

**Approved: 26 Feb 2021**



## Post-COVID-19 Remobilization of the Membership Plan

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

WAWG

Completed 12 EEB 2021

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

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

Additional staffing and resources have been coordinated with \_(N/A)\_, 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](mailto:COVID-19Plans@capnhq.gov).*

Plan Coordinator and Point of Contact: Col Shelly J Norman

Primary Phone:

Primary Email: [shelly.norman@wawg.cap.gov](mailto:shelly.norman@wawg.cap.gov)

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

WA Wing was approved for CAP Phase 1 on 28 August 2020. Infection rates in the state have been below 1.0 since Dec 13, 2020; positive test rates below 10% since April 20, 2020; new cases per 100K population has seen a downward trend as well.

Plan Completed By: Col Shelly Norman

Last Updated: 1 February 2021

Template Updated 12 Feb 2021

WA Wing

Page 2 of 5

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>Wing CC Norman</b>	<b>29 Aug 20</b>			<b>Constantly look at activity calendar for proposed activities</b>
2.1.1.	Wing priorities for training events should be coordinated with unit commanders' needs	<b>Lt Col Courtney, P&amp;P</b>	<b>29 Aug 20</b>			<b>Mission critical events &amp; trainings, cadet programs (encampment, etc)</b>
2.1.2.	Task staff officers to provide input on list of events and priorities:	<b>See below</b>				
2.1.2.1.	Director of Aerospace Education	<b>Maj Kacmarcik</b>	<b>29 Aug 20</b>			<b>Provide list of AE events and priorities to Col Weber to collate</b>
2.1.2.2.	Director of Cadet Programs	<b>Maj Hughes</b>	<b>29 Aug 20</b>			<b>Same as above</b>
2.1.2.3.	Director of Operations/Emergency Services	<b>Lt Col Courtney/Maj Duong</b>	<b>29 Aug 20</b>			<b>Resumption of SAREX and Cadet O'rides permitted. Operation Plan for conducting O'rides during Phase II will be forwarded to Lt Col Weber as a part of the Phase II application. Separate Ops Plans will be prepared for each SAREX at the time they are scheduled and funding is secured.</b>
2.1.2.4.	Director of Professional Development	<b>Lt Col Keeney</b>	<b>29 Aug 20</b>			<b>Same as above</b>
2.1.2.5.	Plans and Programs Officer	<b>Capt Wonser</b>	<b>29 Aug 20</b>			<b>Same as above</b>
2.2.	Coordinate with subordinate unit leaders to deconflict calendar events to the greatest extent possible	<b>Lt Col Weber</b>	<b>29 Aug 20</b>			<b>Check with unit cc's to see if they have any pending one-day events.</b>
2.3.	Publish updated event listings to the Wing calendar and promote these dates to the units for their planning and participation	<b>Lt Col Weber</b>	<b>29 Aug 20</b>			<b>Once dept heads above have sent their training priority lists</b>

Plan Completed By: Col Shelly Norman

Last Updated: 1 February 2021

Template Updated 12 Feb 2021

WA Wing

Page 3 of 5

COVID-19 Remobilization of the Membership Plan – Phase II

2.4.	Task the Director of Safety to coordinate with Activity Directors	Lt Col Pearson	29 Aug 20			<b>Safety plan with each proposed activity</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	Lt Col Pearson	29 Aug 20			<b>Check to see if Covid-19 NHQ team has developed a post-covid-19 RM form</b>
2.4.2.	Activity Directors identify sources for face coverings, gloves, & sanitizer to use in case of a return to increased risk	Activity directors				<b>Include in each training plan submission</b>

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	Lt Col Fish	29 Aug 20			<b>Consider re-issuing the materials developed for Phase 1 to those wishing to be activity directors</b>
2.5.1.	Health Service Officers consider screening with no-touch thermometers at events (if such equipment is available and practical)	Lt Col Fish	29 Aug 20			<b>Refer to material developed for Phase 1 regarding temps</b>
2.5.2.	Health Service Officers remind members that identify as High-risk to remain home, but participate virtually	Lt Col Fish	29 Aug 20			<b>Same as above</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.	Lt Col Fish	29 Aug 20			<b>The activity director should provide this to HSO but may need to be contacted and request submission of their plan</b>
2.6.	Ensure Activity Directors have plans in place to communicate last-minute cancellations of events to participants	Capt Wonser	29 Aug 20			<b>As activities are approved</b>

