

**Approved: 3 Jan 2022**

COVID-19 Remobilization of the Membership Plan – Phase I



# Post-COVID-19 Remobilization of the Membership Plan

Phase I: Safely Conducting Regularly Scheduled Meetings

VAWG

First Iteration Completed 12 Jul 2020 by Maj Bixler

Latest Update 28 Dec 2021 by Capt Munger

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

## Summary

As of 28 Dec 2021, the Governor of Virginia has imposed no COVID-19-related restrictions on number of participants at gatherings. The Virginia Army National Guard (VaARNG) has authorized CAP to return to readiness centers for meeting purposes in accordance with our MOU. Virginia Wing continues in Phase I adhering to guidance from CAP, CDC, facility hosts, or mission partners that is more restrictive. In general:

- Virginia Wing will adhere to the policy of host facilities, supported organizations during missions, CAP, or the Commonwealth of Virginia.
- Because of the unique characteristics of the Delta and Omicron Variants, ALL members, whether vaccinated or unvaccinated, are required to wear a good quality, well-fitted facial mask when indoors during periods of high infection rates.
- Mask wear is also required at CAP activities when required by the facility host (both DoD and VaARNG require mask wear indoors).
- Guidance in this plan should be carefully reviewed and followed for return to meetings at VaARNG readiness centers and DoD facilities.

This plan has been developed for Virginia Wing, using the template provided by the Civil Air Patrol National Headquarters to enter Phase II.

Additional staffing and resources have been coordinated with MD & NATCAP Wings to cover gaps in this wing's available resources.

**For Phase I, overnight activities are to be avoided. All indoor activities/meetings are limited to a maximum of 10 persons per indoor meeting and 25 persons per outdoor meeting. For changes to flight operations, please see page 6.**

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## Phase I: Current Guidance

### State Guidance and Information

The most current state guidance may be found at [Coronavirus | Virginia.gov](https://www.virginia.gov/coronavirus)

The infographic is divided into two horizontal sections. The top section has a yellow background and a white exclamation mark icon on the left. It contains the title 'Forward Virginia: Guidelines', a sentence 'Virginians are strongly encouraged to:', and a bulleted list of three items: 'wash hands regularly', 'if not vaccinated, maintain six feet of physical distance when outside of home', and 'get tested immediately if you have COVID-19 symptoms.' Below the list is a link to 'Executive Order Seventy-Nine' with a brief description. The bottom section has a light blue background and a white icon of a person wearing a face mask on the left. It contains the title 'Wear a Face Covering' and a sentence with a link to 'Download printable promotional posters'.

**Forward Virginia: Guidelines**  
Virginians are strongly encouraged to:

- wash hands regularly
- **if not vaccinated**, maintain six feet of physical distance when outside of home
- get tested immediately if you have COVID-19 symptoms.

[Executive Order Seventy-Nine](#) - Order of Public Health Emergency Ten Ending of Commonsense Public Health Restrictions Due to Novel Coronavirus (COVID-19)

**Wear a Face Covering**  
For your safety and the safety of others. [Download printable promotional posters](#)

As of 8 Dec 2021

The most current information on vaccine eligibility and access can be found here: [VDH COVID-19 Vaccination Response - COVID-19 Vaccine \(virginia.gov\)](#)

As of 8 Dec 2021, the vaccine is available in Virginia for anyone ages 5 and older.

**Any activities in Virginia Wing will follow the most restrictive guidance (whether from CAP, the state or the CDC).**

## Local Guidance

Currently all counties, independent cities, and jurisdictions are following the same state-level phased planned approach per guidance linked in 3.1.

## DoD and Virginia Army National Guard (VaARNG) Facilities

VaARNG authorized VAWG units to use of readiness centers for regular meetings subject to compliance with DoDs 29 Oct [memorandum](#) and [guidance from NHQ](#). VaARNG adheres to the DoD Force Health Protection guidelines.

