

**Approved: 10 July 2020**



# Post-COVID-19 Remobilization of the Membership Plan

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

VTWG  
Completed 06 JUL 2020

Template Updated 8 June 2020

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

This plan has been developed for VERMONT 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](mailto:COVID-19Plans@capnhq.gov).*

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

Vermont Wing was approved for Phase 1 COVID-19 Remobilization on 10 JUN 2020, and after monitoring COVID - 19 metrics, will move into Phase 2 IAW CAP, Federal, State, and local guidance. Vermont started Phase 1 on April 20, and has continued to gradually reopen operations within the State of Vermont, to include day camps, overnight camps, gyms, restaurants (Outdoors and limited indoors) and groups of up to 75 indoors and 150 outdoors. Vermont has been GREEN for three weeks, since Jun 12th. There is currently one patient hospitalized with COVID in the state, a total of 1,249 positive tests, and 70,024 tested.

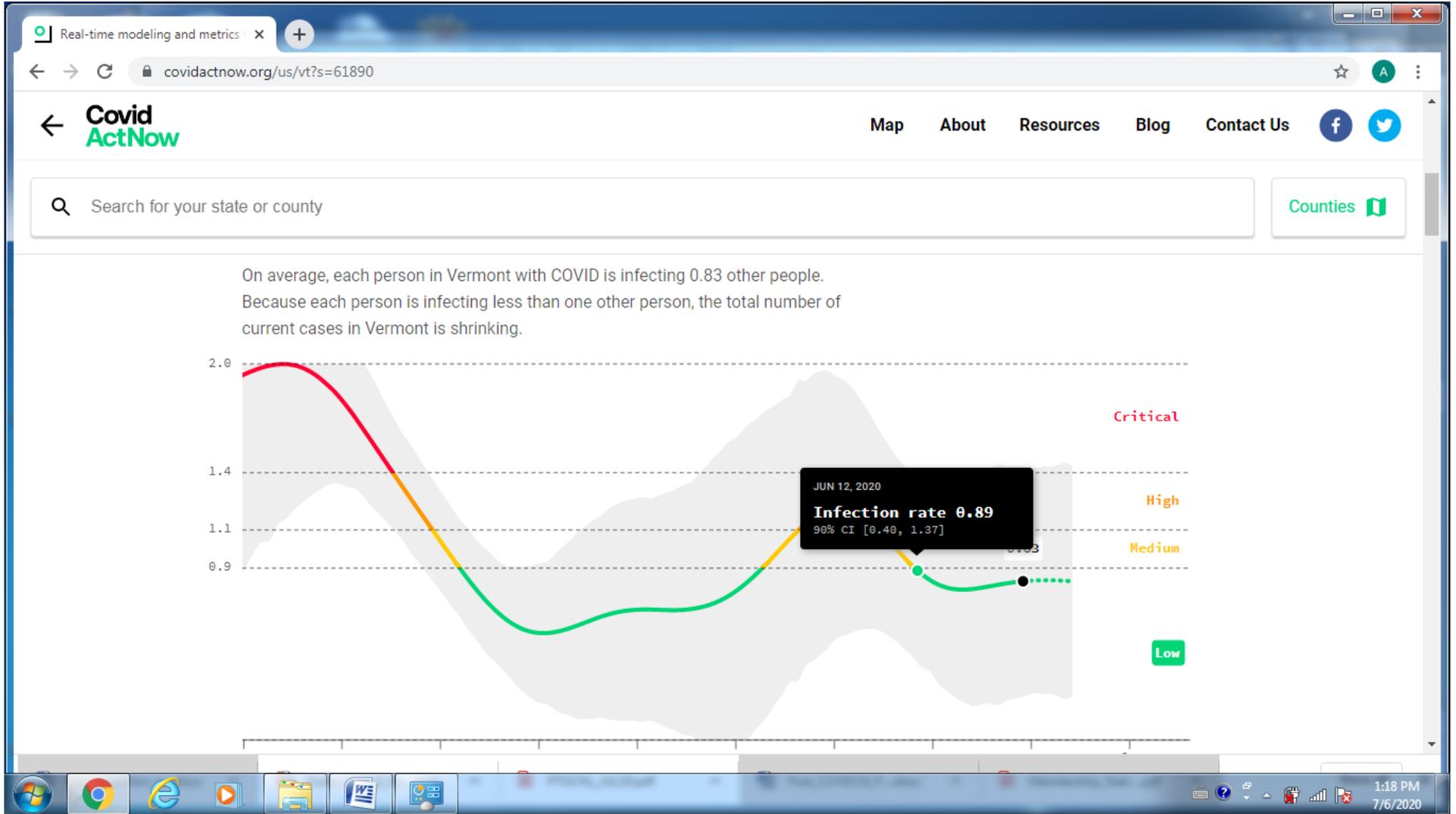
VTWG has moved forward in Phase 1 IAW the Vermont Wing Phase 1 Remobilization Summary. (attached) Flying operations have increased and small group outdoor activities have taken place. Because our facilities are predominantly too small to allow for squadron meeting at 6' intervals, meetings have taken place outdoors, in open hangars, or virtually. Cadet advancement has been a priority along with aircrew and ground personnel ES qualification and proficiency activities. Planning is in progress for a “distributed” wing-wide SAREX, and re-currency training for CFI-Gs, tow pilots and ground personnel.

