

**Approved: 13 May 2021**



# Post-COVID-19 Remobilization of the Membership Plan

Phase III: Resuming Overnight Activities (Bivouacs, Conferences, Encampments, etc)

VAWG

Completed 12 Jul 2020 by Maj Bixler

Last Update 1 May 2021 by Lt Munger







COVID-19 Remobilization of the Membership Plan – Phase III

Phase III: Resuming Overnight Activities (Bivouacs, Conferences, Encampments, etc; continued)

Item#	Task	OPR/Assigned Personnel	Date Tasked	Suspense	Date Completed	Notes
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	See page 8-13.
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	See page 14.
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	See page 15.
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	See page 7.
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	See page 7.

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

### VAWG Phase III Remobilization Plan Details

#### Review of the Data for Virginia

- Covid Act Now has shown a declining trend in infection rate since 13 April 2021 and has remained at or below 1.0 since 26 Jan 2021.
- Covid Act Now also has shown a declining trend in the daily new case count since 18 April 2021 with the current new case count number at 12.2 on 1 May 2021.
- As of 1 May 2021, the positive test rate was 4.8% and was still continuing its downward trend.
- 47% of Virginians have received their first vaccination of 1 May 2021 while 32% have received their second.

**(3.4.3) As a result, Virginia Wing proposes starting 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.**

#### Current State Guidance (3.1)

All Virginia residents age 16 and over are now eligible for Covid-19 vaccination.

The Governor of Virginia has given the following updates to the state's restrictions (see link below Executive Order 72)

1 April 2021: The limit for outdoor public gatherings expanded to 100 and the limit for indoor gatherings to 50.

29 April 2021: Gov. Northam announced that Virginia will align with the CDC's guidance that fully vaccinated individuals do not have to wear masks outdoors when alone or in small gatherings. In Virginia, masks will continue to be required for large outdoor events such as sporting events, concerts and graduation ceremonies.

1 May 2021: Outdoor summer camps will be allowed to open with strict mitigation measures in place.

<https://www.governor.virginia.gov/media/governorviriniagov/governor-of-virginia/pdf/4.20.21-Forward-Virginia-Guidelines.pdf>

15 May 2021: The limit for outdoor public gatherings will increase to 250 and the limit for indoor gatherings will be 100 as long as social distancing can be maintained.

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

Further guidance may be found here: <https://www.governor.virginia.gov> and the latest executive actions can be found here: <https://www.governor.virginia.gov/executive-actions/>

#### Legal Guidance (3.2.2)

Virginia's government restrictions continue to evolve rapidly. As of the date of this document, the state limits indoor gatherings to 100 persons and outdoor gatherings to 250 persons. Overnight activities like encampment fall within the

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statutory definition of summer camps and are authorized to begin operations on May 1, 2021 under strict mitigation outlined in pages 30-34 of Forward Virginia Phase Three Guidelines in alignment with Executive Order 72 (links above in Current State Guidance). Further guidance may also be found through the Virginia Department of Health:

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

### **Upcoming Wing Overnight Activities (3.2.4.1)**

Virginia Wing is planning a summer encampment **18-25 July 2021** in accordance with CAP and the state of Virginia's Phase III guidelines—adhering to the stricter guidance. Per Executive Order Seventy-Two, approved overnight camps in Virginia will be allowed to open with restrictions beginning 1 May 2021.

Virginia Wing is also planning an NCO Academy for later summer 2021. Dates yet to be solidified at the time of this document.

Virginia Wing is following guidance from CAP CC's 26 April 2021 Memorandum for Multi-Day and/or Overnight Training Activities. Accordingly, to ensure all precautions are being adhered to, all members who wish to attend Out-of-Wing Activities must submit a checklist (**see last page of this document**) with their request to the wing.

### **Current Local Guidance (3.3 & 3.4.2)**

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

### **Operations (3.9)**

The following flight operations authorized from 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)

The following flight operations are authorized for VAWG during **Phase III** (3.9.1.):

- Traditional crew training allowing for large Wing or Region class sessions
- Flight Academies

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- Orientation rides allowing two backseat passengers (Cessna 172.182) or crew of up to 8 (including pilot) for the GA8 when allowable according to CAPP 60-40. Entire crew will follow the most current guidance for wearing masks.
- Normal seating capacity for COVs with ventilation (AC on or windows open) and all occupants wearing masks.

