

Approved: 4 February 2021



Post-COVID-19 Remobilization of the Membership Plan

Phase I: Resuming Regularly Scheduled Meetings

TNWG
Completed 23 Sept @020

Template Updated 8 June 2020

COVID-19 Remobilization of the Membership Plan – Phase I

This plan has been developed for Tennessee 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 SER, to cover gaps in this wing's available resources. None are anticipated.

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: Maj. Jonathan Cole, CAP, TNWG Staff HSO

Primary Phone: 615-210-5590

Primary Email: cap428cp@gmail.com

Narrative Summary of Coordination and Events To-Date in TN Wing: TNWG has followed the National and SER guidance to offer force protection to our members while continuing our mission essential functions only and virtual resources whenever possible. Narrative Summary of Coordination and Events to move TNWG to Phase 1:

A telephone meeting was held on 21 May 2020 to bring together a Post-COVID Membership Remobilization task force. Individual members were assigned remobilization tasks in accordance with the template, based upon their areas of specialty.

Taskforce Members:

Dent W Young, Col, CAP, TNWG Commander

Rob Borsari, Lt Col, CAP, TNWG Director of Operations

Charles Watson, Lt Col, CAP, Group III Commander

Deming Gray, Lt Col, CAP, Group II Commander

Gary Fiser, Maj, CAP

Joe Wheeler, Lt Col, CAP SER Health Services

Phil Holt, Lt Col, CAP, TNWG Director of Safety

Jeff Clark, Lt Col, CAP, TNWG Director of Cadet Programs

Jonathan Cole, Maj, CAP, TNWG HSO, Taskforce Chair

Plan Completed By: Maj. Jonathan Cole

Last Updated: 6 JUL 2020

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Assisting Members:

Suzie Cole, 2Lt, CAP

Jeanie Evans, TN Wing Administrator

Narrative Summary of Coordination and Events to move TN Wing to Phase 1:

The TN Wing and its four group staffs will move to phase 1 not sooner than 1 September 2020 (or such a time as the CAP Tennessee Wing is able to meet the required current metrics for Phase 1, based on the White House guidelines for remobilization) after approval from SER and CAP Headquarters. All limitations outlined in the enclosed documents apply to staff and squadron meetings and flight activities. Each Squadron Commander will do a self-evaluation to ensure they are ready to move to Phase 1 after reviewing this plan and all instructional enclosures. Squadron Commanders will then brief their respective Group Commanders to obtain approval to execute their respective plans. Two critical state metrics must be met before implementing Phase 1. *(Addendum: Based on a written statement made by General Mark Smith on 1 July 2020, Phase 0 flights will now be permitted. “The following update is made to “Mission Essential Travel Only” restrictions. Wing Commanders may, at their discretion, permit Phase I flying for wings still in Phase 0. This includes Form 5 and Form 91 flight evaluations, dual instruction, proficiency flights, and mission aircrew training.”)* CAP remobilization is based on the White House COVID guidelines and are detailed in the daily COVID ACT NOW website. Group Commanders will list all squadrons ready to remobilize and disseminate this information to the Wing Command team and Staff on a weekly basis. The Tennessee rate of COVID 19 infection is updated regularly and is outlined in the WWW.COVIDACTNOW.ORG website.

CURRENT METRICS: Tennessee’s current infection rate is 0.96 a/o 11 Aug 20. On average, each person in Tennessee with COVID is infecting 0.96 other people. The positive test rate is 8.7% and the ICU usage is at 64%.

Transition to Phase 1 must be constantly reassessed to ensure that the metrics are valid; plan for the Phase 1 transition, but be prepared to change as the Phase metrics rapidly change.

The Squadron Commanders must confirm that there has been no local outbreak or unusual activities concerning COVID 19 in his/her County or local community within the previous two weeks. Additionally, Squadron Commanders will confirm with their local communities that there is no limitation to the meeting of 10 people or less IAW the CAP COVID 19 Remobilization ppt. This can be confirmed by checking with local government and the local news media. Attendance at Phase 1 meetings are optional and Squadron Commanders will make sure that all members are screened to confirm they are symptom free. Members are allowed to certify that they have checked their temperature at home prior to the meeting. Self-Identified low-risk category may return to meetings as long as groups are appropriately sized. Sanitization measures and steps to avoid viral transmission will be in place based upon recommendation from Wing Director of Safety.

