

Approved: 22 Feb 2021



Post-COVID-19 Remobilization of the Membership Plan

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

VAWG

Completed 1 Jul 2020

Modified 8 July 2020

Modified 17 Feb 2021

Template Updated 17 February 2021

Plan Completed By: Bixler

Last Updated: 1 Jul 2020

Template Updated 8 June 2020

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COVID-19 Remobilization of the Membership Plan – Phase II

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

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

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

(2.9.1) VAWG reverted to Phase I on 1 Feb due to rising COVID numbers and the Virginia Governor's restrictions limiting gatherings to a maximum of 10 people until 28 February 2021.

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

Item#	Task	OPR/Assigned Personnel	Date Tasked	Suspense	Date Completed	Notes
2.1.	Wing Commanders should review their wing calendar for previously-postponed and upcoming day-only events	Wing Planning Team	5/23/2020	6/7/2020	6/13/2020/2/17/2021	See page 6
2.1.1.	Wing priorities for training events should be coordinated with unit commanders' needs	Group Commanders	5/23/2020	6/7/2020	6/13/2020 2/17/2021	See page 6
2.1.2.	Task staff officers to provide input on list of events and priorities:					
2.1.2.1.	Director of Aerospace Education	Lt Col Willard	6/19/2020	6/26/2020	6/21/2020 2/17/2021	See page 6
2.1.2.2.	Director of Cadet Programs	Maj Bixler Capt Nutbrown	6/19/2020	6/26/2020	6/26/2020 2/17/2021	See page 6
2.1.2.3.	Director of Operations/Emergency Services	Lt Col Wormington Lt Col Shields	6/19/2020	6/26/2020	6/22/2020 2/17/2021	See page 6
2.1.2.4.	Director of Professional Development	Lt Col Brodsky	6/19/2020	6/26/2020	6/22/2020 2/17/2021	See page 7
2.1.2.5.	Plans and Programs Officer	Capt Ettingoff Capt Nutbrown (conference)	6/19/2020	6/26/2020	2/17/2021	See page 7
2.2.	Coordinate with subordinate unit leaders to deconflict calendar events to the greatest extent possible	Group Commanders	5/23/2020	6/7/2020	6/13/2020	See page 6
2.3.	Publish updated event listings to the Wing calendar and promote these dates to the units for their planning and participation	Wing Planning Team	6/13/2020	6/13/2020	6/13/2020	See page 6
2.4.	Task the Director of Safety to coordinate with Activity Directors	Maj Meyer	6/19/2020	6/26/2020	6/25/2020	See page 8-13
NOTE:	<i>The term "Activity Directors" may include Incident Commanders that are directing exercises. Incident Commanders should use existing operational guidance for real-world missions and taskings. Use good judgement.</i>					

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2.4.1.	Activity Directors will use Post-COVID-19 produced Risk Management (RM) forms to mitigate local risks	Maj Meyer	6/19/2020	6/26/2020	6/25/2020	See page 8-13
2.4.2.	Activity Directors identify sources for face coverings, gloves, & sanitizer to use in case of a return to increased risk	Maj Meyer	6/19/2020	6/26/2020	6/25/2020	See page 8-13

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

Item#	Task	OPR/Assigned Personnel	Date Tasked	Suspense	Date Completed	Notes
2.5.	Task the Health Service Officer to coordinate with Activity Directors	Maj Shaw Capt Kirkpatrick	6/19/2020	6/26/2020	6/25/2020	See page 8-13
2.5.1.	Health Service Officers consider screening with no-touch thermometers at events (if such equipment is available and practical)	Maj Shaw Capt Kirkpatrick	6/19/2020	6/26/2020	6/25/2020	See page 8-13
2.5.2.	Health Service Officers remind members that identify as High-risk to remain home, but participate virtually	Maj Shaw Capt Kirkpatrick	6/19/2020	6/26/2020	6/25/2020	See page 8-13
2.5.3.	Health Service Officers ensure that there is a cleaning/sanitizing plan for commonly touched surfaces, a hand washing plan, a face covering plan, a temperature check plan (either performed prior to entering the activity with a no-touch thermometer or performed at home prior to coming to the activity), and a social distancing plan.	Maj Shaw Capt Kirkpatrick	6/19/2020	6/26/2020	6/25/2020	See page 8-13
2.5.4.	Units will ensure no more than 50 members are together at gatherings. Squadrons with more than 50 members must submit a plan on how they will comply with restrictions	Unit CCs	6/19/2020	6/26/2020	6/25/2020	See page 8-13

