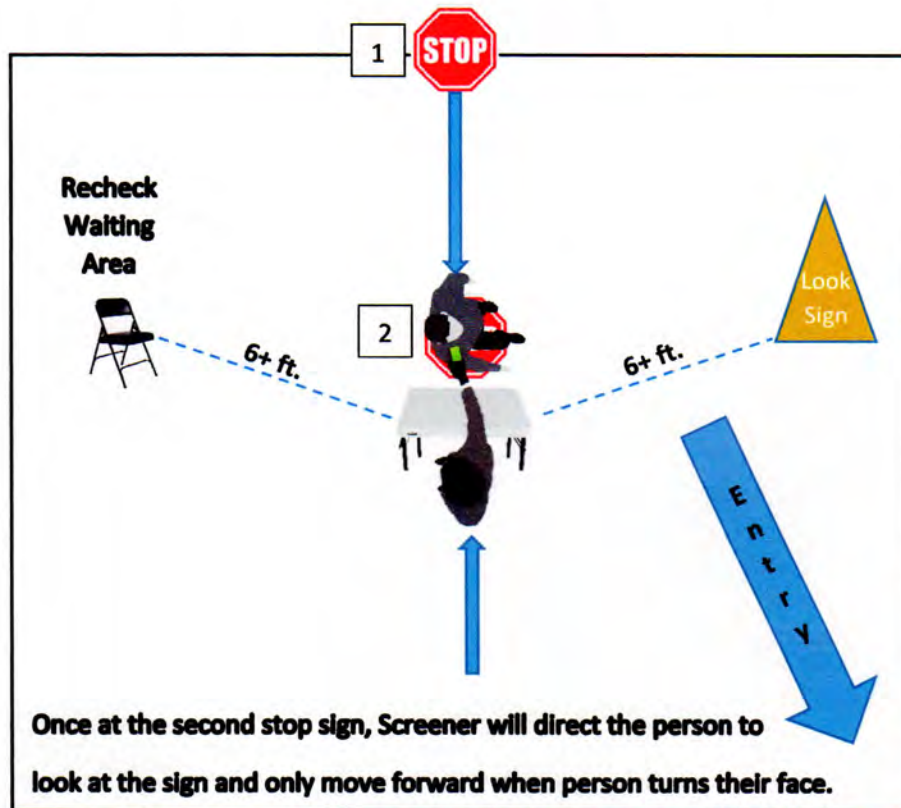
3. **Note:** Person may elect to speak with the local unit commander, activity director, incident command, or health service officer for an appeal or for more information.

Attachment A: Essential Equipment Recommended Set-up

1. Person stops at first stop sign and the screener states "Hello, we are screening people for elevated temperatures and respiratory symptoms" and then asks "How are you feeling today?" (Attachment B).
2. Person is invited to walk to the second stop sign (Attachment B).
3. Person is instructed that this is a voluntary temperature screening (Attachment C)
4. Person is asked to look at the "Look here" sign (Attachment D).
5. Only once the person looks to the side will the temperature taker advance to the table.
6. The person's temperature will be taken, while they continue to look at the "Look here" sign.
7. If the person's temperature is less than 100.4° F, they are invited to enter the building, while if the temperature is greater than or equal to 100.4° F, they are asked to have a seat at the waiting chair and have a recheck.
8. If the recheck is greater than 100.4° F, they will be given a card and informed that they are being recommended for non-entry into the building (Attachment E).



Attachment A: Essential Equipment Recommended Set-up (continued)



Attachment B: Stop Sign



Attachment B: Stop Sign (continued)



Attachment C: Voluntary Instructions Sign

**This is a Voluntary
Temperature
Check to protect
our members.
Failure to do so
may result in
non-entry.**

Attachment D: Look Here Please Sign



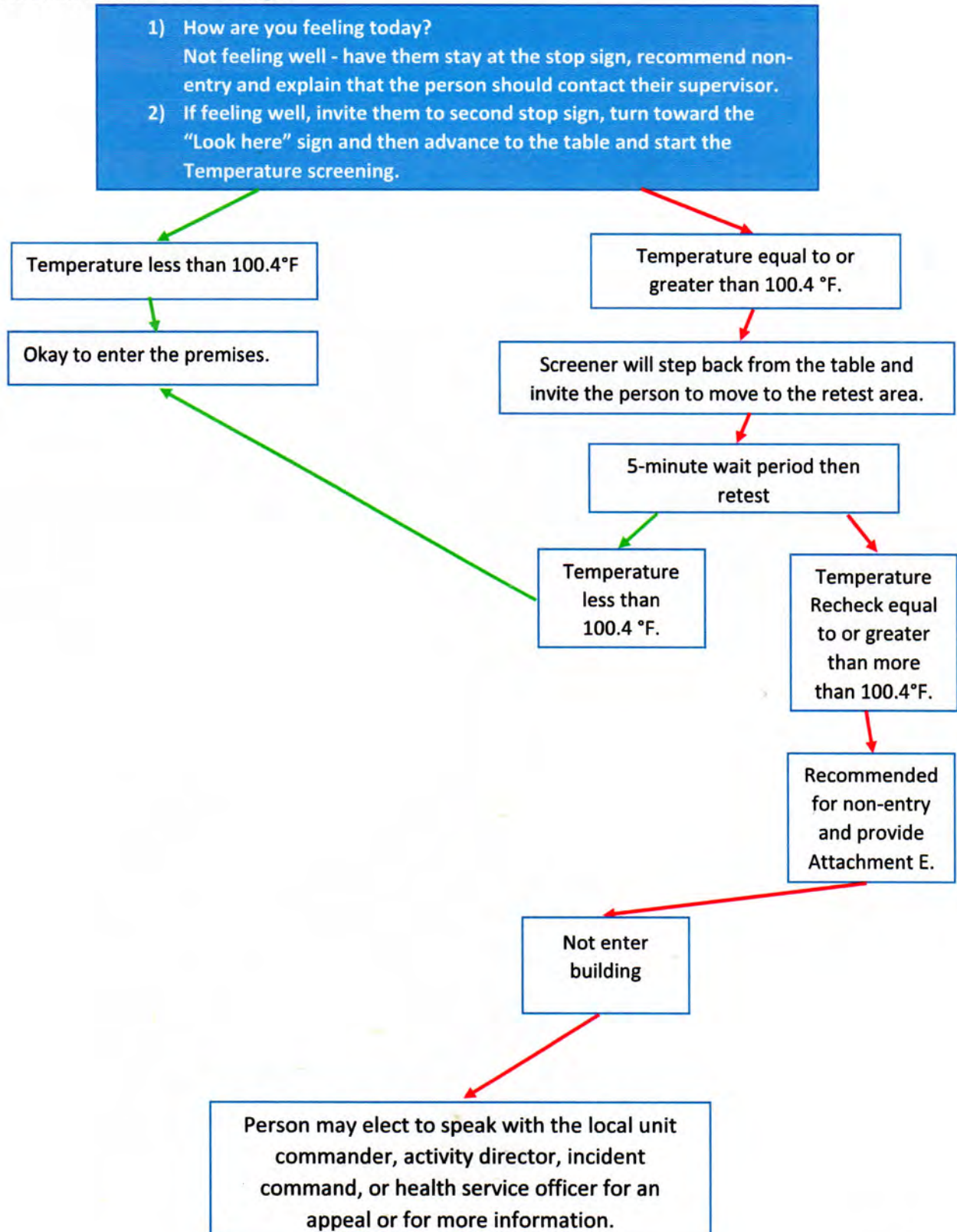
CIVIL AIR PATROL
COVID-19 Temperature Screening Guideline