- CAP members requiring access to DoD facilities who have not been fully vaccinated will have to show an electronic or paper copy of negative results from an FDA-authorized or approved COVID-19 test administered no earlier than 72 hours prior to their visit.
- Members who are not vaccinated and who participate in multi-day activities at DoD or VaARNG facilities will be required to update test results every 72 hours.
- The Virginia Wing does not provide COVID-19 tests – these must be obtained by the member.
- Members who have been vaccinated will complete a DD Form 3150. DoD Civilian Employees may use DD Form 3175 instead. Members will be ready to present these forms on request.
- Units and members should not collect COVID-19 vaccination status or paperwork. DD Forms 3150 and 3175, vaccination cards, and other documentation will be kept on the member's person as needed. If inadvertently collected, treat as PII / CAP Confidential.
- Wear a mask inside the facility regardless of vaccination status

## Legal Guidance

As of 28 Dec 2021, there are no executive orders from the Commonwealth restricting numbers at gatherings. Further guidance on overnight camps may be found through the Virginia Department of Health:

<https://www.vdh.virginia.gov/coronavirus/summer-camp/>

## Upcoming Wing Overnight Activities

Virginia Wing is currently in the midst of a winter encampment 26 Dec 2021 – 1 Jan 2022 in accordance with CAP and the state of Virginia's Phase III guidelines—adhering to the stricter guidance and implementing Phase II protocols. The Commonwealth of Virginia has no current COVID-19-related restrictions on overnight camps.

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No other overnight activities are imminently planned. Overnight activities are not allowed in Phase I.

### Operations – General

General policy:

- In Phase I, per [Remobilization Request for 29 May 21.pdf](#), “if high risk members are present, all must wear face covers.”
- During missions, Virginia Wing will comply with any requirements set forth by the requesting authority (e.g., FEMA, VDEM).

### Operations - Flight

The following flight operations are authorized for Phase I:

- Flight Evaluations
- Crew Proficiency
- Dual Instruction (including cadet flight instruction such as in the Wings Program)
- Individual aircrew training
- Carefully pre-scheduled local CAP Orientation Flights (Everyone doesn't show up for the day at one time, but rather, two cadets show up for an assigned flight block with plenty of time in between to wipe the aircraft clean and leave before the next cadets arrive). Everyone is wearing a mask. Pick locations where social distancing can still be done if for some reason people show up early.
- AFJROTC, AFROTC and TOP flights are suspended in Phase I.
- Entire crew will follow the most current guidance for wearing masks while bearing in mind that airport properties may require masks for all individuals.
- The guidance from CAP Remobilization Team as of 14 Oct 2021, is to follow the CDC's strong recommendation that masks be worn by both vaccinated and unvaccinated individuals “in areas with substantial or high pandemic activity”. Also, use air vents, emphasize proper hydration, and do not participate if ill or have an elevated infection risk due to recent exposure.
- Aircrews should discuss vaccination and exposure status during flight planning and then prepare for their sorties accordingly.

#### Operations - Aircrew Vaccination Status Discussions (Preflight)

- Aircrew members may ask if everyone in the crew is vaccinated. Response to the question is a personal choice.

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- If members decline to confirm their vaccination status, the Pilot in Command (PIC) may require masks be worn in the aircraft.
- A member of an aircrew may elect to only fly with vaccinated members.
- This discussion should happen as early as possible before arriving for the flight (during the planning phase), so that adjustments can be made for mask wear or crew selection before it impacts the mission.

Aircraft and associated equipment (e.g., headsets) will be cleaned in accordance with the logistics section of this guidance.

### **Operations – Ground (COV)**

Social Distancing in Vehicles: Per updated guidance from CAP on 14 Oct 2021:

- Everyone in the vehicle must wear a good quality, well-fitting facial covering, unless everyone in the vehicle has been fully vaccinated. In that case, facial masks may be optional for passengers.
- Arrange seating to maximize the physical distancing around unvaccinated or undisclosed members. If all members are vaccinated, seating can be adjusted up to the vehicle maximum.
- Ensure that cabin vents are open and allow for air flow into and out of the van.
- If available, POV transportation with only family members in each vehicle is preferable to limit opportunities for exposure.

Vehicles and associated equipment (e.g., radios) will be cleaned in accordance with the logistics section of this guidance.