Current currency requirements are as follows (3.9.2):

Reference this memo for CAP's plan for renewing qualifications that have expired (CAP no longer extends qualifications): [29 September CAP CC Memo Extension 3CF4BD4B0C0F9.pdf](#)

- COVID-19 Aircraft & Vehicle Care: Cleaning & Disinfecting Garmin Aviation Products:  
<https://www.gocivilairpatrol.com/members/cap-national-hq/logistics-mission-resources/aircraft-management/hot-news/covid-19---cleaningdisinfecting-garmin-aviation-products>

In Phase III, per [Remobilization Request for 29 May 21.pdf](#), "if high risk members are present, all must wear face covers."

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



HEADQUARTERS VIRGINIA WING  
CIVIL AIR PATROL  
UNITED STATES AIR FORCE AUXILIARY  
7401 Airfield Drive  
Richmond VA 23237-2250



FOR: All Virginia Wing Units and Members  
From: VAWG/HSO & VAWG/SE  
Subject: Phase III Guidance (Updated May 2021)

Covid-19 has been shown to be highly transmissible since it can be spread by those who don't know they have it. For this reason, Virginia Wing of the Civil Air Patrol is continuing to follow the recommendations of the CDC on how to keep our members, families and our communities healthy.

Activity directors and unit safety officers should review the Phase III CAPF 160s to be sure COVID-19 risks are considered and mitigated. Please visit <https://www.gocivilairpatrol.com/members/cap-national-hq/safety/covidrm> for updated guidance including a "5Ms for COVID-19 Risk Decisions" to help identify all of the hazards and some guidance to help with planning. See the attached highlighted 160s created for ease-of-use by the VAWG Remobilization Team. As guidance develops, it will be revised to reflect any necessary changes. The most current 160s may be found on the VAWG website at <https://vawg.cap.gov/about/vawg-covid-19-response>.

With respect to restrictions, Virginia Wing will always follow the most restrictive guidance (federal/state/local). Currently Virginia Wing is in Phase III. While there is no CAP limit for social gatherings in Phase III, the governor's office has set the following limits to begin on 15 May: 250 for outdoor gatherings and 100 for indoor. Virginia Wing will always follow whatever stricter guidance is in place. Face coverings are required at all times indoors as well as outdoors when social distancing of at least 6 feet cannot be maintained. For any PT activities, masks are to be removed and a minimum social distance of 10 feet maintained. Virginia Wing will continue to monitor and follow the CDC's guidelines for fully vaccinated individuals.

The remobilization team will communicate updates and changes to restrictions to ensure all are following the latest guidance. Please submit your plans to the team for review.

Unit safety officers, health services officers, and leadership should emphasize that members should continue to have face coverings available, disposable gloves (during cleaning), and hand sanitizer, as well as social distancing for high-risk individuals, and continued hand washing and surface cleaning/disinfection. See below for the steps and related guidance for activities/meetings that occur during phase III.

Current Virginia guidance is that a meeting or activity cannot exceed 250 individuals outdoors and 100 individuals indoors. However, this size of the facility and ability to maintain proper social distancing may further limit the number of attendees. The VAWG Phase III plan approved by Col Sydow and NHQ requires:

1. Activity Directors to complete a CAPF 160/160S for the proposed activity. Updated templates reflecting current restrictions are provided by Remobilization Team and may also be found on the VAWG website.
2. Confirmation of facility's suitability. Consider the following: Can the proposed facility support social distancing for high-risk individuals? May seating areas be reconfigured for adequate social distancing?
3. Unit Commander (or designee) obtain unfunded VAWG Activity Number.