Plan Completed By: Maj. Jonathan Cole

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Aviation activities for Phase 1 as per guidance from CAP National dated 12 May 2020 - face coverings, aviation gloves, and plane disinfection between sorties. Includes flight evaluations/check rides, crew proficiency, dual instruction, mission related flying (assuming all members are low-risk and all flight operations are in low-risk areas). Aircraft will be disinfected before and after all operations. *(Please reference the 1 July 2020 memo from General Smith, above, and two memos from TN/CC: “TNWGCOVIDPhase1Activities” and “TNWingPhase1FlightOps”, attached)*

Vehicle Operations – Routine official use of CAP ground vehicle will continue. Ground team and emergency services training with less than 10 members is authorized. Prior to operating CAP vehicles and immediately after operations the interior of the vehicle will be disinfected. All areas that are commonly touched such as door handles, keys and gearshift levers will be given special attention. All members will wear a face mask and carry hand sanitizer. Essential missions and meetings shall employ full public health protection measures such as: hygiene education, having hand sanitizer available, performing routine hand washing breaks, daily cleaning of individual workspaces, social distancing, temperature checks, and asking members if they feel well before entering a meeting/mission. See item 1.8.1 below and enclosures to this plan for additional requirements for Squadron Commanders to provide health screening and temperature checks prior to meeting admission.

The estimated start date of this plan is no sooner than 1 September. Each squadron is expected to reach Phase 1 execution on different date depending on local concerns. Leaders should begin now to have a training plan ready so that they can execute remobilization in a seamless manner; plans will mirror all NHQ guidelines and requirements. Squadron Commanders will report to their respective chain of command and the Wing Chief of Staff that they are ready to remobilize to Phase 1. They are certifying that their units are “a go” IAW this plan and they are familiar with all requirements of all documents enclosed with this plan. Many taskings in the matrix below require involvement and execution by the Squadron Commander, his/her safety Officer and other members of the staff. This plan including the matrix below and all enclosures will be reviewed by the chain of command and will be used to execute the Phase 1 reopening within the TNWG. Squadron Commanders are not obligated to execute on 1 September 2020 if not ready.

The Command guidance is to be smart and be safe while moving into Phase 1 of the remobilization process. Please see enclosures with this plan. The TNWG leadership will be provided copies of these enclosures and this plan once they have been approved by CAP National HQ.

Operational steps for Remobilization to Phase 1 are detailed in the chart below:

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) | Suzie Cole | 6/15/20 | 6/20/20 | 6/16/20 (and updated periodically as situation changes) | This variable by county, but have always been less restrictive than the current national/White House guidelines. |
| 1.2. | Hold meeting with between Plan Coordinator and Health Services Officer | Initial teleconference held on 5/12/20 | | | Ongoing | Watch CovidActNow website to monitor metrics for reopening |
| 1.2.1. | Wing priorities for training events should be coordinated | Rob Borsari | 6/22/20 | 6/28/20 | 11 Aug 20 | |
| 1.2.1.1. | Check state and local health guidance regarding gatherings (Review of each jurisdiction impacted by this plan) | Suzie Cole | 6/15/20 | 6/20/20 | 6/16/20 (and updated regularly) | Current State of Tennessee guidelines are at Phase 2 and allow gathering of 50 persons. |
| 1.2.1.2. | Prepare information for subordinate units on temperature screening, health education, and sanitation | Phil Holt | 6/22/20 | 6/28/20 | 6/23/20 | |
| 1.2.2 | Consult with Wing Legal Officer about resuming meetings | Jonathan Cole | 6/15/20 | 6/28/20 | | |
| 1.2.3 | Coordinate with Wing Director of Safety | Jonathan Cole Phil Holt | 6/22/20 | 6/28/20 | 6/23/20 | Coordinated via email |
| 1.2.3.1 | Verify proper risk planning tools are available to units | Phil Holt | 6/22/20 | 6/28/20 | 6/23/20 | |
| 1.2.3.2 | Prepare to communicate with subordinate units on Safety-related matters (see 1.7. below) | Phil Holt | 6/22/20 | 6/28/20 | 6/23/20 | |
| 1.2.4 | Coordinate with Wing Director of Cadet Programs | Jeff Clark | 6/22/20 | 6/28/20 | | Coordinated via email |
| 1.2.4.1 | Prepare recommendations for units regarding meeting activities and alternatives to maintain optimal distance while at meetings | Jeff Clark | 6/22/20 | 6/28/20 | 11 Aug 20 | |
| 1.2.4.2 | Prepare bullets for units to incorporate when sending messages to parents about the resumption of meetings | Jeff Clark | 6/22/20 | 6/28/20 | | Via email |