30APR2020

Attachment E: Recheck Temperature equal to or above (\geq) 100.4°F card

| | |
|--|--|
| <p>You have been found to have a temperature of at least 100.4° F or above and are being recommended for non-entry into this event/activity. Please contact your healthcare provider and notify them that you had a temperature or are feeling ill. If you have any questions, please contact your supervisor, health service officer, or commander.</p> | <p>You have been found to have a temperature of at least 100.4° F or above and are being recommended for non-entry into this event/activity. Please contact your healthcare provider and notify them that you had a temperature or are feeling ill. If you have any questions, please contact your supervisor, health service officer, or commander.</p> |
| <p>You have been found to have a temperature of at least 100.4° F or above and are being recommended for non-entry into this event/activity. Please contact your healthcare provider and notify them that you had a temperature or are feeling ill. If you have any questions, please contact your supervisor, health service officer, or commander.</p> | <p>You have been found to have a temperature of at least 100.4° F or above and are being recommended for non-entry into this event/activity. Please contact your healthcare provider and notify them that you had a temperature or are feeling ill. If you have any questions, please contact your supervisor, health service officer, or commander.</p> |
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Attachment F: Overall Paradigm



Attachment G: Sanitization of Chair, Table, and/or Thermometer Process

- **Routinely during the Screening Process:**
 - Spray table surface with sanitizing solution and wipe/rub for 10 seconds.
 - Wipe thermometer with sanitizing solution or a disinfecting wipe, place on the clean area of the table and wait for it to dry.
 - Spray chair and table legs with sanitizing solution and wipe from top to bottom, then wait to dry.
 - Remove gloves and wash hands with hand sanitizer routinely.
- **After Someone Screens with a Temperature ($\geq 100.4^{\circ}\text{F}$):**
 - Spray your gloves with sanitizing solution.
 - Sanitize areas:
 - Spray table surface with sanitizing solution
 - Wipe thermometer with sanitizing solution or a disinfecting wipe, place on the clean area of the table and wait for it to dry.
 - Spray chair and table legs with sanitizing solution and wipe from top to bottom
 - Remove gloves, wash hands with hand sanitizer, reapply a new pair of gloves and then continue.

APPENDIX D



HEADQUARTERS PUERTO RICO WING
CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY
PO Box 192460
San Juan PR 00919-2460



14 June 2020

MEMORANDUM FOR MEMBERS AND FAMILIES OF PUERTO RICO WING

FROM: PRWG/DSE

SUBJECT: PRWG COVID-19 Remobilization Safety Plan

Members and Families of Puerto Rico Wing:

The purpose of the CAP Safety Program is to protect CAP members from death and injury while minimizing loss and damage to property. During the COVID-19 pandemic Puerto Rico Wing as all Civil Air Patrol wings are taking all measures and safety precautions to keep members and families safe. As part of COVID-19 Remobilization of the Membership Operational Plan, this plan consists of three phases in which Puerto Rico Wing is preparing for phase one, Low Risk Member Meetings.

Phase 1 Essentials Missions and Meetings:

- Self- identified low-risk members.
- No touch temperature checks.
- Social distancing (6 feet apart)
- 10 members or less.
- PPE (at all times during the meetings).
- Hygiene education (hand washing and sanitizing).

Members and Family Safety at home before going to a meeting:

- Take temperature, do not exceed CDC recognized point of fever 100.4⁰ F / 38⁰ C.
- If sick, stay at home.
- Before you leave your home verify PPE (eye protector, face mask, gloves, and hand sanitizer).

Members and Family Safety at the unit:

- Family will leave members in the unit designated area.
- The unit will verify members PPE (face mask will remain on during the meeting).

- The unit will provide a temperature screening station.
- Social distancing, hand washing (breaks), sanitizing areas will be monitored constantly.
- Units will be required to complete CAPF 160S safety form (Real Time Risk Assessment Worksheet) for all meetings and one day activity. Also, CAPF 160 and 160HL safety forms (for extended days) to be sure COVID-19 risk are considered and mitigated.
- Units will be required to complete a Puerto Rico Wing Form (log of members info and COVID-19 info).
- Units Safety officers will emphasize continued use of face mask, eye protection, glove use, hand washing and sanitation, surface cleaning and identifying hazards and assessing risk.
- All unit members will look out for each other during the meetings.

Office and Classroom Sanitation:

- Restroom stalls and dispensers
- Cafeteria tables
- Toilets, sinks and faucets
- Food preparation surfaces
- Drinking Fountains

Supplemental Cleaning:

- Door handles and knobs (including exterior doors) elevator buttons handrails
- Recreation equipment, vending machines, and counter tops
- Light switches
- Copier, printer and fax control buttons, front desk, and lobby surfaces.

Personal Area Cleaning:

- Desks
- Computer keyboards and mouse
- Phones
- Chair arms
- Remote controls
- Cabinet and file drawer handles
- Microwave, refrigerator, appliances, and coffee machines.

Supplies Needed:

- Gloves
- Mask
- Goggles
- Sanitation solutions isopropyl alcohol 70% or bleach diluted 1:10
- Paper towel or disposable sponges.


Aircraft Sanitation:

- Sanitize all common frequently touched areas inside and outside of the aircraft starting in the back seat, then the front until aircraft is closed
- Headsets
- Seatbelts and buckles
- Door handles, arm rest
- Yoke
- Around the windows
- Front panel buttons
- Fuel measuring cup
- Dip stick
- Lock box
- Do not apply any sanitizing solution to the screen

Vehicle Sanitation:

- Sanitize all common frequently touched areas inside and outside of the vehicle starting in the back seat, then the front until vehicle is closed
- Seatbelts and buckles
- Door handles
- Arm rest
- Steering wheel
- Around the windows
- Dashboard & panel
- Door handles inside and outside

All Members, Pilots and Drivers must sanitize their office, classrooms, aircraft, and vehicles before and after for Safety of COVID-19 or other infectious diseases.



MIGUEL A. VAZQUEZ, TSgt, CAP
PRWG Director of Safety

APPENDIX E



HEADQUARTERS PUERTO RICO WING
CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY
PO Box 192460
San Juan PR 00919-2460

27 June 2020

MEMORANDUM TO UNIT COMMANDERS AND SAFETY OFFICERS

FROM: PRWG/DSE


SUBJECT: Risk Planning Tools for COVID-19

1. Safety Officers will complete the following Safety Forms for every meeting so COVID-19 risk is considered and mitigated.

