

Approved: 24 June 2020



Post-COVID-19 Remobilization of the Membership Plan

Phase I: Resuming Regularly Scheduled Meetings

VAWG

Completed 14 Jun 2020

Template Updated 8 June 2020

COVID-19 Remobilization of the Membership Plan – Phase I

This plan has been developed for Virginia Wing, using the template provided by the Civil Air Patrol National Headquarters to enter Phase I, Resuming Regularly Scheduled Meetings.

Additional staffing and resources have been coordinated with Maryland and National Capital Wings to cover gaps in this wing's available resources.

NOTE: *Deviations from the template are authorized, but should be coordinated by contacting the COVID-19 Planning Team at COVID-19Plans@capnhq.gov.*

Plan Coordinator and Point of Contact: Maj Jacob Bixler, CAP

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

The wing remobilization team, consisting of HSO, SE, JA, CP, DO, and group commanders was established on May 14th. Wing command staff, HSO, DO attended the initial NHQ coordination call on the night of the 14th. At the time, the Commonwealth was just beginning phase one, and there were higher risk areas (Northern Virginia, Accomack, and Richmond) that were continuing to maintain phase zero and the state's overall status was red as reported by CovidActNow. The coordinator attended most of the governor's daily briefings in the last month to keep up to-date of the progression of the state's reopening. Two joint meetings were held with MD & NATCAP to see how their planning was progressing and it was determined we shared some of the same challenges as well as a similar plan for remobilizing. Currently at the time of submission of this plan, all areas in Virginia are under the same state-level phase 2 and progressing to reopening. We are taking a conservative and safe approach by lagging behind the state's reopening phases and using the COVID-Act now site as a reference along with the Virginia Department of Health's website to ensure numbers trend in favor of virus mitigation. Further numbers discussion can be found in the plan below, **VAWG proposes starting phase one within one week of this plan's approval or no later than July 1, 2020, whichever occurs first.**

COVID-19 Remobilization of the Membership Plan – Phase I

Phase I: Resuming Regularly Scheduled Meetings

Item#	Task	OPR/Assigned Personnel	Date Tasked	Suspense	Date Completed	Notes
1.1.	Verify state government guidance currently allows or will allow gatherings on the date proposed for resuming meetings (Review of overall directives in impacted state)	Maj Bixler	5/25/2020	6/14/2020	6/14/2020	See page 7
1.2.	Hold meeting with between Plan Coordinator and Health Services Officer	Maj Bixler Maj Shaw Capt Kirkpatrick	5/25/2020	6/14/2020	6/14/2020	Collaborated in MS Teams
1.2.1.	Wing priorities for training events should be coordinated	Maj Bixler	5/25/2020	6/11/2020	6/13/2020	See page 7-9
1.2.1.1.	Check state and local health guidance regarding gatherings (Review of each jurisdiction impacted by this plan)	Maj Bixler	5/25/2020	6/14/2020	6/14/2020	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	5/25/2020	6/11/2020	6/8/2020	See page 10-12
1.2.2	Consult with Wing Legal Officer about resuming meetings	Lt Col Korona Lt Col Holinger	6/10/2020	6/14/2020	6/11/2020	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	5/25/2020	6/14/2020	6/14/2020	See page 10-12
1.2.3.2	Prepare to communicate with subordinate units on Safety-related matters (see 1.7. below)	Maj Meyer	5/25/2020	6/14/2020	6/14/2020	See page 10-12
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	5/25/2020	6/11/2020	6/8/2020	See page 15-16
1.2.4.2	Prepare bullets for units to incorporate when sending messages to parents about the resumption of meetings	Capt Nutbrown Maj Bixler	5/25/2020	6/11/2020	6/8/2020	See page 17

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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	5/25/2020	6/14/2020	6/14/2020	See page 7
1.4.	Send copy of planning documents to the CAP COVID-19 Planning Team at COVID-19Plans@capnhq.gov , and copy the Region CC to reinstate meetings.	Maj Bixler	6/15/2020	6/15/2020	6/15/2020	
1.4.1.	Briefly describe/ summarize previous coordination accomplished	Maj Bixler	5/15/20	6/15/2020	6/15/2020	See page 2
1.4.2.	Verify no jurisdictional restrictions are in place from State or Local Governments	Maj Bixler	5/15/20	6/15/2020	6/15/2020	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 7
1.7.	Task Wing Director of Safety to communicate the following to subordinate units					
1.7.1.	Units will review CAPFs 160, 160S, and 160HL to be sure COVID-19 risks are considered and mitigated	Maj Meyer	5/25/20	6/11/2020	6/8/2020	See page 10-12
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	6/11/2020	6/8/2020	See page 10-12
1.8.	Task Wing Health Service Officer to communicate the following to subordinate units:					