COVID-19 Remobilization of the Membership Plan – Phase I

Phase I: Resuming Regularly Scheduled Meetings (Continued)

| Item# | Task | OPR/Assigned Personnel | Date Tasked | Suspense | Date Completed | Notes |
|--------|---|-----------------------------|-------------|------------------|---------------------|--|
| 1.3. | Have subordinate unit commanders verify that local governments do not have more restrictive social-distancing guidelines than those at the state level | | | | | Tennessee has local govt restrictions in a few of its counties. Squadron CC to confirm before reporting “go” or ready to execute the TNWG plan. Georgia has authorized gatherings of 50 and eased restrictions statewide |
| 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. | Jonathan Cole | 6/22/20 | 7/1/20 | 11Aug 20 | |
| 1.4.1. | Briefly describe/ summarize previous coordination accomplished | Jonathan Cole | 6/22/20 | 7/1/20 | Pending | See above introduction |
| 1.4.2. | Verify no jurisdictional restrictions are in place from State or Local Governments | Suzie Cole | 6/22/20 | 6/28/20 | 6/23/20 and ongoing | |
| 1.4.3. | Set date to resume meetings; this is also the start of Phase II. | Jonathan Cole | 6/22/20 | | Pending | |
| 1.5. | Receive approval from the CAP COVID-19 Planning Team to reinstate meetings. Plan for one-week lead time. | Jonathan Cole Dent Young | 6/22/20 | TBD | Pending | |
| 1.6. | Publish the date that meetings may resume to subordinate units | Dent Young | 6/22/20 | Pending approval | Pending approval | This task will be accomplished upon approval of this plan |
| 1.7. | Task Wing Director of Safety to communicate the following to subordinate units | Phil Holt | 6/22/20 | 6/28/20 | 6/23/20 | Coordinated via email |
| 1.7.1. | Units will review CAPFs 160, 160S, and 160HL to be sure COVID-19 risks are considered and mitigated | Phil Holt | 6/22/20 | 6/28/20 | 6/23/20 | |
| 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 | Phil Holt | 6/22/20 | 6/28/20 | 6/23/20 | |

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| 1.8. | Task Wing Health Service Officer to communicate the following to subordinate units: | Jonathan Cole | 6/22/20 | 2/28/20 | | |
|------|---|---------------|---------|---------|--|--|

Phase I: Resuming Regularly Scheduled Meetings (Continued)

| Item# | Task | OPR/Assigned Personnel | Date Tasked | Suspense | Date Completed | Notes |
|--------|--|------------------------|-------------|----------|----------------|---|
| 1.8.1. | Units will undertake reasonable efforts to 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. | Jonathan Cole | 6/22/20 | 6/28/20 | | NLT two weeks prior to plan implementation. |
| 1.8.2. | Educate members on their stratified level of risk (i.e., Low-risk vs. High-risk) | Jonathan Cole | 6/22/20 | 6/28/20 | | NLT two weeks prior to plan implementation. |
| 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) | Jonathan Cole | 6/22/20 | | | NLT two weeks prior to plan implementation. |
| 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 | Jonathan Cole | 6/22/20 | 6/28/20 | | NLT two weeks prior to plan implementation. |
| 1.9. | Task Wing Director of Cadet Programs to communicate the following to subordinate units: | Jeff Clark | 6/22/20 | 6/28/20 | | NLT two weeks prior to plan implementation. |
| 1.9.1. | Units identify ways to meaningfully engage and fully participate in meetings without formations, drill, or other close-distance activities | Jeff Clark | 6/22/20 | 6/28/20 | | |