- CAPF 160S REAL TIME RISK ASSESSMENT WORKSHEET
- CAPF 160HL HAZARD LISTING WORKSHEET

2. Enclosed in the Attachment is an example of how to fill in this form with the aid of the "5M's" for coronavirus (special risk consideration during COVID-19 crisis).

3. Thank you all for your service and cooperation.


MIGUEL A. VAZQUEZ, TSgt, CAP
PRWG Director of Safety

CAPF 160S - REAL TIME RISK ASSESSMENT WORKSHEET

(This form may be used for smaller events or activities when full deliberate risk management and CAPF 160 are not required)

| 1. ACTIVITY Post COVID-19 Phase I - Regular SQDN Meetings | | | | 2. DATE | |
|--|---|-------------------------------|---|--|------------------------------------|
| 3. PREPARED BY | | | | | |
| a. Name (Last, First) | | | b. Rank | | c. Duty/Position |
| d. Unit | | e. Email | | | f. Phone |
| 4. SUB- ACTIVITY or SPECIFIC TASK | 5. HAZARD | 6. INITIAL RISK LEVEL | 7. RISK CONTROL | 8. HOW TO IMPLEMENT/ WHO WILL IMPLEMENT | 9. RESIDUAL RISK LEVEL |
| Enter the squadron | Open main entrance door | H | Keep door open | How: Maintain the door open with door stopper or SM at door. | L |
| | | | | Who: Senior Members (SMs) or Safety Officer (SE) | |
| Enter the squadron | Open main entrance door | H | Require use of gloves or use of hand sanitizer upon entry | How: Monitor use of gloves and sanitizer. Have extra gloves and sanitizer available throughout the building. | L |
| | | | | Who: SMs and SE | |
| Meeting attendees in Training Room | Common touch areas such as chairs and tables. | M | Require use of gloves or use of hand sanitizer upon entry | How: Monitor use of gloves and sanitizer. Have extra gloves and sanitizer available throughout the building. | L |
| | | | | Who: SMs and SE | |
| Speaker or presenter in Training Room | Touch white board, marker, eraser, presentation equipment, table, chair, etc. | M | Require use of gloves or use of hand sanitizer upon entry | How: Monitor use of gloves and sanitizer. Have extra gloves and sanitizer available throughout the building. | L |
| | | | | Who: SMs and SE | |
| Meeting attendees and speaker in Training Room | Close proximity | H | Social distancing of at least 6 ft | How: Remove all tables and maintain 6 ft between chairs. Maximum of 10 chairs. | L |
| | | | | Who: SMs and SE | |
| Walking throughout the building | Close proximity | M | Minimize assembly and maintain social distancing of at least 6ft. | How: Monitor potential assembly areas for social distancing. | L |
| | | | | Who: SMs and SE | |
| For additional entries for items 4 through 9, use CAPF 160HL | | | | | |
| 10. OVERALL RESIDUAL RISK LEVEL - (The highest residual risk level in Column 9, with all controls implemented): | | | | | |
| <input type="checkbox"/> EXTREMELY HIGH | | <input type="checkbox"/> HIGH | | <input type="checkbox"/> MEDIUM | |
| | | | | <input checked="" type="checkbox"/> LOW | |
| 11. OVERALL SUPERVISION PLAN AND RECOMMENDED COURSE OF ACTION: APPROVE <input type="checkbox"/> DISAPPROVE <input type="checkbox"/> | | | | | |
| NOTE: ALL RESIDUAL RISKS ASSESSED AS "H" OR "EH" MUST BE APPROVED BY CAP/CC | | | | | |
| 12. APPROVAL OR DISAPPROVAL OF MISSION OR ACTIVITY | | | | | |
| a. Name (Last, First, Middle Initial) | | b. Rank | c. Duty Title or Position | | d. Signature of Approval Authority |

CAPF 160S - REAL TIME RISK ASSESSMENT WORKSHEET

| Risk Assessment Matrix | | Probability (expected frequency) | | | | |
|---|-----|--|--|---|--------------------------------------|--|
| | | Frequent: Continuous, regular, or inevitable occurrences | Likely: Several or numerous occurrences | Occasional: Sporadic or intermittent occurrences | Seldom: Infrequent occurrences | Unlikely: Possible occurrences but improbable |
| Severity (expected consequence) | | A | B | C | D | E |
| Catastrophic: Death, unacceptable loss or damage, mission failure, or unit readiness eliminated | I | EH | EH | H | H | M |
| Critical: Severe injury, illness, loss, or damage; significantly degraded unit readiness or mission capability | II | EH | H | H | M | L |
| Moderate: Minor injury, illness, loss, or damage; somewhat degraded unit readiness or mission capability | III | H | M | M | L | L |
| Negligible: Minimal injury, loss, or damage; little or no impact to unit readiness or mission capability | IV | M | L | L | L | L |

Legend: EH – extremely high risk H – high risk M – medium risk L – low risk

NOTE: All residual risks identified as "H" or "EH" must be approved by CAP/CC

Instructions for Completing CAPF 160S - Real Time Risk Assessment Worksheet

NOTE: This form is to be used for smaller events or activities that do not require the use of the CAPF 160, as directed in CAPR 160-1. This form also serves as a guide for informal pre-activity risk assessments, pre-activity risk safety briefings, and as an instructional aid to reinforce the use of risk assessments and risk management in all CAP events and activities.

Blocks 1, 2: Activity. Briefly describe the event or activity. Examples include AE rocket launching event, cleaning the squadron hangar, or a squadron open house.

Block 3: Prepared By. Enter the name of the person performing the risk assessment. If done by a group, enter the name the person leading the risk assessment.

Block 4: Sub-Activity. Every large event is made up of smaller tasks. List each. Using the example of cleaning the squadron hangar, sub-activities might include moving and securing the aircraft, moving furniture, power washing the floor, etc.

Block 5: Hazard. List the hazards associated with each sub-activity (block 4). There may be multiple hazards associated with each sub-activity.

Block 6: Initial Risk Level. Use the risk assessment matrix (above) to assess the risk of each hazard, considering the probability and severity of the risk.

Blocks 7,8: Risk Controls. Describe the controls that will be used to reduce the probability or severity of each risk, including a description of how that control will be implemented and who is responsible for monitoring the control.

Block 9: Residual Risk Level. Use the risk assessment matrix to assess the risk level for each hazard, using the probability and severity of the risk with the selected risk controls in place.

Block 10: Overall Residual Risk Level. This is the highest of all the risk levels in Block 9. **Note: Conducting with an event when residual risk is scored as "H" or "EH" requires approval of CAP/CC.**

Block 11: Overall Supervision Plan. Note who will be in charge of supervising the activities, and making go/no-go decisions as circumstances change. Who is "in charge" at the activity?

Block 12: Approval/Disapproval. Following a review of all hazards and risk controls, the person in charge of the activity (e.g., squadron commander, activity director, wing commander, etc.) will approve or disapprove the event.

Briefing the Plan: It is imperative that all participants are aware of the risks, risk controls, and their role in each activity. Leaders are advised to use this completed form as a briefing guide prior to the activity.