COVID-19 Remobilization of the Membership Plan – Phase I

Phase I: Resuming Regularly Scheduled Meetings (Continued)

Item#	Task	OPR/Assigned Personnel	Date Tasked	Suspense	Date Completed	Notes
1.8.1.	Units will ensure no members or guests with a temperature of 100.4 or greater are admitted (a temperature at or above 100.4°F is the CDC recognized point where there is a fever). Units will require members to take their temperature at home or may screen with no-touch thermometers prior to entry.	Maj Shaw Capt Kirkpatrick	5/25/20	6/11/2020	6/8/2020	See page 10-12
1.8.2.	Educate members on their stratified level of risk (i.e., Low-risk vs. High-risk)	Maj Shaw Capt Kirkpatrick	5/25/20	6/11/2020	6/8/2020	See page 10-12
1.8.3.	Units perform all appropriate public health measures (e.g., social distancing, surface cleaning/disinfection, face coverings, hand sanitizer, at-home temperature check or no-touch temperature check prior to entry and routine symptom checks)	Maj Shaw Capt Kirkpatrick	5/25/20	6/11/2020	6/8/2020	See page 10-12
1.8.4	Units will ensure no more than 10 members are together at gatherings. Squadrons with more than 10 members must submit a plan on how they will comply with restrictions	Maj Shaw Capt Kirkpatrick	5/25/20	6/11/2020	6/8/2020	See page 10-12
1.9.	Task Wing Director of Cadet Programs to communicate the following to subordinate units:					
1.9.1.	Units identify ways to meaningfully engage and fully participate in meetings without formations, drill, or other close-distance activities	Capt Nutbrown Maj Bixler	5/25/20	6/11/2020	6/7/2020	See page 15-16
1.9.2.	Units draft a local message to parents to inform them about what CAP is doing to keep Cadets safe while they participate	Capt Nutbrown Maj Bixler	5/25/20	6/11/2020	6/7/2020	See page 17

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1.10.	Task Wing Director of Operations to communication the following to subordinate units.					
1.10.1	Identify flight operations permitted during Phase I	Lt Col Wormington	6/9/2020	6/11/2020	6/10/2020	See page 8
1.10.2.	Identify requirements (Currency, etc) for senior members	Lt Col Wormington	6/9/2020	6/11/2020	6/10/2020	See page 8
1.10.3.	Identify requirements for cadets that have earned their Private Pilot's License to return to flying	Lt Col Wormington	6/9/2020	6/11/2020	6/10/2020	See page 8
1.10.4.	Identify requirements for cadets training to earn their Private Pilot's License	Lt Col Wormington	6/9/2020	6/11/2020	6/10/2020	See page 8
1.10.1.	Identify cleaning standards for aircraft and vehicles before and after use	Lt Col Wormington	6/9/2020	6/11/2020	6/10/2020	See page 8

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VAWG Phase 1 Remobilization Plan Details

Review of the Data for Virginia

- Covid ActNow shows a continuing decline in the infection rate
 - o Dropped below 1.0 on May 29th – 17+ days of decline
- Covid ActNow shows a continuing decline in positive test rate
 - o Decline with no peaks since Jun 2nd – 13+ days of decline
 - o Dropped below 10% on June 4th
- Covid ActNow shows a continuing low use of ICU headroom – it has never been above 50%
- Covid ActNow contact tracing is in beta and not being considered.

Since Covid ActNow lags behind by a few days in reporting the data, the Virginia Department of Health website is also referenced for the latest data. (<https://www.vdh.virginia.gov/coronavirus/>)

- VDH reports the number of people tested is continuing to climb as testing is made more widely available.
- VDH reports the same continuing decline in positive test rate as Covid ActNow does.

