

**Approved: 12 Jan 2022**



# Post-COVID-19 Remobilization of the Membership Plan

## Phase I: Resuming Regularly Scheduled Meetings

VTWG  
Completed 11 Jan 2022

Template Updated 10 February 2021

## 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.

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

Plan Coordinator and Point of Contact: Col Richard Beach, VTWG/CC

Primary Phone:

Primary Email: [rbeach@vtcap.org](mailto:rbeach@vtcap.org)

VTWG Plan In-Brief:

While COVID restrictions in Vermont on group sizes and individual activities have been reduced, the Vermont infection rates have significantly increased nearly immediately following Christmas Day. Given the COVIDActNow.org data points have been showing a rise above the 70/100,000 daily case count threshold in Vermont, VTWG proposes reverting CAP activities and units to meet following the Phase I guidelines of indoor training being accomplished with cohorts of 10 each if space allows and outdoor training with up to 25 members masked and maintain social distancing until further notice.

- Indoor meeting – cohorts of  $\leq 10$  people and no mixing; social distancing within cohort, masks, cohorts separated by 25’.
- Outdoor meeting -  $\leq 25$  people, social distancing, masks, symptom check at sign-in.

Temperature checks and screening questions shall be accomplished before entering the meeting place. The use of facial coverings will remain the same requiring all individuals to continue wearing approved facial coverings regardless of vaccination status indoors. Sanitization of commonly used areas shall be accomplished periodically, but at least at the conclusion of the meeting or activity. The same remains true for use of all vehicles and aircraft.

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

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

On 10 June 2020, Vermont Wing was approved to enter Phase I as Vermont has met Phase I federal reopening criteria since 18 April 2020 and all measured risks have been low since 18 April. Vermont Wing recommended entering Phase I on 1 June and beginning outdoor meetings and activities with less than 10 individuals.

On 10 July 2020, Vermont Wing was approved to enter Phase II. Flying operations have increased and small group outdoor activities have taken place. Due to facilities predominantly too small to allow adequate social distancing meetings to have taken place outdoors, open bay hangers, or virtually using Google Meets. Cadet advancement has been a priority along with maintaining aircrew and ground qualifications and proficiency activities.

On 7 February 2021, Vermont Wing re-entered Phase II of the COVID Remobilization Plan after reverting to Phase I due to a spike during the holiday season.

On 21 May 2021, Vermont Wing was approved to enter Phase III while it was the least vulnerable state maintaining great numbers and low rates.

On 17 November 2021, Vermont Wing staff and squadron commanders were notified of the wing reverting to Phase II due to the highest daily rate of new cases Vermont has seen since the beginning of the pandemic (58.3 per 100k). Most of the high count is attributed to recent Halloween parties on college campuses and within the communities. Vermont is 72.2% fully vaccinated with 82.6% having at least one dose. Vermont's infection rate is currently 1.10 and positive test rate is 4.4%. Reviewing the Vermont Department of Health's website, there isn't currently any restrictions imposed by the State of Vermont. Vermont remains the least vulnerable state in the U.S. according to COVIDActNow.org.

On 8 January 2022, Vermont Wing staff and unit commanders were notified of the wing reverting to Phase I due to the significant increase in daily new cases within Vermont. As of 9 January, Vermont stands at 242.3/100k daily new cases. This spike can easily be attributed to the recent holidays with family and friends getting together to celebrate. Vermont is 78.0% fully vaccinated with 90.1% having at least one dose. Vermont's current infection rate is currently 1.48 and positive test rate is 14.0%. Reviewing the Vermont Department of Health's website, no statewide restrictions are imposed; however, certain towns do require the use of a face mask at all indoor facilities. Vermont remains the least vulnerable state in the U.S according to COVIDActNow.org.