### **Logistics**

COVID-19 Aircraft & Vehicle Care: Cleaning & Disinfecting Garmin Aviation Products may be found at this link:

<https://www.gocivilairpatrol.com/members/cap-national-hq/logistics-mission-resources/aircraft-management/hot-news/covid-19---cleaningdisinfecting-garmin-aviation-products>

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Phase I: Conducting Regularly Scheduled Meetings

The following table lists tasks accomplished to achieve Phase I and are included for historical reference. All items reviewed by appropriate Wing personnel Dec 2021.

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)	Maj Bixler	5/25/20			See page 7
1.2.	Hold meeting with between Plan Coordinator and Health Services Officer	Maj Bixler Maj Shaw Capt Kirkpatrick	5/25/20		6/11/2020	Collaborated in MS Teams
1.2.1.	Wing priorities for training events should be coordinated	Maj Bixler	5/25/20			See page 7
1.2.1.1.	Check state and local health guidance regarding gatherings (Review of each jurisdiction impacted by this plan)	Maj Bixler	5/25/20			See page 7
1.2.1.2.	Prepare information for subordinate units on temperature screening, health education, and sanitation	Maj Meyer Maj Shaw Capt Kirkpatrick	5/25/20			See page 9-10
1.2.2	Consult with Wing Legal Officer about resuming meetings					Asked legal to review draft plan
1.2.3	Coordinate with Wing Director of Safety					
1.2.3.1	Verify proper risk planning tools are available to units	Maj Meyer	5/25/20			See page 9-10
1.2.3.2	Prepare to communicate with subordinate units on Safety-related matters (see 1.7. below)	Maj Meyer	5/25/20			See page 9-10
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	Capt Nutbrown Maj Bixler	5/25/20			See page 14-15
1.2.4.2	Prepare bullets for units to incorporate when sending messages to parents about the resumption of meetings	Capt Nutbrown Maj Bixler	5/25/20			See page 16

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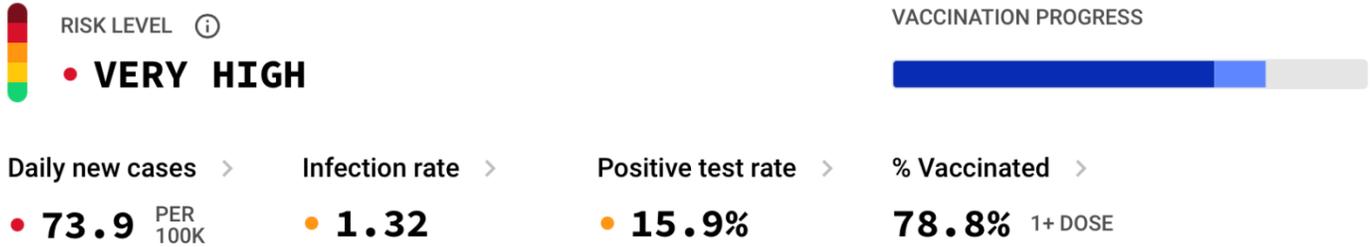
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Phase I: Resuming Regularly Scheduled Meetings (Continued)

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	Maj Bixler				See page 7
1.4.	Send copy of planning documents to the CAP COVID-19 Planning Team at <a href="mailto:COVID-19Plans@capnhq.gov">COVID-19Plans@capnhq.gov</a> , and copy the Region CC to reinstate meetings.					
1.4.1.	Briefly describe/ summarize previous coordination accomplished	Maj Bixler	5/15/20	On-going	6/12/2020	See page 3
1.4.2.	Verify no jurisdictional restrictions are in place from State or Local Governments	Maj Bixler	5/15/20	On-going	6/12/2020	See page 7
1.4.3.	Set date to resume meetings; this is also the start of Phase II.	Maj Bixler	5/25/20	N/A	Pending Plan Approval	See page 7
1.5.	Receive approval from the CAP COVID-19 Planning Team to reinstate meetings. Plan for one-week lead time.	Maj Bixler	5/25/20	N/A	Pending Plan Approval	Pending plan approval
1.6.	Publish the date that meetings may resume to subordinate units	Maj Bixler	5/25/20	N/A	Pending Plan Approval	See page 8
1.7.	Task Wing Director of Safety to communicate the following to subordinate units					
1.7.1.	<u>Units</u> will review CAPFs 160, 160S, and 160HL to be sure COVID-19 risks are considered and mitigated	Maj Meyer	5/25/20			See page 9-10
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	Maj Meyer	5/25/20			See page 9-10
1.8.	Task Wing Health Service Officer to communicate the following to subordinate units:					