Plan Completed By: Col Shelly Norman

Last Updated: 1 February 2021

Template Updated 12 Feb 2021

WA Wing

Page 4 of 5

COVID-19 Remobilization of the Membership Plan – Phase II

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>Capt Wonser</b>	<b>29 Aug 20</b>			<b>Activity Directors should communicate this to P&amp;P</b>
2.7.1.	45 Days Prior Continuation Check					<b>Same as above</b>
2.7.2.	14 Days Prior Continuation Check					<b>Same as above</b>
2.7.3.	7 Days Prior Continuation Check					<b>Same as above</b>
2.7.4.	1 Day Prior Continuation Check					<b>Same as above</b>
2.7.5.	Day-Of Continuation Check					<b>Same as above</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)					Same as above
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	Col Norman	29 Aug 20			
2.9.1.	Briefly describe/summarize previous coordination accomplished (i.e., 2.1 through 2.8 above)					
2.9.2.	Verify no jurisdictional restrictions are in place from State or Local Governments	Col Norman	29 Aug 20			Assess for current phase restrictions imposed by Governor
2.9.3.	Set date to resume one-day special activities	Remob Team	29 Aug 20			
2.9.4.	Receive approval from the CAP COVID-19 Planning Team to resume one-day special activities. Plan for one-week lead time.	Col Norman	29 Aug 20			
2.10.	Publish the date that one-day special activities will resume to subordinate units	Lt Col Weber	29 Aug 20			Once phase 2 approval is obtained, publish on website

Plan Completed By: Col Shelly Norman

Last Updated: 1 February 2021

Template Updated 12 Feb 2021

WA Wing

Page 6 of 5



**HEADQUARTERS  
CIVIL AIR PATROL WASHINGTON WING  
UNITED STATES AIR FORCE AUXILIARY  
1155 BARNES BLVD  
JOINT BASE LEWIS-McCHORD WA 98438-0459**



21 February 2021

## Washington Wing Covid-19 Phase II Remobilization Plan – Meeting Resumption Strategy

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

We know more about protecting our members and operating with pandemic restrictions and believe we can safely reopen to a larger number of members and one day activities. WAWG Wing submitted their Remobilization Phase I Plan to NHQ for review and received approval to Open to Phase I effective 28 August 2020. The plans submitted for Phase I continue to fit Phase II, allowing for more members to attend in person in combination with virtual meetings.

Washington State Guidance for meeting attendance will be followed, based on the charts and web sites provided by state and federal authorities, specific to capacity limits both indoors and outside.

Training and one-day activities may be conducted.

- Members may resume unit day-long meetings, activities, and missions as long as members engage in wearing masks and social distancing. In CAP Phase 2 a maximum of 50 or less members are allowed at CAP activities whether indoors or outdoors. During CAP Phase 2 members must adhere to the Washington restrictions, CAP restriction, or 25% occupancy, whichever is most restrictive. No overnight activities are approved until we reach Phase III. All public health protection measures required by Washington will be followed.
- Members self-identified as high-risk may not attend meetings and accommodations for virtual inclusion are recommended when available.
- Public Health protection measures will continue – social distancing, face coverings, hygiene education, common surface cleaning as described in CDC and Washington Department of Health instructions, will be followed until restrictions are lifted by the State.
- Conduct open air meetings if possible. Enhanced airflow to indoor meeting facilities is encouraged.
- Individuals will provide their own food and beverages during all activities. Individual food deliveries are acceptable but no 'family style' or 'buffet style' are to be used.
- Commanders and activity directors are to use the CAPF 160 or 160S to assure they have done an adequate risk management assessment and mitigation plan.

Washington allows up to 50% occupancy indoors and 150 people outdoors. Washington Civil Air Patrol is a multi-faceted organization and does not comfortably fit any one description in the **Healthy Washington**

**Roadmap to Recovery Chart.** We will use a balance of the generic designations *Indoor Recreation-Outdoor Recreation-and Faith institutions*, for mission training, drill, and PT activities.

WAWG Civil Air Patrol will require a minimum of a 6-foot bubble and masks during all activities. During Phase II the maximum participation will be 25% occupancy based on the facilities space available. It is recommended the Unit establish markers to assist members in keeping a minimum spacing.

Alternative: If the unit places a shield between each position, they may reduce the spacing to a 3-foot bubble. Shields must be sanitized before and after each meeting. Masks are still required with or without shields. Members will self-screen at home for COVID-19 symptoms and if their temperature is 100 degrees or higher they will stay home.

Hygiene and safety practices as outlined in WAWG Remobilization Phase I plan will continue to be followed. Sanitization and cleaning activities will be performed, each member is responsible for protecting themselves and fellow members.

Outdoor training, formations, drill, and PT may be conducted as long as personnel are at least 6 feet or more apart. Outdoor is defined as open space outside, a hanger facility with an open door or covered area with no walls. Under Phase II a maximum of 50 people will be allowed to attend any one event or activity.

Indoor training and formations are permitted if the members maintain a 6-foot bubble. If the Hanger door is closed the facility will be considered indoor, and capacity must not exceed 25% capacity.

Color Guard and activities that require less than 6 foot spacing will be reviewed and approved by the Wing Director of Cadet Programs.

Fund Raising, Parades, and activities away from the squadron facilities will need a CAPF 160, Deliberate Risk Assessment Worksheet, completed and approved by wing Safety, Health Services and Command. The worksheet should be submitted to Wing Safety Officer at least two weeks prior to the event.

