

Approved: 10 June 2020



Post-COVID-19 Remobilization of the Membership Plan

Phase I: Resuming Regularly Scheduled Meetings

COVID-19 Remobilization of the Membership Plan – Phase I

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

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Narrative Summary of Coordination and Events To-Date in Vermont Wing: Vermont Wing continues to comply with HQ directives, state and federal guidelines to limit CAP flying operations to essential mission requirements. In person meetings have not taken place since government mitigation measures were instituted. Vermont has met Phase 1 federal reopening gating criteria for since April 18 and all measured risks have been low since 18 April. Vermont Wing recommends entering Phase I on 1 June and beginning outdoor meetings with less than 10 persons beginning 1 June.

_____ (Complete below, and on additional pages as-needed.) _____

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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	Andy Hird	26 May 20	27 May 20	27 May 20	1 June , VT Gov Addendum 14 directs following VT ACCD direction and continued risk mitigation measures. Reference at website https://governor.vermont.gov/sites/scott/files/documents/ADDENDUM%2014%20TO%20EXECUTIVE%20ORDER%2001-20.pdf VT ACCD 20 May allows non-profit operation reference website https://accd.vermont.gov/covid-19/business/stay-home-stay-safe-sector-specific-guidance#bars-restaurants-food-service Updated - https://accd.vermont.gov/news/update-new-work-safe-additions-stay-home-stay-safe-order
1.2.	Hold meeting with between Plan Coordinator and Health Services Officer	Andy Hird	26 May 20	27 May 20	27 May 20	Completed with HSO Don Majercik, Mike Lestrangle
1.2.1.	Wing priorities for training events should be coordinated	WG/CC	27 May 20	1 Jun 20		Wing does not have training officer so wing commander will provide priorities for training events as Phase 1 Progresses
1.2.1.1.	Check state and local health guidance regarding gatherings	Andy Hird	27 May 20	27 May 20	27 May 20	VT Dept of Health guidance is consistent with Governor and ACCD guidance: See VT DoH at https://www.healthvermont.gov/response/coronavirus-covid-19 Face coverings are stressed. See 1.1 where there are links for Governor and ACCD
1.2.1.2.	Prepare information for subordinate units on temperature screening, health education, and sanitation	HSO; Don Majercik	27 May 20	28 May 20		Email drafted for HSO to provide guidance to unit cc's on risk mitigation measures and WG/CC directed criteria consistent with gov't directives.
1.3.	Have subordinate unit commanders verify that local governments do not have more restrictive social-	WG/CC	27 May 20	1 June 20		Unit cc's survey local specific guidance if more restrictive and comply with local restrictions. If impacting on missions report impact to Wg/CC.

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	distancing guidelines than those at the state level					
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.	WG/CC	27 May 20	29May		Email this file and copy to Col Ozer
1.4.1.	Briefly describe/ summarize previous coordination accomplished	Andy Hird	26May 20	27May 20	27May20	Email guidance regarding CAP engine preservation has been the only guidance disseminated. Otherwise this is the first coordination for continued operations with COVID.
1.4.2.	Verify no jurisdictional restrictions are in place from State or Local Governments	Andy Hird	27May 20	27may	27May20	No added state gov't restrictions
1.4.3.	Set date to resume meetings; this is also the start of Phase II.	WG/CC	27May 20	29May 20		1 June established as VT CAP Phase I start. 8 June resume in-person meeting activity with limit of 10 + additional risk mitigation using face coverings and outdoors meetings only. AS of 8 Jun, this limit is raised to 25. This begins planning phase for Phase II. Planning will be in sequence IAW CAP Phasing.
1.5.	Receive approval from the CAP COVID-19 Planning Team to reinstate meetings. Plan for one-week lead time.	WG/CC	29 May20	ASAP		Expect approval to be after 1 June, but for simplicity planning 1 June as retroactive phase I start.