COVID-19 Remobilization of the Membership Plan – Phase I

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|---------|--|-------------|---------|---------|--|---|
| 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 | Jeff Clark | 6/22/20 | 6/28/20 | | |
| 1.10. | Task Wing Director of Operations to communication the following to subordinate units. | Rob Borsari | 6/22/20 | 6/28/20 | | Superseded by TN/CC memo of 7 Aug 20 |
| 1.10.1 | Identify flight operations permitted during Phase I | Rob Borsari | 6/22/20 | 6/28/20 | | Superseded by TN/CC memo of 7 Aug 20 |
| 1.10.2. | Identify requirements (Currency, etc) for senior members | Rob Borsari | 6/22/20 | 6/28/20 | | Superseded by TN/CC memo of 7 Aug 20 |
| 1.10.3. | Identify requirements for cadets that have earned their Private Pilot's License to return to flying | Rob Borsari | 6/22/20 | 6/28/20 | | NLT two weeks prior to plan implementation. |
| 1.10.4. | Identify requirements for cadets training to earn their Private Pilot's License | Rob Borsari | 6/22/20 | 6/28/20 | | NLT two weeks prior to plan implementation. |
| 1.10.1. | Identify cleaning standards for aircraft and vehicles before and after use | Rob Borsari | 6/22/20 | 6/28/20 | | Superseded by TN/CC memo of 7 Aug 20 |

Attach:

1: TNWG/CC Memo “TNWingCovidPhase1Activities-4Feb21”

2: TNWG/CC Memo “TN Wing Phase One Flight Ops V2”



HEADQUARTERS TENNESSEE WING
CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY
2441 E. General Aviation Drive
Alcoa TN 37701



4 February 2021

MEMORANDUM FOR: Tennessee Wing

FROM : TNWG/CC

SUBJECT: Post-COVID Phase 1 Unit Activities

1. This memorandum has been extracted from the wing's Phase 1 Remobilization Plan and provided for easy reference. Group and Unit Commanders are encouraged to review the entire plan. All limitations outlined in this memo apply to staff and squadron meetings, flight activities are discussed in a separate memorandum.
2. Various wing staff officers are tasked with making sure unit commanders are aware of the decisions and actions for which the commanders are responsible to be fully prepared to begin Phase 1 activities. Each Squadron Commander will do a self-evaluation to ensure they are ready to move to Phase 1 after reviewing the information from wing staff. Squadron Commanders will then brief their respective Group Commanders to obtain approval to execute their respective plans. Squadron Commanders can prepare their units by reviewing items 1.7.1 through 1.10.1 of the Phase 1 Remobilization Plan attached to this email.
3. CAP remobilization is based on the White House COVID guidelines and are detailed in the daily COVID ACT NOW website. Group Commanders will list all squadrons ready to remobilize and disseminate this information to the Wing Command team and Staff on a weekly basis. The Tennessee rate of COVID 19 infection is updated regularly and is outlined in the WWW.COVIDACTNOW.ORG website.
4. Transition to Phase 1 must be constantly reassessed to ensure that the metrics are valid; plan for the Phase 1 transition, but be prepared to revert to Phase 0 if the metrics deteriorate.
5. Vehicle Operations – Routine official use of CAP ground vehicle may resume. Ground team and emergency services training with less than 10 members is authorized. Occupants in the vehicle may not exceed two per row.
 - a. Prior to operating CAP vehicles and immediately after operations the interior of the vehicle will be disinfected. All areas that are commonly touched such as door handles, keys and gearshift levers will be given special attention.
 - b. All members will wear a face mask and carry hand sanitizer. Essential missions and meetings shall employ full public health protection measures such as: hygiene education, having hand sanitizer available, performing routine hand washing breaks, daily cleaning of individual workspaces, social distancing, temperature checks, and asking members if they feel well before entering a meeting/mission.
 - c. Units will undertake reasonable efforts to 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.