## Review of the Data for Virginia

The most current data may be found at [Virginia \(VA\) - COVID Vaccine & Risk Tracker - Covid Act Now](#)



Data as of 28 Dec 2021

Virginia Wing started Phase III on 17 May 2021 with the caveat that the Wing will always follow the stricter guidance whether that is from CAP, the CDC, or Virginia’s Governor.

**Virginia Wing reverted to Phase II on 29 Dec 2021 then reverted again to Phase I on 2 Jan 2022 due to the rapid spread of the Omicron strain of COVID-19. For the most current data, please click the link above.**

## Virginia Wing Civil Air Patrol Recommended Supplies List

- Face coverings--Because of the unique characteristics of the Delta and Omicron Variants, ALL members, whether vaccinated or unvaccinated, are required to wear a good quality, well-fitted facial mask when indoors during periods of high/substantial infection rates.
  - o Per CAPR 39-1: Face coverings such as masks, neck gaiters, or balaclavas, worn with any uniform must be conservative, professional, and solid colors. When worn they must cover the mouth and nose. Authorized colors are shown with the corresponding uniform combination in the chart in Paragraph 3.1.1
- Disposable gloves – for wear only when cleaning/disinfecting otherwise, gloves are not recommended.
  - o CDC – When to wear gloves - <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/gloves.html>
- Hand sanitizer
  - o Handwashing preferred first if possible.
  - o Use an alcohol-based hand sanitizer that contains at least 60% alcohol.
- Surface disinfectant
  - o Procure a disinfectant off of the EPA’s approved list located here:
  - o <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19>
- For flight operations: Disinfectant for aircraft electronics
  - o <https://www.gocivilairpatrol.com/members/cap-national-hq/logistics-mission-resources/aircraft-management/hot-news/covid-19-aircraft-care>

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

Plan Completed By: Bixler/Munger

Last Updated: 28 Dec 2021

Template Approved 13 May 2021

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## Checklist for Out-of-Wing Activities

(This checklist must be included with your request to attend activities outside Virginia Wing)

Member's Name \_\_\_\_\_

Member's CAP ID \_\_\_\_\_

Activity Name \_\_\_\_\_

Activity Date \_\_\_\_\_

Wing Hosting the Activity \_\_\_\_\_

At least one of these risk management requirements will be met before the start of the activity. (Check all that apply)

- Virginia Wing will be in the same phase or higher as the host wing. Virginia Wing is currently in Phase 1.
  - Wing (host wing) is projected to be in Phase  at the start of the activity.
- I will be fully vaccinated by the start of the activity\*
  - The date of my 2<sup>nd</sup> vaccination (Pfizer/Moderna) or my J&J vaccination is \_\_\_\_\_
- I will take a COVID-19 test within 3 days prior to starting travel and will only attend if the test is negative
- I will self-quarantine 5 days prior to activity start and will only attend if symptom free.

My return home plan in case I get sick will be:

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Signature

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Parent/Guardian Signature (for minors)

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## Member Self-Screening Questionnaire

VIRGINIA WING CIVIL AIR PATROL  
COVID-19 SCREENING QUESTIONNAIRE

(UPDATED 27 Dec 2021)

### PART 1: SCREENING QUESTIONS (PLEASE RUN THROUGH ALL IN ORDER)

**1. Have you tested positive for COVID-19?**

If YES, go to Part 2. If NO, proceed to next question.

**2. Have you been in “close contact” with anyone who has tested positive for COVID?**

*Close contact* is defined by the CDC as contact within 6 feet for 15 minutes or more over a 24 hour period. *For Health Care Workers: Have you been exposed to anyone diagnosed with COVID while not wearing proper PPE?*

If YES, go to Part 2. If NO, proceed to next question.

**3. Take your temperature. Do you have a fever of 100.4 or above?**

If YES, go to Part 2. If NO, proceed to next question.