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Phase I: Resuming Regularly Scheduled Meetings (Continued)

Item#	Task	OPR/Assigned Personnel	Date Tasked	Suspense	Date Completed	Notes
1.6.	Publish the date that meetings may resume to subordinate units	WG/CC	29 May20	5 Jun 20		Email a planned start date of 8 June (phase I proposed to start 1 June)
1.7.	Task Wing Director of Safety to communicate the following to subordinate units	WG/CV	29May20	5 Jun 20		No current Dir of Safety so recommend CV accomplish this task
1.7.1.	Units will use Post-COVID-19 ORM forms to mitigate local risks (available at https://www.gocivilairpatrol.com/covid-19-information-cena)	WG/CV	29May20	5Jun 20		Direction incorporated into HSO communication draft to units: Incorporate exercises in initial briefing prior to each meeting as risk management training until all topics have been covered. CV should reiterate this resource and intent in email message to unit CCs.
1.7.2.	Units will identify sources for face coverings, gloves, hand sanitizer, and surface disinfectant to use in case of a return to increased risk	Jim Daigle buy materials or authorized unit purchasing.	29 May20	ASAP		CV shall task to Jim. Find sources and communicate to unit ccs and purchase for BTV
1.8.	Task Wing Health Service Officer to communicate the following to subordinate units:	HSO	27May20	5Jun20		Via email drafted, HSO validated. See draft in attachment 1 below.
1.8.1.	Units consider screening with no-touch thermometers prior to entry to the meeting or Units will require members to take their temperature at home prior to attending the activity	WG/CC	26May20	26May20	26May20	Members will conduct their own health assessment at home and not participate unless healthy. Units are not trained health professionals. Health considerations for cadets and senior members can be complex and we're not prepared to document or deal with making recommendations. Risk is mitigated by conducting only outdoor events and wearing facial coverings and limiting to 10 persons with social distancing. In the pre-event briefing, anyone that isn't feeling well should return home to rest. Sq cc's send pre-meeting guidance...if ill don't come to meeting.
1.8.2.	Educate members on their stratified level of risk (i.e., Low-risk vs. High-risk)	HSO	27May20	27May20	5Jun20	Refers to 65+, public is understanding of this risk so we'll refer to CDC guidance
1.8.3.	Units perform all appropriate public health	HSO	27May	27May		Incorporated into HSO guidance to units: Sq cc pre-meeting expectation communication and part of pre-event briefing

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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)					
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Phase I: Resuming Regularly Scheduled Meetings (Continued)

Item#	Task	OPR/Assigned Personnel	Date Tasked	Suspense	Date Completed	Notes
1.9.	Task Wing Director of Cadet Programs to communicate the following to subordinate units:	Joe Bosley	28may	29may	15 May20	Emailed request, Joe did this two weeks ago
1.9.1.	Units identify ways to meaningfully engage and fully participate in meetings without formations, drill, or other close-distance activities	Joe Bosley	28may	29may	15 May20	Draft sent
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	Joe Bosley	28may	29may	15 May20	Unit cc's expectation communication about meetings to include how to keep cadets/snr mbrs safe. Message drafted, but not all parent emails are available so submitted
1.9.3 added	Collect parent emails and establish plan for parent communication	Unit/CCs				Not yet tasked but identified this as a required task

Attachment 1: Email Draft from HSO:

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VT Unit Commander, As we begin Phase I of CAP reopening I want to stress that this is a deliberate and phased process which should be approached conservatively and with all the discipline of operating safe and effective CAP operational missions.

Unit commanders should consider the following to reduce risk of COVID 19 on CAP in-person events including weekly meetings.

- Adhere to 10-person limit and conduct events outdoors as directed by Wg/CC and consistent with CDC Phase I limits for social gatherings
 - Maintain 6-foot social distancing and wear facial coverings
 - Begin each event/meeting with a mission briefing. Review the following topics:
 - Current threat, status of Vermont and the county for which your event is located (see <https://www.covidactnow.org/>)
 - Remind members of discipline restraint from coming to events if feeling ill and if you feel ill during an event to excuse yourself
 - Remind all to maintain 6 feet distance and keep a facial covering on
 - Remind all to remain outdoors unless alone you must conduct business indoors and when you do to sanitize yourself after touching door handles, toilets, etc.
 - Remind all where the sanitization equipment is and to use it
 - Remind all not to remove facial coverings, to avoid touching and avoid touching your face
 - Set a stop time for event activities and conduct sanitization of the area. Begin sanitization with a short briefing for all and task assignment such as trash, pick up and clean chairs, training materials, wash hands after.
- Temperature screen is not required for you to conduct Phase I CAP meetings.

During events consider conducting a training period on COVID19 risk mitigation using training materials and topics at <https://www.gocivilairpatrol.com/covid-19-information-cena>

Expect soon we'll be able to restart some modest interaction. Standby for guidance from WG/CC. Don