## Cases

DAILY NEW CASES

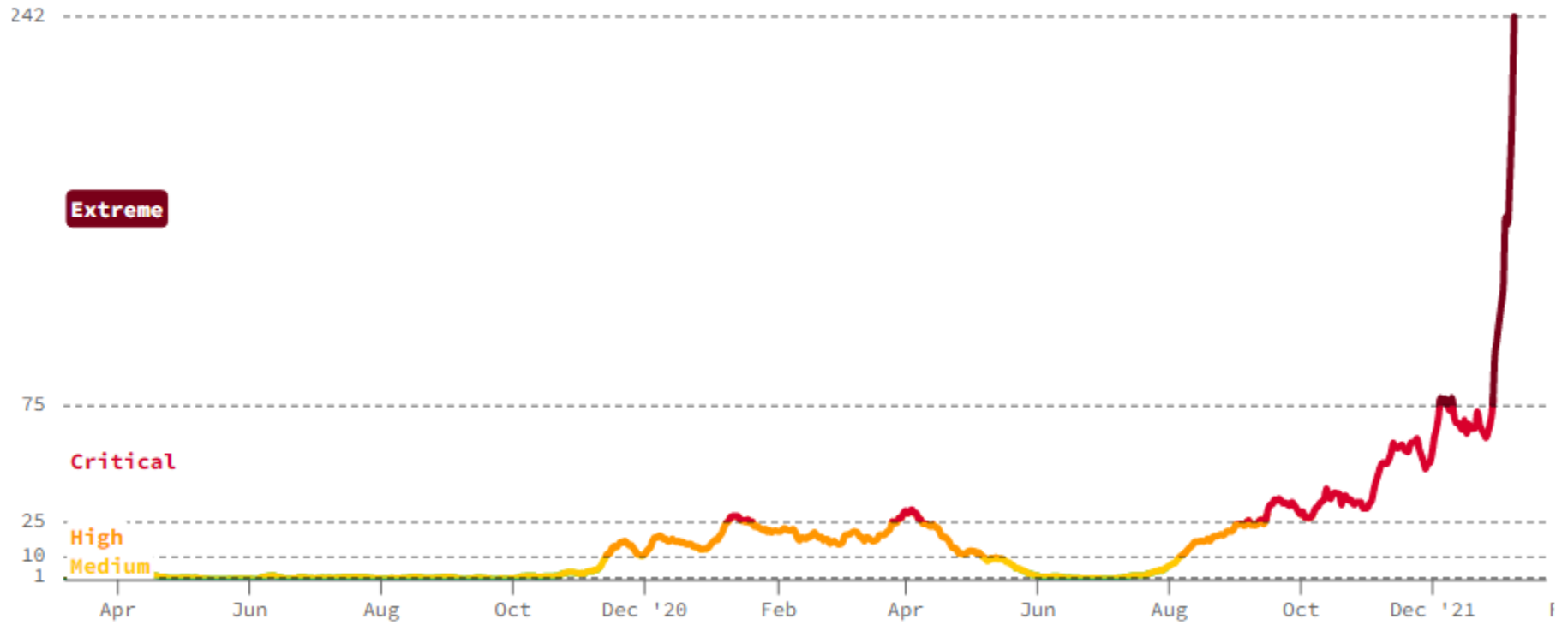
● **242.3** PER 100K

INFECTION RATE

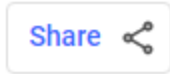
● **1.48**

POSITIVE TEST RATE