VTWG /CC will closely monitor conditions across the state and remain in touch with unit commanders and activity directors to assess and manage risk.

Plan Completed By: Brechbuhl  
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VT Wing  
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# COVID-19 Remobilization of the Membership Plan – Phase II



COVID-19 Remobilization of the Membership Plan – Phase II

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

*NOTE: Resuming one-day special activities will not be done before it has been deemed appropriate to resume regularly scheduled meetings (i.e., this will start in Phase II).*

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	<b>Brechbuhl</b>			<b>5 JUL 2020</b>	
2.1.1.	Wing priorities for training events should be coordinated with unit commanders' needs	<b>Brechbuhl</b>			<b>5 JUL 2020</b>	<b>Wing &amp; Sqdn commanders are prioritizing in person training to ES ground and flight training for senior, and PT and drill for cadets.</b>
2.1.2.	Task staff officers to provide input on list of events and priorities:					
2.1.2.1.	Director of Aerospace Education	<b>Steinerman</b>		<b>6 July</b>	<b>66 JUL 2020</b>	<b>No effect on current plans</b>
2.1.2.2.	Director of Cadet Programs	<b>Bosley</b>		<b>6 July</b>	<b>5 JUL 2020</b>	<b>No effect on current plans</b>
2.1.2.3.	Director of Operations/Emergency Services	<b>Clarke</b>		<b>6 July</b>	<b>6 JUL 2020</b>	<b>Planning first distributed SAREX for late July</b>
2.1.2.4.	Director of Professional Development	<b>Bosley</b>		<b>6 July</b>	<b>5 JUL 2020</b>	<b>No effect on current plans</b>
2.1.2.5.	Plans and Programs Officer	<b>N/A</b>				
2.2.	Coordinate with subordinate unit leaders to deconflict calendar events to the greatest extent possible	<b>Sqdn Cdrs</b>		<b>6 July</b>	<b>6 JUL 2020</b>	<b>Via Wing Calendar</b>
2.3.	Publish updated event listings to the Wing calendar and promote these dates to the units for their planning and participation	<b>Beach</b>		<b>7 July</b>	<b>6 JUL 2020</b>	<b>Via Wing Calendar</b>
2.4.	Task the Director of Safety to coordinate with Activity Directors	<b>n/a</b>				<b>IC for next exercise not yet assigned</b>
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>					
2.4.1.	Activity Directors will use Post-COVID-19 produced Risk Management (RM) forms to mitigate local risks	<b>As assigned</b>		<b>For each event</b>		
2.4.2.	Activity Directors identify sources for face coverings, gloves, & sanitizer to use in case of a return to increased risk	<b>As assigned</b>		<b>For each event</b>		