**4. Do you have any of the following symptoms that are not explained by a current non-contagious medical condition?**

- new or worsening cough
- shortness of breath or difficulty breathing
- muscle or body aches
- fatigue
- chills
- new loss of taste or smell
- sore throat/congestion/runny nose
- headache
- nausea/vomiting/diarrhea

If YES, go to Part 2. If NO, proceed to the next question

**5. Have you recently traveled outside of Virginia and are not fully vaccinated? (If you are traveling for mission-essential reasons, you may be exempt. Please contact your IC or Wing Commander) If YES, go to Part 2.**

If you've replied “NO” to all of these questions, there should be no problem with you attending this in-person activity. If you have any questions about your particular situation, please contact the Remobilization Team via Capt Munger.

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### PART 2: FURTHER INFORMATION FOR “YES” ANSWERS

#### “YES”- Question 1:

Per the CDC, regardless of vaccination status,

- Stay home for 5 days.
- If you have no symptoms or your symptoms are resolving after 5 days, you can leave your house
- Continue to wear a mask around others for 5 additional days.
- ***If you have a fever, continue to stay home until your fever resolves.***

#### “YES”- Question 2

**Have you received a booster shot or completed the primary series of Pfizer/Moderna vaccine within the last 6 months or completed the primary series of J&J vaccine within the last 2 months?** Wear a mask around others for 10 days. Test on day 5, if possible. *If you develop symptoms get a test and stay home.*

**Are you either not boosted or unvaccinated?** Stay home for 5 days. After that continue to wear a mask around others for 5 additional days. Test on day 5 if possible.

#### “YES” - Question 3:

You may be at risk of COVID infection or otherwise ill and may not participate in the current activity. For all fevers, 24 hours must pass since the last fever without the use of fever-reducing medications (like Advil or Tylenol).

#### “YES” - Question 4:

Stay home and seek the guidance of your medical provider. See the information for “YES”-Question 1 if you think you may have COVID

#### “YES”-Question 5:

If you have not been fully vaccinated, the CDC recommends that you self-quarantine a full 7 days after the date of your return, even if you test negative at 3-5 days. If you don't get tested, self-quarantine for 10 days. If you are fully vaccinated (or have had COVID in the last 3 months and recovered and remain without symptoms), self-monitor for symptoms and get tested if any develop. Otherwise, you do not need to quarantine.

## Phase I Activity Risk Mitigation Details

All activities require a COVID-19 risk mitigation plan using the CAPF 160S. The remobilization team will post a sample CAPF 160S in the Virginia Wing Team > General Channel in the COVID-19 folder. Commanders and Activity Directors will use the risk mitigation approaches below as a starting point.

### COVID-19 Risk 1 Implementation:

Sanitizing Plan: The CDC guidance for cleaning and disinfecting has been reviewed. The unit has obtained **xxxx** disinfectants (that are EPA approved) and **xxx** gloves (to be worn during cleaning only) and will follow CDC guidance to disinfect the following areas to be used prior to the activity: **xxxx**. The following areas have been identified as frequently touched surfaces and will be disinfected frequently: **xxxx** (*door handles, bathroom faucets etc.*). All areas will be disinfected upon completion of the meeting. **Rank First Name Last Name** has been assigned to ensure this is completed.

### COVID-19 Risk 2 Implementation:

Hand washing: At the facility, the following restrooms are available for frequent hand washing: **xxxxx**. **OR** This is an outside meeting/activity, the unit has obtained **xxxx** hand sanitizer to be used. (**OR** both!)

### COVID-19 Risk 3 Implementation:

Face Coverings: All members have been provided guidance that they must bring their own face covering. Those who are not fully vaccinated need to wear masks indoors as well as outdoors when 6ft of social distancing cannot be maintained. Fully vaccinated members may choose to continue to wear masks. We will adhere to the updated CDC mask recommendations for all members (regardless of vaccination status) in high/substantial transmission areas: <https://www.cdc.gov/coronavirus/2019-ncov/vaccines/fully-vaccinated.html> We will check the status of our area using the CDC's tracker: <https://covid.cdc.gov/covid-data-tracker/#county-view>

When meeting on DoD or other host facilities, the installation's posted policies will be followed unless CAP's restrictions are more conservative.

