1. **Resuming Regularly Scheduled Meetings**
   1. Verify that current state-level guidance allows gatherings   
      (NOTE: This is a broad look at the overall direction from state officials in the area impacted by this plan.)
   2. Consult with staff officers to prepare to resume regularly scheduled meetings
      1. Coordinate with Health Services 
         1. Check state and local health guidance regarding gatherings  
            (Note: This is a look at each jurisdiction impacted by this plan.)
         2. Prepare to communicate with subordinate units on Health Services-related matters (see 1.8. below)
      2. Consult with Wing Legal Officer about resuming meetings 
      3. Coordinate with Wing Director of Safety 
         1. Verify proper risk planning tools are available to units
         2. Prepare to communicate with subordinate units on Safety-related matters (see 1.7. below)
      4. Coordinate with Wing Director of Cadet Programs 
         1. Prepare recommendations for units regarding meeting activities and alternatives to maintain optimal distance while at meetings
         2. Prepare bullets for units to incorporate when sending messages to parents about the resumption of meetings
   3. Query commanders of subordinate units to verify that local   
      governments do not have more restrictive social-distancing  
      guidelines than those at the state level
   4. Communicate intentions to reinstate meetings to the CAP COVID-19 

Planning Team at [COVID-19Plans@capnhq.gov](mailto:COVID-19Plans@capnhq.gov) and copy the Region Commander

* + 1. Briefly describe/summarize previous coordination accomplished (i.e., 1.2. & 1.3. above)
    2. Verify no jurisdictional restrictions are in place from State or Local Governments
    3. Set date to resume meetings; this is also the start of Phase II.
  1. Receive approval from the CAP COVID-19 Planning Team to reinstate meetings ¨  
     Plan for one-week lead time.
  2. Publish the date that meetings may resume to subordinate units 
  3. Task Wing Director of Safety to communicate the following   
     to subordinate units:
     1. Units will review CAPFs 160, 160S, and 160HL to be sure   
        COVID-19 risks are considered and mitigated
     2. Unit Safety Officers emphasize continued use of face  
        coverings and hand sanitizer as well as social  
        distancing, hand washing surface cleaning/disinfection
  4. Task Wing Health Service Officer to communicate the following   
     to subordinate units:
     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.
     2. Educate members on their stratified level of risk (i.e. Low-risk  
        vs. High-risk in accordance with CDC guidance on COVID)
     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)
     4. Gatherings of up to 10 people are permitted. Squadrons with more than 10 members must submit a plan to Wing HQ to demonstrate how they will comply with restrictions associated with this Phase of reopening.
  5. Task Wing Director of Cadet Programs to communicate the following   
     to subordinate units:
     1. Units identify ways to meaningfully engage and fully  
        participate in meetings without formations, drill, or other  
        close-distance activities
     2. Units draft a local message to parents to inform them  
        about what CAP is doing to keep Cadets safe while they participate
  6. Task Wing Director of Operations to communicate   
     the following to subordinate units
     1. Identify flight operations permitted during Remobilization Phase 1 (e.g. flight evaluations/check rides, crew proficiency, dual instruction, individual aircrew training, and carefully pre-scheduled local CAP Orientation Flights (assuming all members are low-risk and all flight operations are in low-risk areas))
     2. Identify requirements (Currency, etc) for Senior members
     3. Identify requirements for cadets that have earned their Private Pilot’s License to return to flying
     4. Identify requirements for cadets training to earn their Private Pilot’s License
     5. Identify cleaning standards for aircraft and vehicles before and after use

1. **Resuming One-Day Special Activities (AE Events, SAREXs, etc)**

*NOTE: Resuming one-day special activities will not be done before it has been deemed appropriate to resume regularly scheduled meetings (i.e., this will start in Phase II).*

* 1. Wing Commanders should review their wing calendar for   
     previously-postponed and upcoming day-only events
     1. Wing priorities for training events should be coordinated   
        with unit commanders’ needs
     2. Task staff officers to provide input on list of events and priorities:
        1. Aerospace Education 
        2. Cadet Programs 
        3. Emergency Services/Operations 
        4. Professional Development 
        5. Plans and Programs 
  2. Wing Commanders coordinate with subordinate unit   
     leaders to deconflict calendar events to the greatest extent possible
  3. Publish updated event listings to the Wing calendar and promote   
     these dates to the units for their planning and participation
  4. Task Activity Directors to specifically address COVID-19 concerns 

*NOTE: The term “Activity Directors” may include Incident Commanders that are directing exercises. Incident Commanders should use existing operational guidance for real-world missions and taskings. Use good judgement.*

* + 1. Activity Directors will use Post-COVID-19 Risk   
       Management (RM) forms to mitigate local risks
    2. Activity Directors identify sources for face coverings   
       & sanitizer to use in case of a return to increased risk
  1. Task the Health Service Officer to coordinate with Activity Directors 
     1. Health Services Officers should consider recommending 

screening with no-touch thermometers at events (coordinate with Activity Directors)