6. Each unit is expected to reach Phase 1 execution on a different date depending on local concerns. Leaders should begin now to have a training plan ready so that they can execute remobilization in a seamless manner; plans will mirror all NHQ guidelines and requirements found on the national website at: [CAP COVID Recovery](#). Squadron Commanders will report to their respective chain of command and the Wing Vice Commander that they are ready to remobilize to Phase 1. They are certifying that their units are “a go” IAW this plan and they are familiar with all requirements of all documents enclosed with this plan. Squadron Commanders are not obligated to execute remobilization if they not ready or local conditions do not permit execution.
7. Specific Taskings:
 - a. Not less than two weeks prior to your first planned face-to-face meeting:
 - i. **Unit leadership** will:
 1. Verify city or county government guidance permits gatherings as planned.
 2. Publish to your members, your group commander and the TNWG/CV the expected date of your first face-to-face meeting.
 3. If a unit has more than 10 members, submit the group commander a plan to comply with the 10 members per meeting restriction.
 - a. Note: Group commanders will consolidate and forward unit plans to TNWG/CV
 4. Review CAPFs 160, 160S, and 160HL to be sure COVID-19 risks are considered and mitigated. Forward completed forms to TNWG/SE
 5. Draft a message to cadet parents to inform them on how the unit will keep the cadets safe while participating.
 6. Notify group staff IAW paragraph 6 above.
 - ii. **TNWG/DCP** will coordinate with units on providing meaningful meetings without formations, drill or other close-distance activities.
 - iii. **TNWG/SE** will review CAPF 160/160S and 160HL and work with units on weaknesses
 - iv. **TNWG/DO** will:
 1. identify and communicate to all members permitted flight operations
 2. identify currency and training requirements for crewmembers
 3. identify currency and training requirements for cadets who have earned a PPL to return them to flying
 4. review and update aircraft and vehicle cleaning standards referencing TNWG/CC memo “TN Wing Phase One Flight Ops V2.”.
 - v. **TNWG/HSO** working with unit safety officers will emphasize continued use of face coverings, gloves, and hand sanitizer, as well as social distancing, hand washing and surface cleaning/disinfection.


DENT W. YOUNG, COL, CAP
Commander



HEADQUARTERS TENNESSEE WING
CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY
2441 E. General Aviation Drive
Alcoa TN 37701



4 February 2021

MEMORANDUM FOR: All Aircrew and FROs

FROM: TN/CC

SUBJECT: Tennessee Wing Flight Operations for Post-Covid Phase 1

1. Summary: This memorandum incorporates all the activities permitted in the 7 August 20 memo "Tennessee Wing Flight Operations During COVID-19" and adds provisions for full flight crews during mission proficiency training and dual flight instruction for cadets.
2. On 1 July the National Commander sent out a letter "Ongoing COVID-19 Operations" in which he left the decision up to wing commanders whether to permit Phase 1 Flying Operations regardless of the status of other wing operations. Maj Bob Dilk performed an analysis of our pilots to determine how many Form 5 and/or Form 91 qualifications are impacted by the COVID-19 Pandemic. The results were very informative. It is very clear our operational capabilities are strongly affected and without relief from the Phase 0 restrictions, we risk being unable to execute missions. Accordingly, the following flying operations are permitted when Tennessee Wing begins Post-Covid Phase 1:
 - a. Currently permitted:
 - i. Form 5 and Form 91 checkrides,
 - ii. Dual instruction preparing pilots for either or both checkrides,
 - iii. Pilot and crew proficiency flights,
 - b. Added in Phase 1:
 - i. Mission aircrew training with full flight crews
 - ii. Dual instruction for cadets
 - iii. Cadet Orientation Flights.
3. The following restrictions must be followed so we reduce the risk of infection to others and further degrade our mission capability:
 - a. Crewmembers must certify to each other, to the best of their knowledge, they:
 - i. Are free of any symptoms of the virus
 - ii. Have not been exposed to any person with the virus.
 - b. Crewmembers will demonstrate that their temperature is less than 100.4 degrees. Members may also certify upon arrival for the mission they have taken their temperature prior to leaving home and it was below 100.4 degrees.
 - i. If their temperature is above 100.3, they may choose to rest in an air-conditioned area for five to ten minutes and recheck their temperature.
 - c. The pilot in command will be responsible for certifying to the FRO crewmembers have met "a" and "b" above.
 - d. Consistent with flight safety, crewmembers must wear a cloth mask at all times in the aircraft.
 - e. In addition to the normal post-flight cleaning of the exterior surfaces, aircraft will continue to be sanitized after each flight using the guidelines found here: [Sanitizing Aircraft](#) and [Cleaning Garmin Products](#).
4. In order to insure the integrity of the health checks, Flight Release Officers will make a positive confirmation of the crew health checks with the PIC in the form of "Do you certify both crewmembers have complied with the health check guidelines?"

5. Group and wing CC, CV, and DO will conduct spot checks to ensure aircraft have been sanitized.



DENT W. YOUNG, COL, CAP
Commander

Dist:
All TNWG commanders
All TNWG Aircrew
TNWG Wing Staff
File