

**Approved: 28 Dec 2021**

COVID-19 Remobilization of the Membership Plan – Phase II



# Post-COVID-19 Remobilization of the Membership Plan

Phase II: One-Day Special Activities (AE Events, SAREXs, etc)

VAWG

First Iteration Completed 12 Jul 2020 by Maj Bixler

Latest Update 27 Dec 2021 by Capt Munger

**Approved: 13 May 2021**

## Summary

As of 27 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 II 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.

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## Phase II: Current Guidance

### State Guidance and Information

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




#### 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 8 Dec 2021, there are no executive orders 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.

No other overnight activities are imminently planned.

## Operations – General

General policy:

- In Phase II, 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 authorized for Phase II shall continue:

- A7 and C7 CAPF5 and CAPF91 Flight Evaluations
- A12, B12 and C12 Pilot proficiency sorties flown IAW CAPS 71-4 & CAPS 71-5, including both powered and glider proficiency sorties.
- A9 consolidated maintenance sorties
- A40, A42 and A43 flight training and/or proficiency for eligible CAP cadets
- A5 Aircrew training & proficiency sorties flown IAW CAPS 71-1
- A15 powered and glider CAP cadet orientation sorties flown IAW CAPP 60-40
- A6 AFROTC orientation, A8 AFJROTC, orientation, A19 Teacher orientation sorties when authorized by CAP NHQ
- Legislative flights
- Small Group Crew Training (units or groups of locally conducted training for members to earn crew qualifications, not large area classes so that we avoid any potential for overnight activities; personnel would generally be flying with local people they know)
- 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.
- 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.

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- 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 II: One-Day Special Activities (AE Events, SAREXs, etc)

The following table lists tasks accomplished to achieve Phase II and are included for historical reference. All items reviewed and updated as needed 1 May 2021.

Item#	Task	OPR / Assigned Personnel	Date Tasked	Suspense	Date Completed	Notes
3.1.	Verify current state-level guidance allows overnight events to resume	Maj Bixler	7/7/2020	7/12/2020	7/10/2020	
3.2.	Consult with staff officers to prepare for overnight activities	Maj Bixler	7/7/2020	7/12/2020	7/12/2020	
3.2.1.	Coordinate with Health Services	Maj Shaw Capt Kirkpatrick	7/7/2020	7/12/2020	7/12/2020	
3.2.1.1.	Check state and local health guidance regarding gatherings	Maj Bixler	7/7/2020	7/12/2020	7/12/2020	
3.2.1.2.	Prepare to communicate with subordinate units on Health Services-related matters to continue selected public health measures	Maj Shaw Capt Kirkpatrick	7/7/2020	7/12/2020	7/12/2020	
3.2.2.	Consult with Legal Officer about resuming overnight activities	Lt Col Holinger Lt Col Korona	7/10/2020	7/12/2020	7/10/2020	
3.2.3.	Coordinate with Director of Safety	Maj Meyer	7/7/2020	7/12/2020	7/12/2020	
3.2.3.1.	Verify proper planning and mitigation tools are available to staff and units	Maj Meyer	7/7/2020	7/12/2020	7/12/2020	
3.2.3.2.	Prepare to communicate with subordinate units on Safety-related matters	Maj Meyer	7/7/2020	7/12/2020	7/12/2020	
3.2.4.	Coordinate with Director of Cadet Programs	Maj Bixler Capt Nutbrown	7/7/2020	7/12/2020	7/12/2020	
3.2.4.1.	Prepare recommendations for units regarding overnight activities	Maj Bixler Capt Nutbrown	7/7/2020	7/12/2020	7/12/2020	
3.2.4.2.	Prepare bullets for units to incorporate when sending messages to parents about the resumption of overnight activities	Maj Bixler Capt Nutbrown	7/7/2020	7/12/2020	7/12/2020	