AFTER-ACTION FEEDBACK AND LESSONS LEARNED:

| CAPF 160HL - HAZARD LISTING WORKSHEET | | | | | |
|--|--|-----------------------|--|--|------------------------|
| 1. ACTIVITY: Post COVID-19 Phase I - Regular SQDN Meetings | | | This form is to be used to supplement hazard listings on the CAPF 160 or CAPF 160S. Use as many pages as necessary to assess all hazards and retain these pages with the original CAPF 160 or CAPF 160S. | | |
| 2. PREPARED BY: | | 3. DATE: | | | |
| 4. SUB- ACTIVITY or SPECIFIC TASK | 5. HAZARD | 6. INITIAL RISK LEVEL | 7. RISK CONTROL | 8. HOW TO IMPLEMENT/ WHO WILL IMPLEMENT | 9. RESIDUAL RISK LEVEL |
| Cleaning frequently touched surfaces | Potential for direct contact with virus | H | Clean/sanitize surfaces before, during and after meetings. Wear gloves and face mask. Use EPA-approved cleaning solution. | How: Monitor cleaning frequency, use of gloves and face masks during cleaning. Ensure use of proper cleaning solution. Who: SM conducting the sanitation. | L |
| Direct contact with frequently touched surfaces | Potential for contamination or cross contamination | H | Wear gloves and use hand sanitizer frequently. | How: Monitor the use of gloves. Have extra gloves and hand sanitizer available throughout the building. Who: SMs | L |
| Removal of gloves after sanitizing touch surfaces | Potential for direct contact with virus | H | Wash hands and use sanitizer upon removal of gloves | How: Maintain soap in the bathroom and sinks. Maintain hand sanitizer throughout the building. Who: SMs | L |
| Opening the hangar and garage door | Touching the door | M | Use hand sanitizer to clean hands after touching door. | How: Carry hand sanitizer and apply after touching surfaces. Who: SMs and aircrew | L |
| Aircraft - Operating flight controls | Surfaces contaminated | M | Pre and post flight wipe down of flight control surfaces with disinfectant wipes or solution. | How: Provide disinfectant wipes or solution for aircrew. Who: Aircrew | L |
| Moving the aircraft | Surfaces contaminated | M | Disinfect surfaces with disinfectant wipes or solution. | How: Provide disinfectant wipes or solution for aircrew. Who: Aircrew | L |
| Operating CAP Vehicle | Surfaces contaminated | M | Pre and post flight wipe down of flight control surfaces with disinfectant wipes or solution. | How: Provide disinfectant wipes or solution for aircrew. Who: Aircrew | L |
| Refueling the aircraft or CAP vehicle | Surfaces contaminated | M | Disinfect pump handle and fuel cap before and after use | How: Provide disinfectant wipes or solution for aircrew. Who: GOV Driver and aircrew | L |
| | | - | | How: Who: | - |
| | | - | | How: Who: | - |
| | | - | | How: Who: | - |

The "5 M's" for Coronavirus

Special Risk Considerations During COVID-19 Crisis

This document is meant to supplement the ["5 M's" Guide to Risk Assessments](#). The Coronavirus demands that we look at a new set of hazards so we can reduce the risk of being exposed to the virus or inadvertently spreading the virus. These are just a few of the areas to consider as you fill out

Using the 5 M's in A Risk Assessment:

Here is what you will see when you look at Steps 4 & 5 of the CAPF 160:

| 4. SUB- ACTIVITY or SPECIFIC TASK | 5. HAZARD |
|--|--|
| Note: Each sub-activity or task will probably have multiple hazards/risks associated with it. Each one should be assessed. | Consider Hazards from each of the "5-M" categories in CAPP 163: <ul style="list-style-type: none">- Member- Media- Machine- Mission/Activity- Management |

Step 1: The Plan. Look at the whole plan for the entire activity. You may want to go through in order and write down *every* task that may have a chance of exposing you to the coronavirus ... everything you touch or people you encounter.

Step 2: The Hazards. Using the 5 M's, as described below, ask yourself "what can go wrong?" How does this task expose you to the virus? Then you'll be able to apply a risk control to each of those exposure risks.

Member: Take a look at all the information about the members themselves. A few examples:

- Is the member "mission essential?"
- Has the member been anywhere that may have exposed them to the virus?
- Is the member over the age of 65, or does the member have any health conditions like diabetes, heart disease, respiratory illness, lung problems, or anything else that may increase the risk of a bad outcome if they catch COVID-19?
- Does the member live with anyone who may have the conditions listed above?

Medium: This refers to the environment you'll be facing.

- Will multiple members be in close proximity (in a vehicle? In an airplane?)
- Does the mission area allow for adequate social distancing?
- Has the area been sanitized? Is the area equipped with adequate hand-washing or sanitizing resources?

Machine: This applies to the airplane, the vehicle, the gear that will be used.

- Has the aircraft or vehicle been cleaned IAW with [CAP/LG guidelines](#)?
- Does the plan include cleaning all equipment following its use and prior to storing?

Mission: This looks at the plan itself and the complexity of the mission.

- Is the mission essential?
- Is the mission or activity included in CAP/CCs list of approved activities and missions?
- Is there a way of completing the activity online, on the phone, or through virtual meeting?

Management: This refers to the organizational factors that influence our activities and missions.

- Are you complying with the current guidance from CAP NHQ and the National Commander?
- Are you complying with all guidance from local, state, and national authorities?

IMPORTANT NOTE: These are just a starting point to help you look at all exposure risks. The goal through the entire activity is to actively ask, **and answer:**

"what can expose me to the virus, and what am I doing to prevent it?"



Civil Air Patrol Guideline for Gatherings

Coronavirus Risk Assessment

Directions: Commanders, Activity Directors, and Incident Commanders (ICs) should perform an initial and routine Coronavirus (COVID-19) risk assessment for gatherings (e.g., meetings, training events, operational missions or conferences) with their safety and health services team. While this guideline provides a generalized risk assessment, each item does not have a weight and leaders must use this tool in concert with the [CAPF 160 Deliberate Risk Assessment Worksheet](#) for the activity or Operations Plan and Incident Action Plan for Missions. **As a reminder, for most in the U.S., the immediate risk is thought to be low, per the U.S. Centers for Disease Control and Prevention (CDC). This Guideline will expire on April 15, 2020** because of the evolving situation.



RISK #1 SURFACE CLEANING: Can routine environmental cleaning of frequently touched surfaces be assured by using CDC guidance <https://www.cdc.gov/coronavirus/2019-ncov/prepare/disinfecting-building-facility.html>?