COVID-19 Remobilization of the Membership Plan – Phase II

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	<b>Majercik</b>	<b>5 July</b>		<b>6 JUL 2020</b>	<b>IAW VTWG Phase 1 Remobilization Summary</b>
2.5.1.	Health Service Officers consider screening with no-touch thermometers at events (if such equipment is available and practical)	<b>n/a</b>			<b>6 JUL 2020</b>	<b>Individual members will pre-screen at home, and NOT attend if they are not healthy, IAW VTWG Phase 1 Remobilization Summary</b>
2.5.2.	Health Service Officers remind members that identify as High-risk to remain home, but participate virtually	<b>Majercik</b>	<b>5 July</b>		<b>6 JUL 2020</b>	<b>IAW VTWG Phase 1 Remobilization Summary</b>
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.	<b>Majercik</b>	<b>5 July</b>		<b>6 JUL 2020</b>	<b>IAW VTWG Phase 1 Remobilization Summary</b>
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	<b>Sqdn cdrs</b>	<b>5 JUL</b>			<b>No squadron has more than 50 members</b>
2.6.	Ensure Activity Directors have plans in place to communicate last-minute cancellations of events to participants	<b>ICs/Sqdn Cdrs</b>	<b>5 JUL</b>		<b>For each event</b>	<b>Via Alert rosters and WMIRS sign in information</b>
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)	<b>IC/OIC</b>			<b>For each event</b>	
2.7.1.	45 Days Prior Continuation Check	<b>IC/OIC</b>			<b>For each event</b>	
2.7.2.	14 Days Prior Continuation Check	<b>IC/OIC</b>			<b>For each event</b>	

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2.7.3.	7 Days Prior Continuation Check	<b>IC/OIC</b>			<b>For each event</b>	
2.7.4.	1 Day Prior Continuation Check	<b>IC/OIC</b>			<b>For each event</b>	
2.7.5.	Day-Of Continuation Check	<b>IC/OIC</b>			<b>For each event</b>	

COVID-19 Remobilization of the Membership Plan – Phase II

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)	Sqdn cdrs	5 July		5 July	
2.9.	Email this plan to signal intentions to resume single-day events to the CAP COVID-19 Planning Team at <a href="mailto:COVID-19Plans@capnhq.gov">COVID-19Plans@capnhq.gov</a> , and copy the Region Commander	Brechbuhl	6 JUL		6 JUL 2020	
2.9.1.	Briefly describe/summarize previous coordination accomplished (i.e., 2.1 through 2.8 above)	See attached			5 JUL	VTWG/CC provided all Phase 1 guidance to all VTWG unit CCs, CDs, DCCs, and staff members on 10 June 2020. Upon approval, the same notification process will be followed and conditions monitored daily with weekly updates to the commanders and staff. COVID-19 Remobilization Planning Team will continue to monitor CAP, DoD, state and municipality conditions and guidance, provide unit oversight
2.9.2.	Verify no jurisdictional restrictions are in place from State or Local Governments	Sqdn Cdrs				State and city governments have relaxed COVID-19 driven mandates. There are no anticipated jurisdictional restrictions.
2.9.3.	Set date to resume one-day special activities	15 July 2020	5 JUL 2020		15 JUL 2020	
2.9.4.	Receive approval from the CAP COVID-19 Planning Team to resume one-day special activities. Plan for one-week lead time.	Brechbuhl			TBD	Pending plan approval
2.10.	Publish the date that one-day special activities will resume to subordinate units	Brechbuhl	5 JUL		TBD	Pending plan approval
2.11.	Task Wing Director of Operations to communicate the following to subordinate units	Clarke	5 JUL		6 JUL 2020	See attached
2.11.1.	Identify flight operations permitted during Remobilization Phase II	Clarke	5 JUL			Proficiency flights, flight instruction/training, flight evaluations, ES training, O Flights, sUAV flights

COVID-19 Remobilization of the Membership Plan – Phase II

2.11.2	Identify requirements (Currency, etc) for Senior members	Clarke	5 JUL			Training and proficiency flights will be allowed with the minimum number of aircrew possible.
2.11.3	Identify cadet training requirements that may be different than Phase I requirements	Clarke	5 JUL			No change as some cadets and their families may be high risk
2.11.4	Identify cleaning standards for aircraft and vehicles before and after use	Clarke	5 JUL			-AC will be disinfected IAW OEM guidelines and "best practices".