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Item#	Task	OPR / Assigned Personnel	Date Tasked	Suspense	Date Completed	Notes
3.3.	Query commanders of subordinate units to verify that local governments do not have more restrictive social-distancing guidelines than those at the state level	Maj Bixler	7/7/2020	7/12/2020	7/12/2020	
3.4.	Email the CAP COVID-19 Planning Team at <a href="mailto:COVID-19Plans@capnhq.gov">COVID-19Plans@capnhq.gov</a> , and copy the Region Commander for permission to reinstate overnight activities	Maj Bixler	7/7/2020	7/12/2020	7/13/2020	
3.4.1.	Describe previous coordination accomplished	Maj Bixler	7/7/2020	7/12/2020	7/12/2020	
3.4.2.	Verify no jurisdictional restrictions are in place from State or Local Governments	Maj Bixler	7/7/2020	7/12/2020	7/12/2020	
3.4.3.	Set date to resume overnight activities, this is the start of Phase III	Maj Bixler/	7/7/2020	7/12/2020	7/12/2020	
3.4.4.	Receive approval from the CAP COVID-19 Planning Team to resume overnight activities. Plan for one-week lead time.	Maj Bixler	7/7/2020		5/14/2021	
3.5.	Publish the date that Phase III will begin to subordinate units	Maj Bixler	7/7/2020		5/14/2021	
3.6.	Task Wing Director of Safety to communicate the following to subordinate units:					
3.6.1.	Units may use steady-state RM forms to mitigate local risks	Maj Meyer	7/7/2020	7/12/2020	7/12/2020	
3.6.2.	Units continue to consider face coverings, gloves, hand sanitizer, and an emphasis on hygiene during meetings and activities	Maj Meyer	7/7/2020	7/12/2020	7/12/2020	
3.7.	Task Wing Health Service Officer to communicate the following to subordinate units:					

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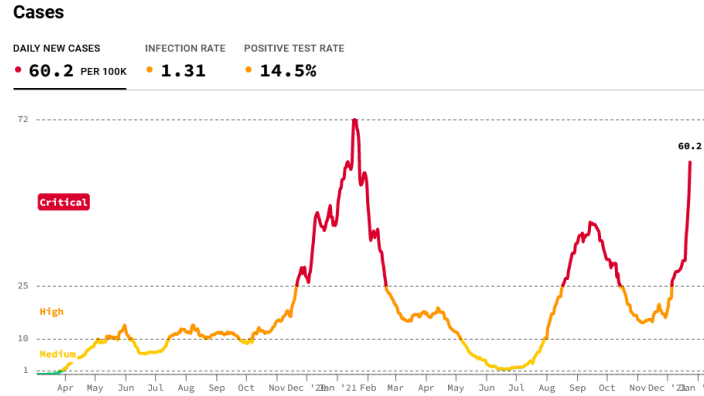
Item#	Task	OPR / Assigned Personnel	Date Tasked	Suspense	Date Completed	Notes
3.7.1.	Health Services will continue to consider screening with no-touch thermometers prior to entry to the meeting or will require members to take their temperature at home prior to attending the activity	Maj Shaw Capt Kirkpatrick	7/7/2020	7/12/2020	7/12/2020	
3.7.2.	Health Services will educate members on the importance of monitoring their health and avoiding participation in activities if sick	Maj Shaw Capt Kirkpatrick	7/7/2020	7/12/2020	7/12/2020	
3.7.3.	Health Services will continue to educate members on public health practices such as emphasizing hygiene, having face coverings & gloves available, social distancing for those at high-risk, and common surface cleaning	Maj Shaw Capt Kirkpatrick	7/7/2020	7/12/2020	7/12/2020	
3.8.	Task Wing Director of Cadet Programs to communicate the following to subordinate units:					
3.8.1.	Units plan to resume formations, drill, and other close-distance activities as appropriate	Maj Bixler Capt Nutbrown	7/7/2020	7/12/2020	7/12/2020	
3.8.2.	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)	Maj Bixler Capt Nutbrown	7/7/2020	7/12/2020	7/12/2020	
3.9.	Task Wing Director of Operations to communicate the following to subordinate units					
3.9.1.	Identify flight operations permitted during Remobilization Phase III	Lt Col Wormington	7/7/2020	7/12/2020	7/8/2020	

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Item#	Task	OPR / Assigned Personnel	Date Tasked	Suspense	Date Completed	Notes
3.9.2.	Identify requirements for Senior and Cadet members to return to flying as required	Lt Col Wormington	7/7/2020	7/12/2020	7/8/2020	

## Review of the Data for Virginia

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



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 is prepared to move to Phase II on 28 Dec 2021 as, due to Omicron's rapid spread, daily new cases have risen to 60.2/100k. Please use the link above to view the most current data.

## 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 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>

## 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 2.
  - \_\_\_ 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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## Narrative Summary of Coordination and Events To-Date in VA Wing:

The VA wing phase II plan was 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

**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 II with a limit of 50 persons per activity. VAWG will continue to monitor and follow current CDC guidance.**

## Phase II 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.

See attachment on the next page.



# Phase II CAPF 160S - REAL TIME RISK ASSESSMENT WORKSHEET(Dec 21)

(This form may be used for smaller events or activities when full deliberate risk management and CAPF 160 are not required. This form is tailored to mitigating COVID risks and does not replace RM considerations for other risks associated with your activity.)