Mitigation Strategy – Leaders should prioritize environmental cleaning/sanitation with EPA approved cleansers on commonly touched surfaces to reduce COVID-19 transmission. https://www.epa.gov/sites/production/files/2020-03/documents/sars-cov-2-list_03-03-2020.pdf

| | | | | |
|---------------------|--------------------------|------------------------|-----------------------|----|
| Continuous cleaning | Cleaning > twice per day | Cleaning twice per day | Cleaning once per day | No |
|---------------------|--------------------------|------------------------|-----------------------|----|

RISK #2 SANITATION: Will there be sufficient hand washing stations for participants, hand sanitizer, hand washing facilities for food service workers, planned breaks for hand washing, facial tissues, and several surgical or dust masks (only to be used if someone becomes ill to cover their cough droplets) available for the full task period as well as opportunity planned in the schedule to wash hands or use hand sanitizer? **Lastly, will there be ≤10 people present?**

Mitigation Strategy – Leaders should procure or direct members to procure soap, water and alcohol-based hand rubs and ensure adequate supplies are maintained. CDC recommends hand sanitizer and sanitizing wipes in commonly used areas to encourage hand hygiene.

| | | | | |
|-----|--|--|--|----|
| Yes | | | | No |
|-----|--|--|--|----|

RISK #3 OPT OUT FOR ILLNESS: Will all attendees be instructed that they may not attend WITHOUT REPERCUSSION, if: feverish, coughing, or having difficulty breathing and turned away from the meeting if they arrive ill?

Mitigation Strategy – Leaders should ensure that attendees will be directly advised not to attend if they have any symptoms consistent with an infectious disease. Direct phone is preferred because symptoms of illness may be more easily identified during a conversation.

| | | | | |
|------------------------|--|------------------------|--|----|
| Yes, advised via phone | | Yes, advised via email | | No |
|------------------------|--|------------------------|--|----|

RISK #4 OBSERVING FOR SYMPTOMS: Will there be one health services officer or designee to instruct and observe for every 9 people attending?:

- Attendees to avoid contact closer than 6-feet with anyone who is ill and properly wash their hands;
- Instruct attendees to self-observe for signs of illness, use cough etiquette, and refrain from touching their face;
- Supervise or perform environmental cleaning and;
- Observe and report to the local Commander any attendee who has signs of illness

Mitigation Strategy – Leaders should ensure that health reminders are regularly briefed to all attendees

| | | | | |
|-------------------------|--|--|--|----|
| Yes, 1:9 ratio achieved | | | | No |
|-------------------------|--|--|--|----|



Civil Air Patrol Guideline for Gatherings

Coronavirus Risk Assessment

RISK #5 MORE SEVERE RISK FOR SOME: Will there be attendees who are older adults (commonly defined as ≥ 65 years of age) or those with serious chronic medical needs such as heart conditions, lung conditions, or diabetes at the gathering?

***Mitigation Strategy** – Per U.S. CDC, early information shows that older adults or those with serious chronic medical conditions appear to be at higher risk of becoming seriously ill. They should take **everyday steps to keep space between themselves and others, keep away from others who are sick, limit close contact, wash hands often, avoid crowds as much as possible, avoid non-essential commercial air travel, and if there is an outbreak in the community, stay home as much as possible to reduce the risk of exposure.** <https://www.cdc.gov/coronavirus/2019-ncov/specific-groups/high-risk-complications.html>

As a reminder, no one may discriminate based on age, physical or mental disability, or other protected classes. Instead, work with the member to find a satisfactory position that provides reasonable risk reduction by using the mitigation strategy above*.

| | | | | |
|----|--|--------------------------------|--|-----|
| No | | Yes, but using strategy above* | | Yes |
|----|--|--------------------------------|--|-----|

MANAGEMENT AND ACCEPTANCE OF RISK: In the context of the five risks (surface cleaning, human sanitation, opt out for illness, observing for symptoms, and more severe illness for some), what is the criticality of the planned task? – Mission essential tasks or essential tasks are prioritized.

Mitigation Strategy – Once leaders determine the overall exposure risks and the increased severity for any elderly or predisposed people who may attend based on activity applications or general knowledge of unit personnel, they should look at the overall need for the gathering or mission. If it is a routine meeting or gathering which is not an emergency or critical to an Air Force assigned mission, then consideration should be given to cancelling the gathering or finding a way to facilitate a virtual meeting or some other method of information exchange.

Health information available to leaders may be limited, but that is ok. It is not necessary or appropriate to ask members to provide detailed health information beyond that already required in health services regulations, [CAPR 160-1\(I\)](#). Discretion and judgment should be used to make decisions with what is available.

| | | | | |
|--|--|--|--|--|
| Emergency services missions or essential tasks | | | | |
| Training activities or meetings difficult to conduct virtually | | | | |

APPENDIX F



HEADQUARTERS PUERTO RICO WING
CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY
PO Box 192460
San Juan PR 00919-2460



28 June 2020

MEMORANDUM FOR ALL PRWG GROUP/UNIT COMMANDERS

FROM: PRWG/DCP

SUBJECT: Implementation Phase I at group/unit levels

1. COVID-19 is something that is currently affecting our entire society in infinity of ways both personally and professionally. Our volunteer works within this excellent organization to which we belong is also affected.
2. We live in difficult times that require complex decisions. For our Wing the most important thing to consider when making those decisions is health and safety of our members, their families and all those who participate of our events.
3. One of the first steps in the implementation of the Phase I reopening is to provide each one of you certain information in the lieu to resuming Regularly Scheduled Meetings for cadets.
4. Using the Puerto Rico Health Department data and the CDC information the following are the steps to follow by each unit for regular unit meeting for the Wing Phase I:
 - a. Members will maintain CDC guidelines while holding regular meetings.
 - b. Maximum groups of 10 members (Cadets, SM's or combination of both) - limiting to only planning/staff meetings or dividing the unit so no more than 10 members meet at a given time and location. See recommendation section for suggestion for meeting schedules.
 - c. Continue with virtual meetings (highly recommended) for high risk members¹ and when more than 10 need to meet.
 - d. Each member must provide a CAPF 60-80 *Civil Air Patrol Cadet Activity Permission Slip* signed by their parents for each regular unit meeting.
 - e. Commander must comply with the CAPR 60-1 *Cadet Program Management* which stated at least two adults (SM's) must be present for any CAP cadet activity or meeting.

¹ Age 65 years old or older, people underlying medical conditions, particularly if not well controlled, including lung disease, moderate to severe asthma, serious heart conditions, immunocompromised (cancer treatment, smoking, none narrow or organ transplantation, immune deficiency, prolonged use of corticosteroids and other weakening medication), severe obesity, diabetes, chronic kidney disease, undergoing dialysis or liver diseases.

- f. Commander must ensure every member have taken with the temperature (no more than 100.4 degrees), all surfaces shall be sanitized before, during, and after the meeting, washing hands procedure must be follow and must be schedule as part of the regular meeting.
- g. Face coverings will be worn in Phase I.
- h. Social distancing shall be followed.
- i. Last but not least, if personnel are feeling sick (with symptoms or temperature over 100.4 degrees), they must stay at home.