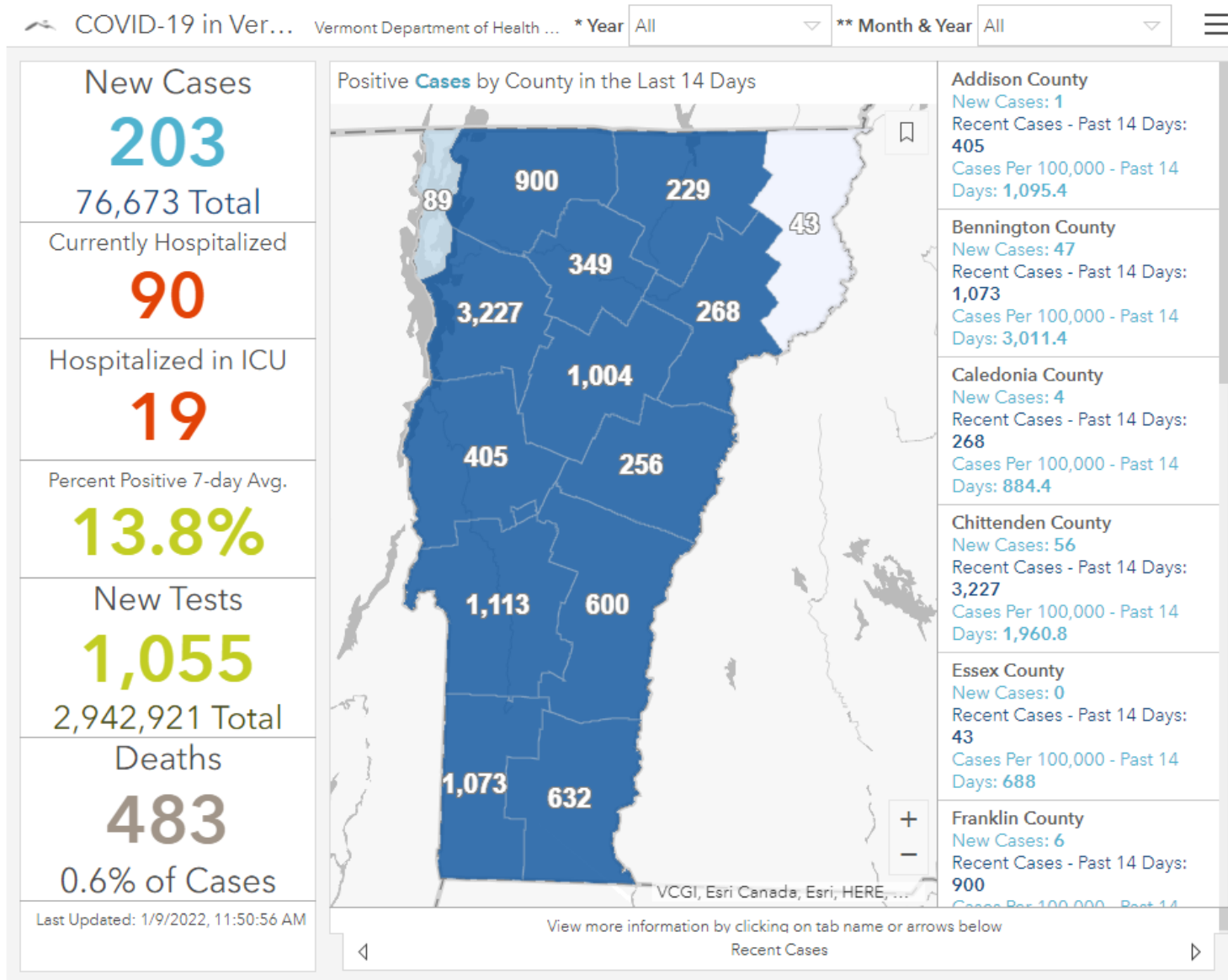
● **14.0%**



Over the last week, Vermont has averaged 1,711 new confirmed cases per day (242.3 for every 100,000 residents). [About this data](#)