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4. Unit to acquire appropriate supplies for screening, distancing, and disinfection.
  - a. See recommended supplies list on next page and note that gloves should only be worn for cleaning purposes.
5. Distribution of guidance to members that will be coming to the meeting/activity:
  - a. COVID-19 Screening Questionnaire (**Page 19 of this document--Updated April 2021**)
    - i. Members need to take (at home) and report their temperature as part of the screening process. Many units also use contact-less thermometers to screen participants upon arrival.
    - ii. Members may report that they have “no changes” to their status and complete the questionnaire at their homes before attending the activity/meeting.
  - b. Hand washing (<https://www.cdc.gov/handwashing/>)
  - c. Other printable resources: (covers just about everything for self/community safety and care):  
<https://www.cdc.gov/coronavirus/2019-ncov/communication/print-resources.html?Sort=Date%3A%3Adesc>
  - d. Cancellation Guidance
    - i. Distribute how members may learn of last-minute cancellations (email and Microsoft Teams recommended).
6. Develop, plan, and implement cleaning & disinfection of the facility areas (meeting room(s), bathrooms, entrance, hallways) that will be used.
  - a. CDC Guidance: <https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html>
7. Conduct verification of local public health guidance, local weather, and any other information that may lead to event cancellation. **Verify guidance 45 days, 20 days, 14 days, 7 days, 1 day prior, and the day-of.**
8. Ask all individuals if they have had any changes per the COVID-19 Screening Questionnaire (next section) and take appropriate action
  - a. 6 feet of social distancing and wearing face coverings are still required for everyone participating in CAP indoor activities as well as outdoors when 6ft spacing cannot be maintained. Social distancing defined:  
<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/social-distancing.html>
  - b. High-risk: <https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html>
  - c. See below for the CDC’s mask guidance. It must cover both the nose and mouth. It should be made of multiple layers of tightly-woven breathable fabric and preferably include a nose wire. **The CDC warns against the use of masks with valves or vents. DoD facilities do not allow the use of gaiters (mask must snugly fit under chin and over nose) or masks with valves/vents.** <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/types-of-masks.html> <https://media.defense.gov/2021/Feb/04/2002576265/-1/-1/1/DOD-ANNOUNCES-USE-OF-MASKS-AND-OTHER-PUBLIC-HEALTH-MEASURES.PDF>
  - d. Current executive order requires face coverings to be worn indoors as well as outdoors where social distancing cannot be maintained: <https://www.governor.virginia.gov/media/governorvirginiagov/executive-actions/EO-72-THIRD-AMENDED-and-Order-of-Public-Health-Emergency-Nine-Easing-of-Commonsense-Surge-Restrictions-Due-to-Novel-Coronavirus-%28COVID-19%29.pdf>
9. Disinfect frequently touched surfaces routinely.
  - a. Only use approved disinfectants: <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19>
  - b. Additional guidance: <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>
10. Disinfect facility when the meeting/activity is complete

The following individuals are considered "at increased risk" and should consider limiting interactions with other people **[CDC updated 29 April 2021]:**

- From the CDC: [www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-with-medical-conditions.html](https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-with-medical-conditions.html)

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- People of any age with the following conditions are at an increased risk:
  - Cancer
  - Chronic kidney disease
  - COPD (chronic obstructive pulmonary disease)
  - Immunocompromised state (weakened immune system) from solid organ transplant
  - Obesity (body mass index [BMI] of 30 or higher)
  - Heart conditions, such as heart failure, coronary artery disease, or cardiomyopathies
  - Sickle cell disease
  - Smoking
  - Pregnancy
  - Down Syndrome
  - Type 2 diabetes mellitus
- People with the following conditions might be at an increased risk:
  - Asthma (moderate-to-severe)
  - Cerebrovascular disease (affects blood vessels and blood supply to the brain)
  - Cystic fibrosis
  - Hypertension or high blood pressure
  - Immunocompromised state (weakened immune system) from blood or bone marrow transplant, immune deficiencies, HIV, use of corticosteroids, or use of other immune weakening medicines
  - Neurologic conditions, such as dementia
  - Liver disease
  - Pregnancy
  - Pulmonary fibrosis (having damaged or scarred lung tissues)
  - Smoking
  - Overweight (BMI >25 but <30)
  - Thalassemia (a type of blood disorder)
  - Type 1 diabetes mellitus

### Additional Resources:

- OSHA COVID-19 Website: <https://www.osha.gov/SLTC/covid-19/controlprevention.html#health>
- VDH Self Screening Guidelines: <https://www.vdh.virginia.gov/coronavirus/vdh-interim-guidance-for-daily-covid-19-screening-of-employees-and-visitors/>

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**VIRGINIA WING CIVIL AIR PATROL  
RECOMMENDED SUPPLIES LIST**

- Face coverings
  - o Required indoors as well as outdoors when social distancing cannot be maintained Recommend members bring their own, but unit should have some on hand just in case
- 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.
  - o Recommendation for use: <https://www.cdc.gov/handwashing/hand-sanitizer-use.html>
  - o Safely Using Hand Sanitizer: <https://www.fda.gov/consumers/consumer-updates/safely-using-hand-sanitizer>
- 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 III



HEADQUARTERS VIRGINIA WING  
CIVIL AIR PATROL  
UNITED STATES AIR FORCE AUXILIARY  
7401 Airfield Drive  
Richmond VA 23237-2250



LETTER OF INFORMATION FOR: Commanders and Deputy Commanders for Cadets

FROM: VAWG/DCP

SUBJECT: Cadet Activities During Phase Three

Commanders and Deputy Commanders for Cadets,

Phase III permits all CAP activities to reopen! However, VAWG will always follow the most restrictive requirements to ensure safety for all involved. Currently the state of Virginia's Phase III plan has certain restrictions and requirements that we must follow (limits on groups, face coverings and social distancing still required, etc. to include fully vaccinated members.)