VTWG Phase 1 Remobilization Summary

1. VTWG will comply with the ACCD Update on New Work Safe Additions to the Be Smart, Stay Safe Order, dtd 8 JUN 2020;
  - a. Meetings will continue to be conducted online.
  - b. Training that cannot be conducted online (PT, drill, some ES, etc) will be conducted outdoors or in an open hangar, in groups of no more than 25. If the weather does not cooperate, cancel the activity.
  - c. Members will maintain social distancing, wash hands frequently, wear masks, etc for in person training, to include drill at "COVID-19 interval".
  - d. Masks are not required while actively conducting PT.
  - e. Aircrew training may resume with masks, gloves and proper cleaning of aircraft BEFORE AND AFTER each flight. Training must have an hour scheduled between each flight to ensure time for cleaning the aircraft. Use the smallest crew possible, but no more than three.
  - f. Vehicles are limited to three people.
  - g. Members will conduct their own health assessment prior to leaving home and STAY HOME IF NOT HEALTHY.
2. Attendance at in-person training is NOT mandatory. Members will discern their health and risk status before deciding to attend or stay home.
3. ALL MEMBERS MUST COMPLETE THE VOSHA COVID-19 TRAINING BEFORE PARTICIPATING IN ANY IN-PERSON ACTIVITY. All members will save the certificate and email it to the squadron commander. Commanders will inform me when all members have completed the training.
 

[https://labor.vermont.gov/sites/labor/files/doc\\_library/Protecting%20the%20Safety%20and%20Health%20of%20Workers%20VOSHA%20COVID\\_FINAL%20%2805.04.2020%29\\_0.pdf](https://labor.vermont.gov/sites/labor/files/doc_library/Protecting%20the%20Safety%20and%20Health%20of%20Workers%20VOSHA%20COVID_FINAL%20%2805.04.2020%29_0.pdf)
4. No overnight activities are permitted.

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

### Additional Aircrew Guidance

All flights will be conducted IAW CAP/FAA/CDC and Local requirements.

Additionally some comments:

- Crew pairings for missions to minimize exposure.
- Review duties/responsibilities for 2 crew operations and brief accordingly.
- Mask will be worn at all times when social distancing can not be maintained(except when it impedes abilities to perform duties).
- AC will be disinfected IAW OEM guidelines and “best practices “.

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

### VTWG Phase 2 Remobilization Summary

1. VTWG will comply with the ACCD Update on New Work Safe Additions to the Be Smart, Stay Safe Order, dtd 3 JUL 2020;
  - a. Meetings may be conducted in person, with social distancing and masks. Given the size of our meeting places, outdoors or open hangars are still preferred.
  - b. Training that cannot be conducted online (PT, drill, some ES, etc) will be conducted outdoors or in an open hangar, in groups of no more than 50.
  - c. SAREXs may resume. Mission control will be online as much as possible. Members will base out of their local squadron as much as possible.
  - d. Members will maintain social distancing, wash hands frequently, wear masks, etc for in person training, to include drill at “COVID-19 interval”.
  - e. Conduct PT outdoors to reduce the spread of particles. Only family members can hold cadets’ feet. Anchoring feet under an object is authorized. Masks are not required while actively conducting PT.
  - f. Aircrew training may resume with masks, and proper cleaning of aircraft BEFORE AND AFTER each flight. Training must have an hour scheduled between each flight to ensure time for cleaning the aircraft. Use the smallest crew possible, but no more than two. Includes small-group crew training, flight evaluations/check rides, crew proficiency, dual instruction and CAP cadet orientation flights (assuming all members are low-risk and all flights are in low-risk areas.
  - g. Vehicles are limited to three people and must be cleaned BEFORE and AFTER each use.
  - h. Members will conduct their own health assessment prior to leaving home and STAY HOME IF NOT HEALTHY.
2. Attendance at in-person training is NOT mandatory. Members will discern their health and risk status before deciding to attend or stay home. Self-identified high-risk members will continue to telework. Members should do a risk assessment and determine the level of contact they are comfortable with (ie. pilots may choose to fly only with members they trust to be maintaining social distancing and accurately reporting symptoms.) All cadet programs waivers are still in effect.
3. Unit commanders are the Activity director/Health Officer for all unit events.
4. ALL MEMBERS MUST COMPLETE THE VOSHA COVID-19 TRAINING BEFORE PARTICIPATING IN ANY IN-PERSON ACTIVITY. All members will save the certificate and email it to the squadron commander. Commanders will inform me when all members have completed the training.  
[https://labor.vermont.gov/sites/labor/files/doc\\_library/Protecting%20the%20Safety%20and%20Health%20of%20Workers%20VOSHA%20COVID\\_FINAL%20%2805.04.2020%29\\_0.pdf](https://labor.vermont.gov/sites/labor/files/doc_library/Protecting%20the%20Safety%20and%20Health%20of%20Workers%20VOSHA%20COVID_FINAL%20%2805.04.2020%29_0.pdf)
5. No overnight activities are permitted.

COVID-19 Remobilization of the Membership Plan – Phase II