COVID-19 Remobilization of the Membership Plan – Phase I



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)	Col Beach	10 Jan 22		10 Jan 22	State of Vermont has no restrictions on in-person gatherings.
1.2.	Hold meeting with between Plan Coordinator and Health Services Officer	Col Beach	10 Jan 22	16 Jan 22		
1.2.1.	Wing priorities for training events should be coordinated	Col Beach	10 Jan 22		10 Jan 22	Maintaining qualifications is a priority followed by training new qualifications. Cadets will continue with their required training is little to no impact will be occurring.
1.2.1.1.	Check state and local health guidance regarding gatherings (Review of each jurisdiction impacted by this plan)	Col Beach	10 Jan 22		10 Jan 22	No State level restrictions. Some Local Governments have imposed mask mandates while inside facilities regardless of vaccine status.
1.2.1.2.	Prepare information for subordinate units on temperature screening, health education, and sanitation	Col Beach	10 Jan 22		10 Jan 22	Resources provided on NHQ's COVID-19 Information site: <a href="https://www.gocivilairpatrol.com/covid-19-information-cena">https://www.gocivilairpatrol.com/covid-19-information-cena</a>
1.2.2	Consult with Wing Legal Officer about resuming meetings	Col Beach	10 Jan 22		10 Jan 22	Meetings have already resumed. Reverting to more restrictive measures.
1.2.3	Coordinate with Wing Director of Safety	Col Beach	10 Jan 22		10 Jan 22	
1.2.3.1	Verify proper risk planning tools are available to units	2d Lt McFarren Capt Day	10 Jan 22	16 Jan 22		
1.2.3.2	Prepare to communicate with subordinate units on Safety-related matters (see 1.7. below)	2d Lt McFarren Capt Day	10 Jan 22	16 Jan 22		
1.2.4	Coordinate with Wing Director of Cadet Programs	Col Beach	10 Jan 22		10 Jan 22	
1.2.4.1	Prepare recommendations for units regarding meeting activities and alternatives to maintain optimal distance while at meetings	Capt Sutton-Bosley	10 Jan 22	16 Jan 22		

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
1.2.4.2	Prepare bullets for units to incorporate when sending messages to parents about the resumption of meetings	Capt Sutton-Bosley	10 Jan 22	16 Jan 22		
1.3.	Have subordinate unit commanders verify that local governments do not have more restrictive social-distancing guidelines than those at the state level	Col Beach	10 Jan 22		10 Jan 22	
1.4.	Send copy of planning documents to the CAP COVID-19 Planning Team at <a href="mailto:COVID-19Plans@capnhq.gov">COVID-19Plans@capnhq.gov</a> , and copy the Region CC to reinstate meetings.	Col Beach	10 Jan 22		10 Jan 22	
1.4.1.	Briefly describe/ summarize previous coordination accomplished	Col Beach	10 Jan 22		10 Jan 22	Noted above in narrative on page 2 of this document.
1.4.2.	Verify no jurisdictional restrictions are in place from State or Local Governments	Col Beach	10 Jan 22		10 Jan 22	No State level restrictions. Some Local Governments have imposed mask mandates while inside facilities regardless of vaccine status.
1.4.3.	Set date to resume meetings; this is also the start of Phase II.	Col Beach	10 Jan 22		10 Jan 22	Meetings have already resumed. Reverting to more restrictive measures.
1.5.	Receive approval from the CAP COVID-19 Planning Team to reinstate meetings. Plan for one-week lead time.	Col Beach	10 Jan 22		10 Jan 22	Meetings have already resumed. Reverting to more restrictive measures.
1.6.	Publish the date that meetings may resume to subordinate units	Col Beach	10 Jan 22		10 Jan 22	Meetings have already resumed. Reverting to more restrictive measures.
1.7.	Task Wing Director of Safety to communicate the following to subordinate units	2d Lt McFarren Capt Day	10 Jan 22	16 Jan 22		
1.7.1.	Units will review CAPFs 160, 160S, and 160HL to be sure COVID-19 risks are considered and mitigated	2d Lt McFarren Capt Day	10 Jan 22	16 Jan 22		
1.7.2.	Unit Safety Officers s will emphasize continued use of face coverings and hand sanitizer, as well as social distancing, hand washing and surface cleaning/disinfection	2d Lt McFarren Capt Day	10 Jan 22	16 Jan 22		