The Governor of Virginia held a press conference on Jun 9th. He briefed that the state is trending down with positive test rates, testing availability has been increased throughout the state, they plan to have 15 contact tracers for every 100,000 persons starting in July, and hospitals report enough PPE. Additionally, Northern Virginia and Richmond joined the rest of the state in phase two on Friday, 12 June.

As a result, Virginia Wing proposes starting phase one within one week of this plan's approval or no later than July 1, 2020, whichever occurs first. This date also matches what is proposed in Maryland and the National Capital Wings who have similar risk with the common travel & transactions.

If the downward trending continues, then **phase two could begin two weeks later if the trends continue and the phase two plan is approved.**

Current State Guidance (1.1)

Currently the state is in phase two. Guidance is found here: <https://www.governor.virginia.gov> and the latest executive actions can be found here: <https://www.governor.virginia.gov/executive-actions/>

Wing Training Events for Phase 1 (1.2.1)

During phase one, groups cannot exceed 10 individuals. Therefore, the following training activities are permitted during phase one:

Operations (1.10)

The following flight operations are permitted during Phase 1:

- 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

Air sorties should be comprised of minimal crew required to accomplish the indicated training/proficiency objectives. All flight operations will prioritize pilot and aircrew proficiency and training to return VAWG to full mission capability.

Current currency requirements are as follows:

- Reference this memo for qualifications that have been extended:
https://www.gocivilairpatrol.com/media/cms/Ops_Qualification_Extension_Memo_E207853E80974.pdf

The following flight operations shall not be permitted until Phase II:

- CAP cadet, AFJROTC, AFROTC Orientation flights

The following cleaning standards for aircraft and vehicles before and after use shall be followed:

- COVID-19 Aircraft & Vehicle Care: <https://www.gocivilairpatrol.com/members/cap-national-hq/logistics-mission-resources/aircraft-management/hot-news/covid-19-aircraft-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>

Emergency Services Training

- Communications/ICUT and other related evaluations are permitted in phase one, adhering to the requirements to hold such an activity as detailed by this plan.

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Cadet Programs

- Regular unit meetings shall stay virtual
 - o Squadrons with more than 50 members shall prepare and submit plans through their group commander to the planning team on how they will comply with restrictions of gatherings no more than 50 people in preparation for phase two.
- Cadet achievement and/or drill testing – if the cadet cannot test with current waiver (no internet)
- Spaatz examinations continuing to be supported by the wing
- Staff planning activities

Wing Activities

- Conference – will be virtual
- Professional Development courses – will be virtual

COVID-19 Remobilization of the Membership Plan – Phase I



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

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 following the recommendations of the CDC on how to keep our members, families and our communities healthy.

Unit safety officers should review CAPFs 160, 160S, and 160HL 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.

Unit safety officers, health services officers, and leadership should emphasize continued use of face coverings, disposable gloves (during cleaning), and hand sanitizer, as well as social distancing, hand washing and surface cleaning/disinfection. See below for the steps and related guidance for activities/meetings that occur during phase one.

Units that will be having a meeting or activity of 10 or less individuals during phase one as permitted by the VAWG phase one plan shall incorporate the following steps and guidelines:

1. Complete a CAPF 160/160S for the proposed activity.
2. Confirm facility availability. Consider the following: Can the proposed facility support social distancing? Are you able to avoid crowding? Are you able to reconfigure the seating areas appropriately?
3. Unit Commander (or designee) obtain unfunded VAWG mission number (google sheet).
4. Acquire appropriate supplies for screening, distancing, and disinfection.
 - a. See recommended supplies list on next page.
5. Per checklist item 1.8.4., "Squadrons with more than 10 members must submit a plan on how they will comply with restrictions." Submit your activity planning documents through your group commander to the remobilization planning team.
6. Distribute guidance to members that will be coming to the meeting/activity:
 - a. COVID-19 Screening Questionnaire (next section)
 - i. Members need to take (at home) and report their temperature as part of the screening process.
 - b. Handwashing (<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>

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7. Develop, plan, and implement for cleaning & disinfecting 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>
8. Pre-screen all individuals utilizing the checklist in this plan (see next section for checklist).
 - a. Follow CAP/NHQ's guidelines for temperature screening, found here: https://www.gocivilairpatrol.com/media/cms/CAP_COVID_19_Temperature_Screening_29C5E049DA5%2030.pdf
9. 6 feet of social distancing and face coverings is mandatory for all individuals.
 - a. Social distancing defined: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/social-distancing.html>
 - b. See below for cloth face coverings guidance. It must cover both the nose and mouth. It is required all-times indoors and when unable to social distance outdoors: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-make-cloth-face-covering.html>
10. Disinfect frequently touched surfaces routinely.
 - a. Follow your plan from step 7.
 - b. Only use approved disinfectants: <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19>
 - c. Additional guidance: <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>
11. Disinfect facility when the meeting/activity is complete (follow your plan from step 7).