<b>1. ACTIVITY</b> <span style="background-color: yellow;">x for example: Composite Squadron Weekly Meeting</span>	<b>2. DATE</b> <span style="background-color: yellow;">Date(s) of Event</span>
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**3. PREPARED BY**

<b>a. Name (Last, First)</b> <span style="background-color: yellow;">Last Name, First Name</span> <b>b. Rank</b> <span style="background-color: yellow;">Rank</span>	<b>c. Duty/Position</b> <span style="background-color: yellow;">Duty Position</span>
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<b>d. Unit</b> <span style="background-color: yellow;">VA-xxx</span>	<b>e. Email</b> <span style="background-color: yellow;">first.last@vawg.cap.gov</span>	<b>f. Phone</b> <span style="background-color: yellow;">xxx-xxx-xxxx</span>
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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
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COVID-19 Risk 1	Frequently touched surfaces could potentially transfer the virus from one individual to another	L	All surfaces will be disinfected prior to the meeting and disinfected frequently during the meeting	<b>How:</b> See page 3.  <b>Who:</b> <span style="background-color: yellow;">Last Name, First Name</span>	L
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COVID-19 Risk 2	Members carrying the virus unknowingly can transfer the virus by touching their face with their hands.	L	Frequent hand washing will continue to be encouraged and/or hand sanitizer will be utilized.	<b>How:</b> See page 3.  <b>Who:</b> All members.	L
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COVID-19 Risk 3	Members carrying the virus unknowingly can transfer the virus through the air (breathing, talking, coughing, sneezing)	L	All members who are not fully vaccinated will wear face coverings indoors as well as outdoors when 6 feet of distancing cannot be maintained. Members may choose to wear face coverings even if fully vaccinated. <span style="background-color: yellow;">Units should follow CDC guidance for high/substantial risk areas and installation policies for DoD and other host locations.</span>	<b>How:</b> <span style="background-color: yellow;">See page 3.</span>  <b>Who:</b> All members.	L
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COVID-19 Risk 4	Members attending the activity could have the virus as indicated by temperature of 100.4, shortness of breath, fatigue, or other symptoms outlined in questionnaire.	L	All members will be asked to check their temperatures at home before attending the activity and run through the questions on the questionnaire in the Phase III plan.	<b>How:</b> See page 3.  <b>Who:</b> All members.	L
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COVID-19 Risk 5	Members carrying the virus could potentially transfer the virus through close quarters with other members.	L	All members will follow current CDC guidelines for social distancing.	<b>How:</b> See page 3.  <b>Who:</b> All members.	L
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		-		<b>How:</b>   <b>Who:</b>	-
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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):

Extremely High                      High                      Medium                      Low

**11. OVERALL SUPERVISION PLAN AND RECOMMENDED COURSE OF ACTION:**      APPROVE     DISAPPROVE

**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) CAPF 1605, Sep19	b. Rank	c. Duty Title or Position	d. Signature of Approval Authority
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## CAPF 160S: REAL TIME RISK ASSESSMENT WORKSHEET

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

**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.

<b>Block 1, 2: Activity.</b> Briefly describe the event or activity. Examples include AE rocket launching event, cleaning the squadron hangar, or a squadron open house.	<b>Block 9: Residual Risk level.</b> 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.
<b>Block 3: Prepared By.</b> Enter the name of the person performing the risk assessment. If done by a group, enter the name the person leading the risk assessment.	<b>Block 10: Overall Residual Risk level.</b> 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.
<b>Block 4: Sub-Activity.</b> 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.	<b>Block 11: Overall Supervision Plan.</b> 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?
<b>Block 5: Hazard.</b> List the hazards associated with each sub-activity (block 4). There may be multiple hazards associated with each sub-activity.	<b>Block 12: Approval/Disapproval.</b> 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.
<b>Block 6: Initial Risk level.</b> Use the risk assessment matrix (above) to assess the risk of each hazard, considering the probability and severity of the risk.	<b>Briefing the Plan:</b> 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.
<b>Blocks 7, 8: Risk Controls.</b> 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.	

AFTER-ACTION FEEDBACK AND LESSONS LEARNED:

## Additional Phase III Activity Details

### 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 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 II there is a **personnel limit of 50 per activity**. Please explain how you will accommodate this if you expect more than 50 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.

## Member Self-Screening Questionnaire

See attachment on the next page.

**RT 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.

**RT 2: FURTHER INFORMATION FOR “YES” ANSWERS**

**ES”- Question 1:**

For 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.***

**ES”- 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.

**ES” - 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).

**ES” - 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

**ES”-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.