5. The majority of the units are doing an excellent job keeping the cadets engaged. The list below shows some ideas to continue engaged with your cadets as we moved to Phase I:

- a. Virtual Guest Speakers
- b. STEM Kits / Model Rocketry / Cyber Camps
- c. Small group activities (example: Highway clean up, helping at a local food pantry, etc.; no more than 10 people and following all instructions mentioned above)
- d. Virtual Aerospace Education Excellence Award (AEX) activities
- e. Virtual Red Ribbon Leadership Academy
- f. Cadet Great Start Program; virtually
- g. Speech & Essay Contests

6. The above are just a few ideas on ways to keep cadets engaged during this time. Once we move into Phase 2, we will be able to welcome more cadets to a physical meeting.

7. The following table shows the procedures and requirements each unit and member from the Wing must comply with during each phase. All activities require the use of the masks by all personnel and must follows CP/CDC directives for the sanitizing of common areas and the use of gloves is recommended but not required.

| | Squadron Meetings | Cadet Testing | CPFT | Essay / Speeches / SDA / Leadership Feedback | Milestone Exams | Character Development | Drill and Ceremonies / Drill Test Requirements | Spatz Examination |
|----------------|---|---|---|---|---|---|---|--------------------------------------|
| Phase 0 | Virtual | Virtual | Verified by Parent | Virtual | Virtual | Virtual | Waived or Virtual | Postponed |
| Phase 1 | Virtual or in person. No more than 10 total attendees. CAPF 60-80 required per each meeting per person. No high risk members. | Virtual or in person. No more than 10 total attendees. | Same as Phase 0 or in person. No more than 10 total attendees. | Virtual or in person. No more than 10 total attendees. | Virtual or in person. No more than 10 total attendees. | Virtual or in person. No more than 10 total attendees. | Waived, virtual or in person. No more than 10 total attendees. | Operation Normal with CDC Precaution |

- **Squadron Meeting:** No more than 10 members during a meeting. CAPF 60-80 is required by each cadet participant in any physical meeting. **Recommendation to continue virtual environment to allow those cadets to attend as well.** For physical meeting social distancing is a must at all times and especially in times of any type of formation (promotion ceremony, award presentations, change of command or uniform inspections).
- **Cadet Testing:** Apply social distancing in between cadets that are taking any test. **Recommendation to encourage cadets to take all achievement/milestone test using Learning Management System online platform.**
- **CPFT:** Upon resumption to CPFT, units must plan to provide sanitation and social distancing during CPFT events limited to no more than 10 members.
 - Areas use for fitness or any equipment use for the purpose of performing CPFT must be sanitized after each cadet use.
 - Cadets should be staggered during the mile run; cannot run in groups.
 - Encourage cadets to cheer others on but avoid contact; take in consideration social distancing as per indicated by this letter and CDC guidelines.
- **Essay / Speeches/ SDA/ Leadership Feedback:** This can be held during a physical meeting with no more than ten (10) members. Apply social distancing between the cadet and the evaluators while cadets are performing their speeches; mask will be requiring for all member present in the room. **Recommendation is to encourage the use of virtual platform to held any of these events.**
- **Character Development/General Classes:** Develop classes that can be conducted in an open environment without cadets seated closely together. Use of projectors, videos, etc. is encouraged to not need cadets to huddle together to see demonstrations. Develop activities that the cadets can do at home. In case of any activity where the cadets need to share supplies make sure is sanitized between each use. **Recommendation is to encourage the use of virtual platform to held any of these events.**
- **Drill and Ceremonies:** This still one of the portion for promotion that you can waiver as per NHQ guidelines. For physical meetings, conduct drill tests without the use of other cadets acting as a flight. **Recommendation is to encourage the use of virtual platform to held any of these events.**
- **Spaatz Examination:** Normal operations but the ratio will be 1:1 (one proctor and one cadet). Parents or spectators are encouraging to attend following the social distancing and wearing a mask. Proctor must be six feet away from the cadet at all time during the CPFT portion. In the case the proctor will assist the cadet while doing the curl ups; the proctor must wear gloves and mask. If a third party will assist the cadet while doing the curl ups event of the CPFT; the person must wear gloves and mask. During the setup for any of the tests or essay both proctor and cadet must wear mask. Proctor need to make sure the testing area is sanitized before, during and after the examination. Any conversation between the cadet and the proctor during the test (instructions clarification, doubt during the test process or any situation with the computer that require proctor assistance); both must wear mask at all times.

Recommendation is to encourage cadets to provide a minimum of three possible dates for testing with this Milestone Award.

8. The following paragraph provide the Squadron Commander with suggestions on how to meet physically your cadets:

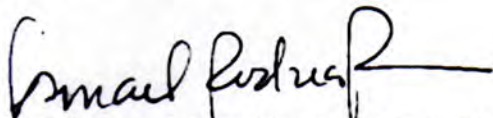
Option 1: For larger squadrons, one idea would be to assign flights to alternate meeting weeks for in person meetings as they become allowed again. The remainder would still attend virtual meetings. This would be a way to welcome cadets back into physical meetings while still complying with requirements for size of gatherings.

Option 2: Develop a meeting schedule for 2 ½ hours each weekend for 10 members. That way you can have 10 members physically meet from 0900 - 1130 and a second group of 10 members meeting from 1200 - 1430; same day. The 30 minutes in between is for the Squadron Commander or Senior Members in charge (minimum two required) to make sure any contact happen between the first and the second group of members.

9. I encourage all Commanders to continue visiting the NHQ/Region/Wing webpage to keep inform about events cancellations (Wing, Region and National level), Cadet Program/Uniform waivers and changes in policies or instructions for all of us.

NHQ COVID-19 link: <https://www.gocivilairpatrol.com/covid-19-information-cena>

Respectfully,



Lt Col Ismael J. Rodriguez, Lt Col, CAP
Director of Cadet Programs, PR Wing
(C) 787-385-2502
ismael.rodriguez@prwg.cap.gov



APPENDIX F-1

APPROVED CADET PROGRAM ACTIVITIES



The following table shows the procedures and requirements each unit and member from the Wing must comply with during each phase. All activities require the use of the masks by all personnel and must follow CP/CDC directives for the sanitizing of common areas, aircraft and vehicles. The use of gloves is also recommended.

| | Squadron Meetings | Cadet Testing | CPFT | Essay / Speeches /SDA / Leadership Feedback | Milestone Exams | Character Development | Drill and Ceremonies / Drill Test Requirements | Spaatz Examination |
|----------------|--|---|---|---|---|---|---|--------------------------------------|
| Phase 0 | Virtual | Virtual | Verified by Parent | Virtual | Virtual | Virtual | Waived or Virtual | Postponed |
| Phase 1 | Virtual or in person. No more than 10 total attendees. CAPF 60-80 required per each meeting per member. No high risk members. | Virtual or in person. No more than 10 total attendees. | Same as Phase 0 or in person. No more than 10 total attendees. | Virtual or in person. No more than 10 total attendees. | Virtual or in person. No more than 10 total attendees. | Virtual or in person. No more than 10 total attendees. | Waived, virtual or in person. No more than 10 total attendees. | Operation Normal with CDC Precaution |

APPENDIX G



HEADQUARTERS PUERTO RICO WING
CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY
PO Box 192460
San Juan PR 00919-2460



28 June 2020

MEMORANDUM FOR ALL MEMBERS, VOLUNTEER AND PARENT FOR PR WING

FROM: PR-XXX/CC (Add Unit Number)

SUBJECT: Puerto Rico Wing COVID-19 Safety Reporting Plan

Dear Members, Volunteer and Parent for Puerto Rico Wing:

First, we would like to thank all of you for your patience and understanding during this process while we are taking all the precautions for the safety and wellbeing of our members; which is our top priority.