The following individuals are considered “high risk” and should consider continuing to participate virtually at this time:

- From the CDC: <https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html>
 - o People 65 years and older
 - o People who live in a nursing home or long-term care facility
 - o People of all ages with underlying medical conditions, particularly if not well controlled, including:
 - People with chronic lung disease or moderate to severe asthma
 - People who have serious heart conditions
 - People who are immunocompromised
 - Many conditions can cause a person to be immunocompromised, including cancer treatment, smoking, bone marrow or organ transplantation, immune deficiencies, poorly controlled HIV or AIDS, and prolonged use of corticosteroids and other immune weakening medications
 - People with severe obesity (body mass index [BMI] of 40 or higher)
 - People with diabetes
 - People with chronic kidney disease undergoing dialysis
 - People with liver disease

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/>

VIRGINIA WING CIVIL AIR PATROL

RECOMMENDED SUPPLIES LIST

- Face coverings
 - o Required indoors and outdoors when not socially distancing
 - o Recommend members bring their own, but prepare if members cannot provide
 - o <https://www.cdc.gov/coronavirus/2019-ncov/downloads/fs-Important-information-cloth-face-covering.pdf>
 - o <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-make-cloth-face-covering.html>
- Disposable gloves – for wear when cleaning/disinfecting
 - 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>

VIRGINIA WING CIVIL AIR PATROL
COVID-19 SCREENING QUESTIONNAIRE

1. DO YOU HAVE A FEVER (check with thermometer, in excess of 100.4 F)?
2. DO YOU HAVE A NEW OR WORSENING COUGH, OR SHORTNESS OF BREATH? DO YOU HAVE ANY OF THESE SYMPTOMS: MUSCLE ACHES, FATIGUE, CHILLS, LOSS OF TASTE OR SMELL, SORE THROAT, HEADACHE, VOMITIING, OR DIARRHEA?
3. HAVE YOU TRAVELLED OUTSIDE OF THE UNITED STATES IN THE LAST 14 DAYS?
4. HAVE YOU BEEN IN CONTACT WITH SOMEONE WHO IS A PATIENT UNDER INVESTIGATION (PUI), HAS CONFIRMED COVID-19, OR ARE YOU OR ANYONE IN YOUR HOUSEHOLD UNDER ACTIVE QUARANTINE STATUS?

IF YES:

- a. HAVE YOU HAD ANY SYMPTOMS IN THE LAST 21 DAYS?
 - b. HAVE YOU HAD A POSITIVE PCR (NASAL SWAB) OR ANTIBODY TEST IN THE LAST 7 DAYS?
5. HAVE YOU HAD A FEVER AND NEW COUGH OR SHORTNESS OF BREATH IN THE LAST 14 DAYS?

IF YES:

- a. HAVE AT LEAST 3 DAYS (72 HOURS) PASSED SINCE YOU LAST HAD A FEVER WITHOUT THE USE OF FEVER REDUCING MEDICATIONS (Acetaminophen, ibuprofen)?
- b. HAS YOUR NEW COUGH OR SHORTNESS OF BREATH BEEN RESOLVED?
- c. HAVE AT LEAST 7 DAYS PASSED SINCE SYMPTOMS FIRST STARTED?
- d. DO YOU HAVE SEASONAL ALLERGIES OR THIS KIND OF COUGH AT THE SAME TIME EVERY YEAR?

CONDITIONS FOR DENIAL OF PARTICIPATION

FOR QUESTIONS 1-3:

IF “YES” TO ANY OF THE QUESTIONS, THE INDIVIDUAL MAY BE AT RISK OF COVID-19 INFECTION AND MAY NOT PARTICIPATE.

FOR QUESTION 4:

IF “YES” TO QUESTION 4 AND YES TO QUESTION 4A, THE INDIVIDUAL MAY BE CONTAGIOUS AND MAY NOT PARTICIPATE.