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2.6.	Ensure Activity Directors have plans in place to communicate last-minute cancellations of events to participants	Activity Directors Unit CCs	6/19/2020	6/26/2020	6/25/2020	See page 8-13
2.7.	Ensure Activity Directors have plans in place to conduct verification of local public health guidance, local weather, and any other information that may lead to event cancellation (Continuation Check)	Activity Directors Unit CCs	6/19/2020	6/26/2020	6/25/2020	See page 8-13
2.7.1.	45 Days Prior Continuation Check	Activity Directors Unit CCs	6/19/2020	6/26/2020	6/25/2020	See page 8-13
2.7.2.	14 Days Prior Continuation Check	Activity Directors Unit CCs	6/19/2020	6/26/2020	6/25/2020	See page 8-13
2.7.3.	7 Days Prior Continuation Check	Activity Directors Unit CCs	6/19/2020	6/26/2020	6/25/2020	See page 8-13
2.7.4.	1 Day Prior Continuation Check	Activity Directors Unit CCs	6/19/2020	6/26/2020	6/25/2020	See page 8-13
2.7.5.	Day-Of Continuation Check	Activity Directors Unit CCs	6/19/2020	6/26/2020	6/25/2020	See page 8-13

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

Item#	Task	OPR/Assigned Personnel	Date Tasked	Suspense	Date Completed	Notes
2.8.	Ensure Unit Commanders are aware of and following the same procedures for unit-only single-day activities (i.e., they are the Activity Director for the purposes of this checklist, for unit events)	Maj Meyer Maj Shaw Capt Kirkpatrick	6/19/2020	6/26/2020	6/25/2020	See page 8

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2.9.	Email this plan to signal intentions to resume single-day events to the CAP COVID-19 Planning Team at COVID-19Plans@capnhq.gov , and copy the Region Commander	Maj Bixler	6/19/2020	6/29/2020	6/29/2020	
2.9.1.	Briefly describe/summarize previous coordination accomplished (i.e., 2.1 through 2.8 above)	Maj Bixler	6/19/2020	6/26/2020	6/26/2020	See page 1
2.9.2.	Verify no jurisdictional restrictions are in place from State or Local Governments	Maj Bixler	6/19/2020	6/26/2020	6/28/2020	See page 5
2.9.3.	Set date to resume one-day special activities	Maj Bixler	6/19/2020	6/26/2020	6/19/2020	Proposing 8 Jul See page 5
2.9.4.	Receive approval from the CAP COVID-19 Planning Team to resume one-day special activities. Plan for one-week lead time.	Maj Bixler	6/19/2020	6/26/2020	Awaiting Approval	Proposing 8 Jul See page 5
2.10.	Publish the date that one-day special activities will resume to subordinate units	Maj Bixler	6/19/2020	6/26/2020	6/19/2020	Proposing 8 Jul See page 5
2.11.	Task Wing Director of Operations to communicate the following to subordinate units					
2.11.1.	Identify flight operations permitted during Remobilization Phase II	Lt Col Wormington	6/19/2020	6/26/2020	6/22/2020	See page 7
2.11.2	Identify requirements (Currency, etc) for Senior members	Lt Col Wormington	6/19/2020	6/26/2020	6/22/2020	See page 7
2.11.3	Identify cadet training requirements that may be different than Phase I requirements	Lt Col Wormington	6/19/2020	6/26/2020	6/22/2020	See page 7
2.11.4	Identify cleaning standards for aircraft and vehicles before and after use	Lt Col Wormington	6/19/2020	6/26/2020	6/22/2020	See page 7