In an effort to allow our members to return to do physical meetings and get back to our regular schedules, our Wing implemented guidelines based on COVID-19 Task Force and the Center for Disease Control and Prevention. While we return to normal operations, we ask for your flexibility and follow each one of the steps that will be described in this letter.

Puerto Rico Wing is being vigilantly watchful for each squadron's area of operation. Each squadron will be encouraged to take specific measures to keep our members safe such as, no gatherings greater than 10 members, social distancing (6 feet minimum space) must be in place, each member must wear a mask, temperature checks before arrival and before entrance into a building/school/facility used by the squadron, hand washing procedures and sanitized areas before, during and after the meeting is mandatory. Members also may 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. Phase I does not include regular meetings as we are still limited to 10 people and social distancing but small groups for training or planning are allowed. We continue recommending virtual meetings at the maximum extend.

These policies and procedures will go into effect upon the unit's return to normal meetings. Given the uncertainty of the pandemic and everything going on, 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 are also asked to notify the unit commander via email that the cadet will not be attending. Please include how long the absence is expected to last. If the cadets are starting doing physical

meeting a CAP Form 60-80 *Civil Air Patrol Cadet Activity Permission Slip* is require to be fill out per member per meeting; signed by cadet parents or authorize guardian.

We thank you for your patience and understanding. It is important through these non-ideal times to stay connected and stay together to continue developing great citizens for our society.

Respectfully,

FIRST NAME, LAST NAME, Grade, CAP

SER-PR-XXX Squadron Commander

Phone: XXX-XXX-XXXX

Email: puerto.rico@prwg.cap.gov

Website/Facebook Page Link: Add Link Here

APPENDIX H



HEADQUARTERS PUERTO RICO WING
CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY
PO Box 192460
San Juan PR 00919-2460



1 July 2020

MEMORANDUM FOR ALL COMMANDERS FOR PR WING

FROM: PRWG/DOS

SUBJECT: Puerto Rico Wing COVID-19 Safety Reporting Plan

Dear Commanders of Puerto Rico Wing:

First, we would like to thank all of you for your patience and understanding during this process while we are taking all the precautions for the safety and wellbeing of our members; which is our top priority.

In an effort to allow our members to return to do physical meetings and get back to our regular schedules, our Wing implemented guidelines based on COVID-19 Task Force and the Center for Disease Control and Prevention. While we return to normal operations, we ask for your flexibility and follow each one of the steps that will be described in this letter.

Puerto Rico Wing is being vigilantly watchful for each squadron's area of operation. Each squadron will be encouraged to take specific measures to keep our members safe such as, no gatherings greater than 10 members, social distancing (6 feet minimum space) must be in place, each member must wear a mask, temperature checks before arrival and before entrance into a building/school/facility used by the squadron, hand washing procedures and sanitized areas before, during and after the meeting is mandatory. Members also may 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. Phase I does not include regular meetings as we are still limited to 10 people and social distancing but small groups for training or planning are allowed. We continue recommending virtual meetings at the maximum extend.

These policies and procedures will go into effect upon the unit's return to normal meetings. I need that all Unit Commanders verify that local governments or municipalities do not have more restrictive social-distancing guidelines than those at the state level.

We thank you for your patience and understanding. It is important through these non-ideal times to stay connected and stay together to continue developing great citizens for our society.

Respectfully,

Marie Ann Rivera

Marie A. Rivera, Lt Col, CAP

Phone:

Email: marie.rivera@prwg.cap.gov

APPENDIX I



HEADQUARTERS PUERTO RICO WING
CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY
PO Box 192460
San Juan PR 00919-2460



10 June 2020

MEMORANDUM FOR PUERTO RICO WING AIRCREWS

FROM: PRWG/DO

SUBJECT: PRWG COVID-19 Remobilization - Operations Phase I Plan

1. This document is to provide guidance to cleaning and sanitizing CAP aircraft before and after use. Until further notice, all high-touch surfaces **MUST** be sanitized **BEFORE** and **AFTER** each flight or operations involving a pilot or crew change. The following are examples of high touch surfaces:

- Control yokes
- Parking brake handle
- G1000 buttons and knobs (NOT the screen – If screen was touched, see note below*)
- Any additional radio controls, including mission radio
- Seat belt buckles and shoulder restraints
- Door handles (including cargo door latch)
- Window latches, visors and vent controls
- Seat adjustment controls
- Throttle, propeller and mixture controls
- Master and Avionics switches, Standby battery switch
- Taxi and Landing light, nav light, beacon light and strobe switches
- Fuel selector, flap switch, trim wheels/controls, cowl flap selector
- Wipe down any circuit breakers that were manually checked during pre-, post- and during flight
- Fuel sample collector cup
- Wipe down all pages of the plastic laminated onboard checklist
- Ignition Key and any key chains
- Dispatch binder upon return to the hangar

2. Pilots and crews are required to wear a facial covering and are encouraged to wear gloves during flight and cleanup operations. In the Phase I includes flight evaluations/check rides, crew proficiency, and dual instruction (assuming all members are low-risk and all flight operations are in low-risk areas). This directive will be in place until rescinded by Wing, Region, or National Headquarters or replaced with a directive for Phase 2 of the remobilization of the PR Wing.

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

- ***GARMIN (Avionics):**
 - Cleaners containing ammonia will harm the anti-reflective coating on many Garmin aviation display lenses.
 - 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.

- Clean the display lens using a clean lint-free cloth and a cleaner that is specified as safe for anti-reflective coatings.
- 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.
- Remove all soap/soap residue to prevent buttons and knobs from gumming up or becoming slippery.
- 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):**

Textron Aviation is closely aligned with the guidance of government and local public health authorities in the regions we operate to ensure all necessary actions and precautions are taken.

4. Disinfecting your aircraft:

- Zip-Chem Calla 1452 and Netbiokem DSAM may be used to disinfect an aircraft interior.¹ In testing performed by Textron Aviation's materials engineering team, these products did not adversely affect samples of hard surfaces, interior leather, or windows. Aircraft interiors furnished with custom-based materials may need further evaluation by spot-testing on an inconspicuous area.
- If you're unable to attain these disinfectants due to shortages, we recommend these alternative cleaning options (Please note, cleaning may remove germs, viruses and other contaminants from surfaces, but may not be effective to kill them):
 - **Aircraft furnishings:** We recommend using isopropyl alcohol (IPA)/water mix (60% IPA/40% water, by volume). For best results, wipe the surface with an IPA/water mix and let it dry. This mix can also be sprayed onto soft surfaces, like carpet, but do not use this IPA/water mix on aircraft leather and windows.
 - **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 Lysol® wipes, or any cleaners with Citric Acid or Sodium Bicarbonate as these can etch the coating on these displays. AR glass is used on displays and touchscreens in the Garmin G1000, G3000, and G5000 systems, as well as Collins Proline21 and Proline Fusion. Do not use IPA on acrylic, Lexan, or Polycarbonate screens such as the Garmin GNS 430/530.
 - **The following options are not approved for use in Textron Aviation aircraft:** Ozone generators: Ozone can be highly reactive to organic materials. Depending on its degree of ozonation, this method may degrade surfaces or rubber hoses.