In Phase III, units may hold in person meetings with all members. While CAP has no Phase III limits on attendance, the State of Virginia's limit as of 15 May is 250 participants outdoors and 100 indoors. As of 1 May, overnight activities and summer camps are allowed in Virginia as long as the strict guidance outlined by the Virginia Department of Health and the Governor's Executive Order Seventy-Two are followed. Close-distance activities such as formations, drill, etc. may continue. Outdoors, masks must be worn when proper social distancing cannot be achieved. Double-arm intervals should be used for indoor drill until directed otherwise by the Wing. Hand washing should continue to be emphasized, proper face coverings continue to be worn, social distancing still put in practice, and common surfaces disinfected.

If you are proposing any overnight activities, please contact me and the Remobilization Team to ensure all activities are within approved guidelines for both Civil Air Patrol and the State of Virginia.

//SIGNED//  
SARAH A. NUTBROWN  
Capt, CAP  
Director of Cadet Programs

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COVID-19 Remobilization of the Membership Plan – Phase III



HEADQUARTERS *UNIT*  
CIVIL AIR PATROL  
UNITED STATES AIR FORCE AUXILIARY  
*Address*  
*City, State Zip Code*

FROM: VA-XXX/CC

SUBJECT: Remobilization of *Unit* – Phase Three

Cadets and Families of *Unit*,

Thank you for your continued patience and understanding as we continue to remobilize our unit with respect to in-person meetings and activities. We are following requirements from the wing and national levels which is a thorough process evaluating guidance from both federal and state governments through multiple phases. CAP's phase three is a return to new-normal post-COVID-19 operations, and we will still be taking steps to keep everyone safe at all activities.

I would like to stress the following:

- As a unit, we will continue to provide virtual options whenever possible for those cadets whose families do not feel comfortable participating in person, no questions asked.
- We will follow local and CDC requirements including emphasizing hygiene, social distancing, requiring face coverings, common surface cleaning, and individual health monitoring.
- We will always follow the most restrictive requirements, whether from our governor, the CDC or CAP, to ensure safety for all involved. Currently the state of Virginia's Phase III plan has certain restrictions and requirements that we must follow.

I am available for any questions or concerns you may have.

FIRST M. LAST, Rank, CAP  
Commander

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**COVID-19 Remobilization of the Membership Plan – Phase III**

**Phase III CAPF 160S - REAL TIME RISK ASSESSMENT WORKSHEET**

(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.)

**1. ACTIVITY** x Composite Squadron Weekly Meeting **2. DATE** Reoccurring – See page 3

**3. PREPARED BY**

**a. Name (Last, First)** Last Name, First Name **b. Rank** Rank **c. Duty/Position** Duty Position

**d. Unit** VA-xxx **e. Email** first.last@vawg.cap.gov **f. Phone** xxx-xxx-xxxx

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	<p><b>How:</b> See page 3.</p> <hr/> <p><b>Who:</b> <u>Last Name, First Name</u></p>	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.	<p><b>How:</b> See page 3.</p> <hr/> <p><b>Who:</b> All members.</p>	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 will wear face coverings at all times even when social distancing whether they have been fully vaccinated or not.	<p><b>How:</b> See page 3.</p> <hr/> <p><b>Who:</b> All members.</p>	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 check their temperatures at home before attending the activity and ask themselves the questions on the questionnaire in the Phase III plan.	<p><b>How:</b> See page 3.</p> <hr/> <p><b>Who:</b> All members.</p>	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 practice social distancing.	<p><b>How:</b> See page 3.</p> <hr/> <p><b>Who:</b> All members.</p>	L
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		-		<p><b>How:</b></p> <hr/> <p><b>Who:</b></p>	-
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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      **X**      Low

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11. OVERALL SUPERVISION PLAN AND RECOMMENDED COURSE OF ACTION: APPROVE **LI** DISAPPROV **E**

**LI**

**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)	b. Rank	c. Duty Title or Position	d. Signature of Approval Authority
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Risk Assessment Matrix	Probability (expected frequency)				
	Frequent: Continuous, regular, or Inevitable occurrences	Likely: Several or numerous occurrences	Occasional: Sporadic or Intermittent occurrences	Seldom: Infrequent occurrences	Unlikely: Possible occurrences but Improbable
Severity (expected consequence)	A	B	C	D	E
<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>
<b>Critical:</b> 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>
<b>Moderate:</b> 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>
<b>Negligible:</b> 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>Blocks 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 4: Sub-Activity.</b> Every large event is made up of smaller tasks. List each.	<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.