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VAWG Phase II Remobilization Plan Details

Review of the Data for Virginia

- Covid Act Now shows a downward trend for daily new case counts (32.0 per 100K and dropping on 17 February)
- Covid Act Now shows a continuing decline in the infection rate
 - Has remained below 1.0 since 17 January
- Covid Act Now shows a continuing decline in positive test rate

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- Has remained below 10% since 12 February
- Covid Act Now shows only 70% of ICU beds are being used. This percentage is decreasing.
- Covid Act Now is also now trending vaccination rates. As of 17 February, 12% of Virginians have had their first vaccination.
- Since Covid Act Now 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/>)

(2.9.3) As a result, Virginia Wing proposes resuming Phase II on 21 Feb 21 while adhering to the strictest guidance on size of gatherings---be it CAP's or the Governor's.

If the downward trending continues, **phase III could potentially begin four weeks later.**

Current State Guidance (2.9.2)

Currently the state is in a modified phase two with a restriction limiting groups to 10 people. The 10-person executive order is set to end 28 February 2021. The Governor has also announced he is encouraging students to return to school in-person on 15 March 2021. 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 II (2.1 & 2.1.1 & 2.2)

The annual wing-wide planning meeting was held on 13 June and the Virginia Wing calendar for fiscal year 2021 was established. All members are encouraged to add the shared calendar "Wing Calendar" to their outlook or calendar application to view upcoming activities. Major activities between the directorates (CP, AE, ES/Ops) and input from group commanders on large group & unit activities were deconflicted to the greatest extent possible. Some activities (summer Encampment) are currently planned as in-person as we currently predict to be at phase III or further by the date of the activity. Activity leaders have been asked to help virtualize components and consider hybrid options. Updates will be provided as necessary closer to the activities.

Events and Priorities Input - Director of Aerospace Education (2.1.2.1)

No wing AE activities are currently scheduled. Squadrons may conduct AE activities as needed in compliance with wing command guidance and state restrictions.

Events and Priorities Input - Director of Cadet Programs (2.1.2.2)

Spring Encampment has been cancelled. The wing cadet competition has been postponed. The next major wing-wide activity on the horizon is Encampment in August.

Events and Priorities Input - Directors of Operations (DO) & Emergency Services (DOS) (2.1.2.3)

The March Wing SAREX has been cancelled. Current focus is on in-person/small group “line level” training at the squadron/group level while continuing to follow CAP and state COVID-19 guidelines. Interest in virtual ICS 300 & 400 courses is being garnered.

Events and Priorities Input - Director of Professional Development (2.1.2.4)

While virtual training is ongoing, there are no in-person professional development events currently planned for Spring 2021 while VAWG is in Phase II of COVID-19 Remobilization.

Events and Priorities Input - Plans and Programs Officer (2.1.2.4)

The 2021 Wing Conference and Change of Command is scheduled for 9-11 April. It is being planned as a hybrid event with in-person participation dependent on the current phase.

Operations (2.11)

The following flight operations are authorized for VAWG during Phase II (2.11.1):

- 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

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- 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
- Reference:
https://www.gocivilairpatrol.com/media/cms/Cadet_Orientation_Flight_Memo_29SEP_15989727C6C0B.pdf
- 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 (2.11.2):

- Reference this memo for qualifications that have been extended:
https://www.gocivilairpatrol.com/media/cms/Ops_Qualification_Extension_Memo_E20_7853E80974.pdf

The following cleaning standards for aircraft and vehicles before and after use shall continue to be followed (2.11.4):

- 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>

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HEADQUARTERS VIRGINIA WING
CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY



FOR: All Virginia Wing Units and Members

From: VAWG/HSO & VAWG/SE

Subject: Phase II Guidance Update

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 CAPF 160s Phase II template 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

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 two.