- **Hydrogen Peroxide:** any solution of hydrogen peroxide may evaporate when used as a mist, degrading leathers, acrylic, or polycarbonate window coatings.

A handwritten signature in dark ink, appearing to read 'R. Negrón', with a stylized flourish at the end.

REYNALDO NEGRON, Lt Col, CAP
PR Wing Director of Operations

APPENDIX J



HEADQUARTERS PUERTO RICO WING
CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY
PO Box 192460
San Juan PR 00919-2460



Puerto Rico Wing Total Members by Regions July 25, 2020

| Arecibo Region | | | | | |
|----------------|------------------------|---------|----------------|---------------|---------------|
| Charter Number | Unit Name | Address | Senior Members | Cadet Members | Total Members |
| PR-034 | Arecibo Cadet Squadron | Arecibo | 14 | 37 | 51 |
| Totals | | | 14 | 37 | 51 |

| Bayamón Region | | | | | |
|----------------|--|----------|----------------|---------------|---------------|
| Charter Number | Unit Name | Address | Senior Members | Cadet Members | Total Members |
| PR-094 | Lt Col Elsa M. Soto-Torres Cadet Squadron | Bayamón | 18 | 54 | 72 |
| PR-122 | Colonel Clara E. Livingston Cadet Squadron | Toa Baja | 7 | 31 | 38 |
| PR-131 | Bayamón Cadet Squadron 6 | Bayamón | 4 | 27 | 31 |
| PR-161 | Capt Saulo Solis-Molina Cadet Squadron | Toa Baja | 20 | 39 | 59 |
| PR-604 | PRWG Group 4 | Bayamón | 2 | 0 | 2 |
| PR-801 | Kingdom Cadet Squadron | Dorado | 6 | 18 | 24 |
| Totals | | | 57 | 169 | 226 |

| Caguas Region | | | | | |
|----------------|------------------------|---------|----------------|---------------|---------------|
| Charter Number | Unit Name | Address | Senior Members | Cadet Members | Total Members |
| PR-138 | Humacao Cadet Squadron | Humacao | 8 | 12 | 20 |
| PR-802 | Adler Cadet Squadron | Gurabo | 3 | 18 | 21 |
| Totals | | | 11 | 30 | 41 |

| Fajardo Region | | | | | |
|----------------|----------------------------------|---------|----------------|---------------|---------------|
| Charter Number | Unit Name | Address | Senior Members | Cadet Members | Total Members |
| PR-059 | Col Bartolo Ortiz Cadet Squadron | Ceiba | 7 | 10 | 17 |
| Totals | | | 7 | 10 | 17 |

| Mayagüez Region | | | | | |
|-----------------|---------------------------------|---------------|----------------|---------------|---------------|
| Charter Number | Unit Name | Address | Senior Members | Cadet Members | Total Members |
| PR-002 | Mayagüez Cadet Squadron | Mayagüez | 4 | 12 | 16 |
| PR-013 | San Germán Cadet Squadron | San Germán | 4 | 19 | 23 |
| PR-035 | Aguadilla Cadet Squadron | Aguadilla | 6 | 27 | 33 |
| PR-066 | Cabo Rojo Cadet Squadron | Cabo Rojo | 10 | 22 | 32 |
| PR-068 | Lajas Cadet Squadron | Lajas | 8 | 25 | 33 |
| PR-079 | Moca High School Cadet Squadron | Moca | 13 | 14 | 27 |
| PR-120 | Sabana Grande Cadet Squadron | Sabana Grande | 7 | 15 | 22 |
| PR-129 | Añasco Senior Squadron | Añasco | 11 | 0 | 11 |
| PR-603 | PRWG Group 3 | Mayagüez | 7 | 0 | 7 |
| Totals | | | 70 | 134 | 204 |

| Metro Region | | | | | |
|----------------|--|----------|----------------|---------------|---------------|
| Charter Number | Unit Name | Address | Senior Members | Cadet Members | Total Members |
| PR-000 | PR Wing Support | San Juan | 11 | 14 | 25 |
| PR-001 | Puerto Rico Wing | San Juan | 27 | 0 | 27 |
| PR-008 | Isla Grande Senior Squadron | Carolina | 40 | 0 | 40 |
| PR-123 | Dr. Cesareo Rosa-Nieves Cadet Squadron | San Juan | 20 | 41 | 61 |
| PR-126 | Muñiz ANG Base Cadet Squadron | Carolina | 20 | 80 | 100 |
| PR-999 | Puerto Rico Legislative | San Juan | 26 | 0 | 26 |
| Totals | | | 144 | 135 | 279 |

| Ponce Region | | | | | |
|----------------|---|------------|----------------|---------------|---------------|
| Charter Number | Unit Name | Address | Senior Members | Cadet Members | Total Members |
| PR-012 | Ponce High School Cadet Squadron | Ponce | 6 | 23 | 29 |
| PR-051 | Maj William Biaggi Cadet Squadron | Yauco | 12 | 26 | 38 |
| PR-104 | Guánica High School Cadet Squadron | Guánica | 5 | 16 | 21 |
| PR-110 | Cpt P. F. Guisti Piazza Cadet Squadron | Peñuelas | 11 | 19 | 30 |
| PR-168 | Capt Lawrence E. Erickson Senior Squadron | Guayanilla | 8 | 0 | 8 |
| PR-602 | PRWG Group 2 | Guayanilla | 18 | 0 | 18 |
| Totals | | | 60 | 84 | 144 |

| US Virgin Islands | | | | | |
|-------------------|-------------------------------|------------|----------------|---------------|---------------|
| Charter Number | Unit Name | Address | Senior Members | Cadet Members | Total Members |
| PR-081 | St. Croix Cadet Squadron | St. Croix | 4 | 8 | 12 |
| PR-903 | St. Thomas Composite Squadron | St. Thomas | 14 | 18 | 32 |
| Totals | | | 18 | 26 | 44 |

| Puerto Rico Wing Total Members | |
|--------------------------------|--------------|
| Senior Members | 381 |
| Cadet Members | 625 |
| Total Members | 1,006 |

| Distribution & Composition of the Puerto Rico Wing | |
|--|-----------|
| Wing | 1 |
| Support | 1 |
| Legislative | 1 |
| Groups | 3 |
| Composite | 1 |
| Seniors | 3 |
| Cadets | 23 |
| Total | 33 |

Civil Air Patrol - Puerto Rico Wing Organizational Puerto Rico

ATLANTIC OCEAN



Civil Air Patrol - Puerto Rico Wing Organizational US Virgin Islands