* + 1. Health Services Officers remind members that identify as   
       High-risk to remain home, but participate virtually
    2. Health Service Officers ensure that there is a cleaning/sanitizing   
       plan for commonly touched surfaces, a hand washing plan, a   
       face covering plan, a temperature check plan (either done prior   
       to entering the activity with a no-touch thermometer or done at   
       home prior to coming to the activity) and a social distancing plan.
    3. Gatherings of up to 50 people are permitted. Squadrons with more than 50 members must submit a plan to Wing HQ to demonstrate how they will comply with restrictions associated with this Phase of reopening.
  1. Ensure Activity Directors have plans in place to communicate   
     last-minute cancellations of events to participants
  2. Ensure Activity Directors have plans in place to conduct verification of local public health guidance, local weather, and any other information that may lead to event cancellation:
     1. 45 Days Prior 
     2. 14 Days Prior 
     3. 7 Days Prior 
     4. 1 Day Prior 
     5. The Morning of the Event 
  3. Ensure Unit Commanders are aware of and following the same   
     procedures for unit-only single-day activities (i.e., they are the   
     Activity Director for the purposes of this checklist, for unit events).
  4. Communicate intentions to reinstate meetings to the CAP COVID-19 

Planning Team at [COVID-19Plans@capnhq.gov](mailto:COVID-19Plans@capnhq.gov) and copy the Region Commander

* + 1. Briefly describe/summarize previous coordination accomplished (i.e., 2.1 through 2.8 above)
    2. Verify no jurisdictional restrictions are in place from State or Local Governments
    3. Set date to resume one-day special activities; this is also the start of Phase III.
    4. Receive approval from the CAP COVID-19 Planning Team to ¨  
       resume one-day special activities. Plan for one-week lead time.
  1. Publish the date that one-day special activities will resume    
     to subordinate units
  2. Task Wing Director of Operations to communicate   
     the following to subordinate units
     1. Identify flight operations permitted in addition to Phase I during Remobilization Phase II (e.g. small-group local crew training; CAP, AFROTC and AFJROTC Cadet Orientation Flights including large flying days; and Teacher Orientation Flights (TOP) (assuming all members are low-risk and all flights are in low-risk areas))
     2. Identify requirements (Currency, etc) for Senior members
     3. Identify cadet training requirements that may be different than Phase I requirements
     4. Identify cleaning standards for aircraft and vehicles before and after use

1. **Resuming Overnight Activities (Bivouacs, Conferences, Encampments, etc)**

*NOTE: Resuming overnight activities will not be done until Phase III, when most public health restrictions have been lifted, schools & businesses have reopened, and the forecasted risk is minimal.*

Below are the criteria for a Wing to enter phase III:

* A four-week downward trend in the daily new case count metric (Federal resources have told us that trends that last this long are far less likely to reverse)
* Daily new case count number should ideally be at 10.0 / 100k population or lower
* Infection rate of 0.9 or lower
* Positive test rate of 5% or lower
  1. Verify current state-level guidance allows overnight events to resume 
  2. Wing Commanders consult with staff officers to prepare for overnight activities
     1. Coordinate with Health Services 
        1. Check state and local health guidance regarding gatherings
        2. Prepare to communicate with subordinate units on Health Services-related matters (see 3.7. below)
     2. Consult with Legal Officer about resuming overnight activities 
     3. Coordinate with Director of Safety 
        1. Verify proper planning and mitigation tools are available to staff and units
        2. Prepare to communicate with subordinate units on Safety-related matters (see 3.6. below)
     4. Coordinate with Director of Cadet Programs 
        1. Prepare recommendations for units regarding overnight activities
        2. Prepare bullets for units to incorporate when sending messages to parents about the resumption of overnight activities
  3. Query commanders of subordinate units to verify that local   
     governments do not have more restrictive social-distancing  
     guidelines than those at the state level
  4. Communicate intentions to reinstate overnight activities to the CAP    
     COVID-19 Planning Team at [COVID-19Plans@capnhq.gov](mailto:COVID-19Plans@capnhq.gov) and copy  
     the Region Commander
     1. Describe previous coordination accomplished (i.e., 3.2. & 3.3. above)
     2. Verify no jurisdictional restrictions are in place from State or Local Governments
     3. Set date to resume overnight activities, this is the start of Phase III
     4. Receive approval from the CAP COVID-19 Planning Team to  
        resume overnight activities. Plan for one-week lead time.
  5. Publish the date that Phase III will begin to subordinate units 
  6. Task Wing Director of Safety to communicate the following   
     to subordinate units:
     1. Units should continue to use CAPFs 160, 160S, &   
        160HL to mitigate local risks
     2. Units continue to consider face coverings,   
        hand sanitizer, and an emphasis on hygiene during   
        meetings and activities
  7. Task Wing Health Service Officer to communicate the following   
     to subordinate units:
     1. Units may continue to consider screening with no-touch   
        thermometers prior to entry to the meeting or will require   
        members to take their temperature at home prior to attending   
        the activity
     2. Educate members on the importance of monitoring their   
        health and avoiding participation in activities if they are sick
     3. Continue to educate members on public health practices   
        such as emphasizing hygiene, having face coverings   
        available, social distancing for those at high-risk, and common surface cleaning
  8. Task Wing Director of Cadet Programs to communicate the following   
     to subordinate units:
     1. Units plan to resume formations, drill, and other   
        close-distance activities as appropriate
     2. Units draft a local message to parents to inform them   
        about what CAP is doing to keep Cadets safe while they   
        participate in the resumption of all manner of activities in  
        Phase III (a return to normal post-COVID-19 operations
  9. Task Wing Director of Operations to communicate   
     the following to subordinate units
     1. Identify flight operations permitted during Remobilization Phase III (e.g. all CAP aviation duty for low-risk and high-risk members (if high-risk members are present, all must wear face covers), and flight academies)
     2. Identify requirements for Senior and Cadet members as required