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.	Task Wing Health Service Officer to communicate the following to subordinate units:	Lt Col Majercik	10 Jan 22		On-going	Tasked
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.	Lt Col Majercik	10 Jan 22		On-going	Using CDC and CAP NHQ guidelines <a href="https://www.gocivilairpatrol.com/covid-19-information-cena">https://www.gocivilairpatrol.com/covid-19-information-cena</a>
1.8.2.	Educate members on their stratified level of risk (i.e., Low-risk vs. High-risk)	Lt Col Majercik	10 Jan 22		On-going	On-going as conditions and guidance change.
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)	Lt Col Majercik	10 Jan 22		On-going	On-going as conditions and guidance change.
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	Lt Col Majercik	10 Jan 22		On-going	
1.9.	Task Wing Director of Cadet Programs to communicate the following to subordinate units:	Capt Sutton-Bosley	10 Jan 22	16 Jan 22		Tasked
1.9.1.	Units identify ways to meaningfully engage and fully participate in meetings without formations, drill, or other close-distance activities	Capt Sutton-Bosley	10 Jan 22	16 Jan 22		Units will be provided the Phase I Meeting Recommendations document to assist in planning meetings. See attached.



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
1.9.2.	Units draft a local message to parents to inform them about what CAP is doing to keep Cadets safe while they participate	Capt Sutton-Bosley	10 Jan 22	16 Jan 22		Local units will inform members and parents of change in phase status and the limitations associated with the return to Phase I.
1.10.	Task Wing Director of Operations to communication the following to subordinate units.	Capt Compo	10 Jan 22	16 Jan 22		
1.10.1	Identify flight operations permitted during Phase I	Capt Compo	10 Jan 22	16 Jan 22		
1.10.2.	Identify requirements (Currency, etc) for senior members	Capt Compo	10 Jan 22	16 Jan 22		
1.10.3.	Identify requirements for cadets that have earned their Private Pilot's License to return to flying	Capt Compo	10 Jan 22	16 Jan 22		
1.10.4.	Identify requirements for cadets training to earn their Private Pilot's License	Capt Compo	10 Jan 22	16 Jan 22		
1.10.1.	Identify cleaning standards for aircraft and vehicles before and after use	Capt Compo	10 Jan 22	16 Jan 22		



## Vermont Wing Civil Air Patrol

Burlington International Airport  
South Burlington, Vermont

10 January 2022

MEMORANDUM FOR VTWG/DO

VT002/CC

VT006/CC

VT007/CC

VT009/CC

VT033/CC

VT034/CC

FROM: VTWG/CC

SUBJECT: Ground / UDF Team & Vehicle Operations During Phase I Guidance

1. Ground and UDF teams are authorized to participate on actual, mission essential or training operations. In-person activities will conform to the current VTWG COVID-19 remobilization plan. Virtual training is authorized when possible. Vehicle operations restrictions are outlined below. Cadets under the age of 18 may participate with parental approval using the CAPF 60-80. Current CPPT rules apply.
2. All vehicle operations will be accomplished IAW CAPR 77-1, 60-3 and this procedure. Recommended vehicle capacity is 4 members. Vehicle loading will be back to front. One person per seat row alternating sides to allow for maximum distancing. This configuration may need to be modified for some vehicles. When all passengers are fully vaccinated, up to two persons per row may be seated in a van. Face masks WILL be always worn when in the vehicle. These rules apply to corporate owned vehicles (COV) as well as privately owned vehicles (POV) when used for CAP business.
3. Some actual / mission essential operations may require additional personnel beyond the recommended vehicle capacity. Maximum vehicle capacity will be determined by the number of seat rows times 2 persons per row.
4. Team leaders and vehicle operators will verify the condition of all team personnel and vehicle passengers with temperature checks and screening questions. Anyone with a temperature of 100.4 or greater and/or have other flu-like symptoms (fever or chills, cough or difficulty breathing, muscle or body aches, loss of taste or smell, vomiting or diarrhea, feels ill, etc.) must not participate. If possible, temperature screening and review of screening questions of participating personnel will also be conducted prior to loading the vehicle.
5. Vehicle personnel will:
  - a. Review the cleaning and disinfecting videos on the COVID-19 Information Center of [GoCivilAirPatrol.com](http://GoCivilAirPatrol.com).
  - b. Advise the team leader and/or vehicle operator if you have a temperature of 100.4 or greater and/or have other flu-like symptoms. DO NOT participate if you feel ill.
  - c. Maintain six feet of social distance in public and during ground / UDF team activities, if possible.