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A unit meeting or activity of 50 or less individuals during phase II as permitted by the VAWG phase II plan shall incorporate the following steps and guidelines (as previously required by phase I, with additions). Unit commanders would also be considered as activity directors for their one-day meeting or activity (2.8):

1. Complete a CAPF 160/160S for the proposed activity. (Collaborate with other units in your group for best format or contact remobilization team if further assistance is required).
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? How will you control the 50 (or less)-person limit (participant count includes any attending non-members such as parents and guests)
3. Unit Commander (or designee) obtain unfunded VAWG mission number (Excel sheet).
4. Acquire appropriate supplies for screening, distancing, and disinfection.
 - a. See recommended supplies list on next page.
5. 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.
 - ii. In phase 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. 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>
 - d. [changed from phase 1 checklist] Cancellation Guidance
 - i. (2.6) Distribute how members may learn of last-minute cancellations (email and Microsoft Teams recommended)
6. 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>
7. [changed from phase I checklist] (2.7) In your plan, indicate how you will conduct verification of local public health guidance, local weather, and any other information that may lead to event cancellation. Verify guidance 45 days, 14 days, 7 days, 1 day prior, and the day-of.
8. [changed from phase I checklist] Ask all individuals if they have had any changes per the COVID-19 Screening Questionnaire and take appropriate action.
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>

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- 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 6).
- 12. [changed from step 5 in phase I checklist] Per checklist item 2.5.4., “Squadrons with more than 50 members must submit a plan on how they will comply with in-person participant restrictions.” Submit your activity planning documents through your group commander to the remobilization planning team.
 - a. The following are required elements to submit:
 - i. Activity directors will use COVID-19 Risk Management (RM) forms to mitigate local risks (2.4.1)
 - ii. The plan should indicate sources for face coverings, gloves, and sanitizer to use in case of increased risk (2.4.2)
 - iii. HSO will coordinate with Activity Directors to ensure the following (2.5.3):
 - 1. Cleaning/sanitizing plan for commonly touched surfaces
 - 2. Hand washing plan
 - 3. Face covering plan
 - 4. Temperature check plan (individuals should do this at home but many units now also have no-touch thermometers)
 - 5. Social distancing plan

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

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- 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 at all times even while socially distancing
 - o Recommend members bring their own, but provide if members cannot
 - 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>

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VIRGINIA WING CIVIL AIR PATROL

COVID-19 SCREENING QUESTIONNAIRE (UPDATED FEB 21)

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, VOMITING, OR DIARRHEA?
3. HAVE YOU TRAVELLED OUTSIDE OF VIRGINIA IN THE LAST 14 DAYS?
4. HAVE YOU BEEN IN CONTACT WITH SOMEONE WHO IS A PATIENT UNDER INVESTIGATION (PUI), HAS TESTED POSITIVE FOR COVID-19, OR ARE YOU OR ANYONE IN YOUR HOUSEHOLD UNDER ACTIVE QUARANTINE STATUS?

IF YES:

- a. HAVE YOU HAD ANY SYMPTOMS IN THE PAST 14 DAYS?
 - b. HAVE YOU HAD A POSITIVE PCR (NASAL SWAB) OR ANTIBODY TEST IN THE LAST 14 DAYS?
 - c. IF YOU ARE A HEALTHCARE WORKER, HAVE YOU BEEN EXPOSED TO ANYONE DIAGNOSED WITH COVID-19 WITHOUT WEARING THE PROPER PPE?
5. HAVE YOU HAD A FEVER, NEW COUGH OR UNEXPLAINED 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 14 DAYS PASSED SINCE SYMPTOMS FIRST APPEARED?
- 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. THOSE WHO HAVE TRAVELLED OUT-OF-STATE SHOULD NOT ATTEND ANY IN-PERSON ACTIVITY FOR 14 DAYS AFTER THEIR RETURN.

FOR QUESTION 4:

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

IF “YES” TO QUESTION 4B, THE INDIVIDUAL MAY ONLY PARTICIPATE IF THEY HAVE QUARANTINED FOR 14 DAYS AND HAVE HAD NO SYMPTOMS (ASIDE FROM LOSS OF TASTE/SMELL) FOR AT LEAST SEVEN DAYS.

FOR QUESTION 5:

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

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