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

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:		

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

### Additional Phase III Activity Details

#### COVID-19 Risk 1 Implementation:

This constitutes as the cleaning/sanitization plan for this activity. 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:

This constitutes as the hand washing plan for this activity. 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:

This constitutes as the face covering plan for this activity. All members have been provided guidance that they must bring their own face covering. The unit has procured **xxxxx** for members who either forget or cannot provide **OR** members will not be permitted at the meeting/activity if they do not wear a face covering.

#### COVID-19 Risk 4 Implementation:

This constitutes as the temperature check plan for this activity. All members have been provided with an Up-to-date COVID-19 screening questionnaire found in the wing's Phase III plan as well as on the Remobilization Page of the Wing's Website and have been instructed to self-check temperature and all questions before departing for the meeting/activity. If their answer matches conditions for denial of participation, they will report their inability to attend to the activity leader (or chain of command). Upon arrival, members will be asked if they have reviewed this checklist, if they have any changes, and will be required to do so if they have not done so.

#### COVID-19 Risk 5 Implementation:

This constitutes as the social distancing plan for this activity. **xxx** facility can support social distancing. The classroom will be modified to allow appropriate social distancing. (Repeat for each room to be used.) All formations will be done outside at double-arm intervals to ensure COVID-safe spacing.

**DATE:** This plan will be implemented for each unit meeting moving forward. Any modifications or recommendations for improvement will be sent to the Remobilization team directly.

**VAWG Unfunded Mission Number:** **xxxxx**

**Personnel Limit:** In Phase III there is no set personnel limit. The limit is instead dictated by the size of your facility and the ability to still safely implement social distancing. We must also follow our state's stricter limits on meetings. As of 15 May, those restrictions are as follows: Maximum 250 for outdoor social gatherings and 100 for indoor.

**Local Health Guidance Checks:** Our local health department is **xxx** and we will monitor **xxxx** website for any changes as well as the latest forecast from the National Weather Service. We will announce any changes through Microsoft Teams and email.

**High Risk Individuals:** Increased-risk individuals (as defined by the CDC) are encouraged to participate virtually. We will accommodate this activity/meeting virtually through the following **xxxxx** [**OR** indicate this activity cannot be accommodated and offer alternate options for participation/support]

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

## VIRGINIA WING CIVIL AIR PATROL COVID-19 SCREENING QUESTIONNAIRE (UPDATED 4/21)

### 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? (If you are fully vaccinated or have tested positive in the past 3 months and recovered, you do not need to quarantine and may proceed to Question 3.)**  
*Close contact is defined by the CDC as contact within 6 feet for 15 minutes or more within 2 days of the onset of the infected person’s symptoms. 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/diarrheaIf 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 your in-person activity. **Please continue to wash your hands, wear a mask and follow social distancing guidelines even if you are fully vaccinated\*\*.**

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

#### “YES”- Question 1:

Per the CDC, you can be around others after

- 10 days since symptoms first appeared **and**
- 24 hours with no fever without the use of fever-reducing medications **and**
- Other symptoms of COVID-19 are improving\*

*\*Loss of taste and smell may persist for weeks or months after recovery and need not delay the end of isolation*

#### “YES”- Question 2

Wait 14 days after your last exposure before resuming in-person activities.

#### “YES” - Question 3:

You may be at risk of COVID infection 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\*\*, wait 7 days after the date of your return before attending in-person activities.

**\*\*Fully Vaccinated** means that 2 full weeks have passed since your final dose (J&J requires only one dose). While fully vaccinated people do not need to quarantine following travel, the CDC still recommends that they wear masks and practice social distancing unless with other fully vaccinated people. Fully vaccinated people do not

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

have to quarantine if they come into contact with someone with COVID.

COVID-19 Remobilization of the Membership Plan – Phase III

**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 and projected to be in Phase 3 on 17 May 21.
  - 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 14 days prior to activity start and will only attend if symptom free.

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature

\_\_\_\_\_

Parent/Guardian Signature (for minors)

\_\_\_\_\_

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