### COVID-19 Risk 4 Implementation:

Health Screening: Upon arrival, members will be asked if they have reviewed the current Health Screening questionnaire and whether or not they have had any changes to their answers. Any members with fever or

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illness will be need to return home. Health Screening Questionnaires may be found at <https://vawg.cap.gov/about/vawg-covid-19-response>

### COVID-19 Risk 5 Implementation:

Social Distancing Plan: **xxx** facility can support social distancing. As applicable, classroom will be modified to allow appropriate social distancing. Formations may be done at normal intervals as long as masks are worn. For Honor and Color Guard, if everyone is not fully vaccinated, identical masks are recommended.

**DATE:** **xx/xx/xxxx** (For recurring meetings: This plan will be implemented for each unit meeting moving forward. Any modifications or recommendations for improvement should be sent to the Remobilization team)

**VAWG Unfunded Mission Number:** **xxxxx** (To obtain an unfunded mission number, please contact your squadron commander)

**Personnel Limit:** In Phase I there is a personnel limit of 10 per indoor activity and 25 per outdoor activity . Please explain how you will accommodate this if you expect more than 10 total personnel for your activity. For example, completely separate meeting areas and no one will interact between them.

**Local Health Guidance Checks:** Our local health department is **xxx** and we will monitor <https://www.virginia.gov/coronavirus/> for updates.

## Narrative Summary of Coordination and Events To-Date in VA Wing:

The VA Wing phase II plan was initially approved 1 July with an 8 July start date along with NATCAP and MD wings. Since that time, following the guidance of Virginia's Governor, VAWG has decreased the personnel limits in Phase II in an effort to stem the rising COVID rates in the state following the December holiday season. At the beginning of February 2021, VAWG temporarily reverted to Phase I but on 24 February was able to return to Phase II while honoring the governor's limits on gatherings: max of 25 people outside; max of 10 per group inside. On 1 April, the Governor expanded the limit on outdoor gatherings to 100 people and indoor gatherings to 50 and VAWG moved to a full Phase II status with limits for both outdoor and indoor gatherings capped at 50 participants.

On 13 May 2021, VAWG was given clearance by the National Remobilization Team to begin Phase III.

As of 18 May 2021, per memos from Col Sydow and CAP/CC, all members who are fully vaccinated are no longer required to wear mask at CAP activities. For those who meet on DoD or other host facilities, the installation's posted policies should be followed.

[CAP/CC memo](#) [VAWG/CC memo](#)

On 14 Oct 2021, CAP's Remobilization Team updated its guidance. Those updates are highlighted throughout this document. Main changes are to aircraft/COV guidance.

On 30 Oct 2021, Col Sydow clarified that all units are to continue to use the [COVID data tracker](#) to follow CDC mask protocols based on community transmission levels per CDC guidance found at <https://www.cdc.gov/coronavirus/2019-ncov/vaccines/fully-vaccinated-guidance.html>

On 7 Dec 2021, The VaARNG authorized VAWG units to use of readiness centers for regular meetings subject to compliance with DoDs 29 Oct [memorandum](#) and [guidance from NHQ](#). **VaARNG adheres to the DoD Force Health Protection guidelines**. Accordingly, anyone participating in activities at DoD or VaARNG facilities will:

- Complete a **DD Form 3150** or present a **negative COVID-19 result** from an FDA-authorized test taken within the previous 72 hours of using the facility.
- DoD Civilian Employees should **use DD Form 3175**.
- Wear a mask inside the facility regardless of vaccination status

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

On 29 Dec 2021, Virginia Wing reverted to Phase II with a limit of 50 persons per activity. The Encampment that was already underway was already being operated under Phase II conditions and was allowed by CAP to continue.

**On 2 Jan 2022, due to a rise in cases resulting from Omicron's spread in the northern part of Virginia, VAWG will temporarily revert to Phase I with a limit of 10 persons per indoor activity and 25 per outdoor activity. Flight operations will be limited and can be viewed on page 6 of this Remobilization Plan. VAWG will continue to monitor and follow current CDC guidance.**