## Vermont Wing Civil Air Patrol

Burlington International Airport  
South Burlington, Vermont

- d. Clean high-touch surfaces (*tables, handrails, doorknobs, keyboards, etc.*) used during briefing, planning and debriefing activities.
- e. Wear a face covering if unable to maintain social distance and when in vehicle.
- f. Clean commonly touched vehicle surfaces (*including door handles, steering wheel, radio knobs, switches, visors, etc.*) BEFORE and AFTER each use. (See [Cleaning and Disinfecting Aircraft and Vehicles – 20 March 2020](#)).
- g. Disinfect equipment used by multiple personnel as part of the “hand-off” process.
- h. Practice proper hand washing techniques and use hand sanitizer on a regular basis.

*Richard Beach*

RICHARD C. BEACH, Col, CAP  
Commander, Vermont Wing



## Vermont Wing Civil Air Patrol

Burlington International Airport  
South Burlington, Vermont

10 January 2022

MEMORANDUM FOR VTWG/DO  
VT002/CC  
VT006/CC  
VT007/CC  
VT009/CC  
VT033/CC  
VT034/CC

FROM: VTWG/CC

SUBJECT: Aircrew Procedures During Phase I

1. Only the following flight activities are currently authorized during Phase I:
  - a. Actual / essential mission flights
  - b. Maintenance flights
  - c. Form 5 / Form 91 Flight Evaluations
  - d. Proficiency Flights
  - e. Dual Instruction \*\*
  - f. Aircrew Training
  - g. sUAS Crew Training \*\*
  - h. Onboarding & Retraining Flights
  - i. Cadet O-Flights (Phase I or higher) \*\*
  - j. TOP Flights (Phase II or higher)
  - k. AFJROTC O-Flights (Phase II or higher)
  - l. AFROTC O-Flights (Phase II or higher)

\*\* Cadets under the age of 18 require parental approval using the [CAPF 60-80, Civil Air Patrol Cadet Activity Permission Slip](#). Documentation will be kept on file at the cadet's home unit.

2. All manned flights will be accomplished IAW CAPR 60-3 & 70-1 as well as published standards and mission aircrew training materials. Ops Quals remains CAP's system of record regarding aircrew qualifications and flight release. Sorties shall not be released unless Ops Quals or a current FRO Support Report show the pilot and any required crew to be qualified. NOTE: Some transport flights may require a FAA Commercial rating.
3. ICs and FROs will ensure that IM SAFE guidance for the ENTIRE crew is reviewed during the flight release process. Anyone with a temperature of 100.4 or greater and/or have other flu-like symptoms must not fly.
4. Crew members will:
  - a. Review the cleaning and disinfecting videos of the COVID-19 Information Center of [GoCivilAirPatrol.com](#).
  - b. Advise the IC and/or FRO if you have a temperature of 100.4 or greater and/or have other flu-like symptoms. Arrange for replacement, if possible. DO NOT fly if you feel ill.



## Vermont Wing Civil Air Patrol

Burlington International Airport  
South Burlington, Vermont

- c. Maintain six feet of social distance in public and during preflight, briefing and post flight activities.
- d. Clean high-touch surface (*tables, handrails, doorknobs, keyboards, etc.*) used during preflight, briefing and post flight activities.
- e. Wear a face covering if unable to maintain social distance and when in aircraft or vehicle. Face covering must not impede the ability to clearly broadcast on the aircraft radio.
- f. Clean commonly used aircraft surfaces (*including door handles, control yokes, radio knobs, switches, visors, tow bars, etc.*) BEFORE and AFTER each flight.
- g. Clean G1000 aviation displays IAW published service bulletins. DO NOT use bleach-based cleaners, ammonia-based cleaners, or another harsh chemical on any surface.
- h. Practice proper hand washing techniques and use hand sanitizer on a regular basis.

*Richard Beach*

RICHARD C. BEACH, Col, CAP  
Commander, Vermont Wing