

Post-COVID-19 Remobilization of the Membership Plan

Phase I: Resuming Regularly Scheduled Meetings

XXWG

Completed dd MMM 2021

Template Updated 10 February 2021

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

Additional staffing and resources have been coordinated with \_ (other wing or region, if applicable)\_, to cover gaps in this wing’s available resources.

***NOTE:*** *Deviations from the template are authorized, but should be coordinated by contacting the COVID-19 Planning Team at* [*COVID-19Plans@capnhq.gov*](mailto:COVID-19Plans@capnhq.gov)*.*

Plan Coordinator and Point of Contact: \_(e.g., Staff Officer or Incident Commander Appointed)\_

Primary Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_\_\_\_

Primary Email: \_\_\_\_\_\_\_\_\_\_\_\_@\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.\_\_\_\_

Narrative Summary of Coordination and Events To-Date in \_(State)\_ Wing:

\_\_\_\_\_\_\_\_\_(Complete below, and on additional pages as-needed.)\_\_\_\_\_\_\_\_\_\_

Phase I: Resuming Regularly Scheduled Meetings

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| **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) |  |  |  |  |  |
| 1.2. | Hold meeting with between Plan Coordinator and Health Services Officer |  |  |  |  |  |
| 1.2.1. | Wing priorities for training events should be coordinated |  |  |  |  |  |
| 1.2.1.1. | Check state and local health guidance regarding gatherings (Review of each jurisdiction impacted by this plan) |  |  |  |  |  |
| 1.2.1.2. | Prepare information for subordinate units on temperature screening, health education, and sanitation |  |  |  |  |  |
| 1.2.2 | Consult with Wing Legal Officer about resuming meetings |  |  |  |  |  |
| 1.2.3 | Coordinate with Wing Director of Safety |  |  |  |  |  |
| 1.2.3.1 | Verify proper risk planning tools are available to units |  |  |  |  |  |
| 1.2.3.2 | Prepare to communicate with subordinate units on Safety-related matters (see 1.7. below) |  |  |  |  |  |
| 1.2.4 | Coordinate with Wing Director of Cadet Programs |  |  |  |  |  |
| 1.2.4.1 | Prepare recommendations for units regarding meeting activities and alternatives to maintain optimal distance while at meetings |  |  |  |  |  |
| 1.2.4.2 | Prepare bullets for units to incorporate when sending messages to parents about the resumption of meetings |  |  |  |  |  |

Phase I: Resuming Regularly Scheduled Meetings (Continued)

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| **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 |  |  |  |  |  |
| 1.4. | Send copy of planning documents to the CAP COVID-19 Planning Team at  [COVID-19Plans@capnhq.gov](mailto:COVID-19Plans@capnhq.gov), and copy the Region CC to reinstate meetings. |  |  |  |  |  |
| 1.4.1. | Briefly describe/ summarize previous coordination accomplished |  |  |  |  |  |
| 1.4.2. | Verify no jurisdictional restrictions are in place from State or Local Governments |  |  |  |  |  |
| 1.4.3. | Set date to resume meetings; this is also the start of Phase II. |  |  |  |  |  |
| 1.5. | Receive approval from the CAP COVID-19 Planning Team to reinstate meetings. Plan for one-week lead time. |  |  |  |  |  |
| 1.6. | Publish the date that meetings may resume to subordinate units |  |  |  |  |  |
| 1.7. | Task Wing Director of Safety to communicate the following to subordinate units |  |  |  |  |  |
| 1.7.1. | Units will review CAPFs 160, 160S, and 160HL to be sure COVID-19 risks are considered and mitigated |  |  |  |  |  |
| 1.7.2. | Unit Safety Officers s will emphasize continued use of face coverings and hand sanitizer, as well as social distancing, hand washing and surface cleaning/disinfection |  |  |  |  |  |
| 1.8. | Task Wing Health Service Officer to communicate the following to subordinate units: |  |  |  |  |  |

Phase I: Resuming Regularly Scheduled Meetings (Continued)

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| 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. |  |  |  |  |  |
| 1.8.2. | Educate members on their stratified level of risk (i.e., Low-risk vs. High-risk) |  |  |  |  |  |
| 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) |  |  |  |  |  |
| 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 |  |  |  |  |  |
| 1.9. | Task Wing Director of Cadet Programs to communicate the following to subordinate units: |  |  |  |  |  |
| 1.9.1. | Units identify ways to meaningfully engage and fully participate in meetings without formations, drill, or other close-distance 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 |  |  |  |  |  |
| 1.10. | Task Wing Director of Operations to communication the following to subordinate units. |  |  |  |  |  |
| 1.10.1 | Identify flight operations permitted during Phase I |  |  |  |  |  |
| 1.10.2. | Identify requirements (Currency, etc) for senior members |  |  |  |  |  |
| 1.10.3. | Identify requirements for cadets that have earned their Private Pilot's License to return to flying |  |  |  |  |  |
| 1.10.4. | Identify requirements for cadets training to earn their Private Pilot's License |  |  |  |  |  |
| 1.10.1. | Identify cleaning standards for aircraft and vehicles before and after use |  |  |  |  |  |