IF “YES” TO QUESTION 4 AND YES TO QUESTION 4B, THE INDIVIDUAL MAY ONLY PARTICIPATE IF THEY HAVE BEEN QUARANTINED FOR TWO WEEKS, HAVE HAD NO SYMPTOMS FOR AT LEAST SEVEN DAYS AND HAVE HAD A NEGATIVE TEST OR POSITIVE ANTIBODY TEST.

FOR QUESTION 5:

IF “YES” TO QUESTION 5 AND ANY OTHER “NO” TO 5A, 5B, 5C, THE INDIVIDUAL MAY HAVE HAD COVID-19 AND MAY NOT PARTICIPATE. IF “YES” TO 5D WITH NO HISTORY OF FEVER, SHORTNESS OF BREATH, OR OTHER SYMPTOMS, THEY MAY PARTICIPATE.

COVID-19 Remobilization of the Membership Plan – Phase I



HEADQUARTERS VIRGINIA WING
CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY
7401 Airfield Drive
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LETTER OF INFORMATION FOR: Commanders and Deputy Commanders for Cadets

FROM: VAWG/DCP

SUBJECT: Cadet Activities During Phase One

Commanders and Deputy Commanders for Cadets,

As we prepare to enter phase one, please reference the phase one wing plan which will detail what cadet program activities are recommended during this phase.

During phase one, groups larger than 10 are not permitted. Units should continue to hold their meetings virtually through phase one. However, certain accommodations should be considered (see below) and the appropriate social distancing and health requirements provided in the phase one plan should be followed if these accommodations are taken:

- Cadet Achievement and/or Drill Testing
 - For cadets without internet or are not able to utilize your unit's alternate testing methods currently in place. The waiver is currently still in effect.
- Cadet Physical Fitness Testing
 - For cadets who are not able to utilize your unit's alternate testing methods currently in place. The waiver is currently still in effect.
- The wing is continuing to support Spaatz examinations at this time.

Virginia Wing units have been doing an outstanding job in staying active virtually during this time. Some upcoming items to consider:

- The Virginia Wing conference will be virtual and will have cadet-focused webinars and activities.
- The National conference will be virtual and will have cadet-focused webinars and activities on Saturday.
- Virginia Wing is planning the FY-21 year and is considering what can be partially or fully virtualized in terms of training, education, and further learning.

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Please continue to keep these resources in mind and do not hesitate to contact me or Capt Nutbrown if you need ideas or help!

- NHQ Cadets' COVID-19 Information:
 - <https://www.gocivilairpatrol.com/programs/cadets/cadet-coronavirus>
- VAWG Running List of Online Meeting Ideas:
 - <https://docs.google.com/document/d/1pomNC9DoGQE3mO-v1dn2rx4QMyDly0Ixipdkqg-GOes/edit>
- Connect with other cadet programs officers in the wing in the *Cadet Programs* channel in the *Virginia Wing* team in Microsoft Teams

Thanks for all that you do!

//SIGNED//
JACOB D. BIXLER
Major, CAP
Director of Cadet Programs

COVID-19 Remobilization of the Membership Plan – Phase I



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

LETTER OF INFORMATION FOR: Cadets and Families of *Unit*

FROM: VA-XXX/CC

SUBJECT: Remobilization of *Unit* – Phase One

Cadets and Families of *Unit*,

We are working towards remobilization of our unit with respect to resuming in-person meetings and activities. We are following guidance from the wing and national levels which is a thorough process evaluating guidance from both federal and state governments through multiple phases. I would like to stress the following:

- During every phase of reopening, it is your personal decision if your child participates in-person. As a unit, we will continue to provide virtual options for those cadets whose families do not feel comfortable participating in person.
- We will follow local and CDC guidance including social distancing, masks, and temperature screening. Members are asked to remain home if they or a family member have a temperature or experienced any symptoms.
- Each phase that we enter must have a detailed plan that is approved by National Headquarters. I will share every phased plan with you which will detail the specific steps we are taking to ensure the safety of all members.
- Phase One is the first phase and we are limited to 10 individuals maximum, so we will not be continuing regular meetings until phase two of which we will have further details on how meetings will work at that time.

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

FIRST M. LAST
Rank, CAP
Commander

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