Cadet O-Rides are approved using National guidelines, with current WAWG guidance limiting number of cadets per flight to one unless they are from the same household, in which case the limit is 2 cadets.

Wing O-Ride Coordination Officer will assist Squadron Commanders in developing the O-Ride activity. Squadron Commanders will work to reduced exposure by staggering the next group for an orientation the flight is recommended.

- To help prevent cadets from congregating, commanders may execute concurrent training or activities prior to the flight.
- Cadets will show up at the appointed time and place where training may be conducted on a variety of topics.
- Everyone will execute social distancing requirements and wear a face mask, on the ground. In the air all members will wear a mask and aircraft will be cleaned based on NHQ guidelines.

AE-Rocketry-Robotics-Cyber Patriot, Computer operations or similar activities sponsored or conducted by Wing Personnel will require a CAPF-160. State guidelines for number of personnel at any one time will be followed.



ES-Aircrew-Ground Team-Base Staff Proficiency training is approved. Currently WAWG will allow up to 25% occupancy inside a mission base facility with a six-foot bubble and wearing masks. If facility does not have the space for social distancing guidelines, it is recommended some members participate in a squadron facility or at home using virtual platforms.

Flight Operations – DO will monitor staff onboarding and training of aircrew. Training is authorized the use of on-site or virtual IMT to keep incident staff current and proficient.

Phase II approved operations.

- Flight Evaluations/check rides
- Dual instruction (including cadet flight instruction and Cadet Orientation Flights)
- Local crew training proficiency
- Cadet Orientation flights
- JROTC and ROTC Orientation flights
- TOP flights
- Squadrons are encouraged to open their facilities to training. Wing ES, Cadet and AE training assistance is available for the asking.

WAWG Minimum COVID Safety Protocols:

- Everyone who attends a meeting wears a Mask, indoors and outdoors until they leave the meeting or activity.
- Members will maintain a six-foot separation from other members during a meeting, indoors and outdoors.
- Each member using the restroom will use a disinfecting wipe or spray to clean the surfaces touched after each use.
- Squadron HQ or other facility will be cleaned at the end of each meeting or occupancy.
- The State of Washington COVID-19 guidance by county will be followed, prior to Civil Air Patrol COVID -19 Guidance.
- Guidance for specific activities and missions will be provided by the Activity Director, Squadron Commander, Incident Commander and/or the Wing Commander.  
Public health strategies includes avoiding the 5C's (Source: FOUO CAP Protect the Force PPTX)
  - closed spaces with poor ventilation;
  - crowded places with many people nearby;
  - close-contact settings, such as close-range talking;
  - continuous exposure (limit time with people to less than 10-20 minutes);
  - common surfaces that could be infected with COVID-19.

Submit your questions to the Squadron Safety Officer and they will in turn contact the Wing Safety Officer and Health Services Officer to manage inquiries and recommendations.

Squadrons are strongly encouraged to blend In-Person and Virtual attendance for all meetings and activities. Respect will be given to any member who is unable to attend an in-person meeting based on wellness concerns.

It is Washington Wings goal to reach Phase III by the end of April 2021, to do this we will need members to continue to be COVID-19 safe. Wear your mask, social distance as described by Washington and CAP, wash your hands, and at your personal choice be vaccinated.

Washington Wing's remobilization team has continued to invest time in researching the status of the COVID-19 data. Reviewing articles and news provided by state officials.

Washington COVID case numbers have dropped significantly since the last peak around mid-December. We believe Washington's COVID-19 data justifies the Washington Wing moving to Phase II remobilization. We feel the following statistics justify Phase II: 1. The number of cases has continued declining since the beginning of January 2021. The current positive test rate is at 3.9%, infection rate is .87, daily new cases has improved significantly since January 2021 and 13.6% of the Washington population has received at least their first dose of vaccine, with 5.8% also receiving their second dose.

Stay safe, and stay healthy, protect your wing-person.



Colonel Shelly J Norman  
Washington Wing Commander Civil Air Patrol

Civil Air Patrol COVID-19 Remobilization Web Page  
<https://www.gocivilairpatrol.com/covid-19-remobilization>

Civil Air Patrol COVID-19 Remobilization FAQ's December 2020  
[https://www.gocivilairpatrol.com/media/cms/COVID19 Remobilization FAQs v1 879DA6F48D117.pdf](https://www.gocivilairpatrol.com/media/cms/COVID19_Remobilization_FAQs_v1_879DA6F48D117.pdf)

CAP COVID-19 Aircraft and Vehicle Care March 2020  
[COVID-19 Aircraft Care | Hot News | Civil Air Patrol National Headquarters \(gocivilairpatrol.com\)](#)

FY 2021 Operations Plan w/Amendments December 2020  
[FY21 COVID19 Ops Plan Signed 373BF806BB5CD.pdf \(gocivilairpatrol.com\)](#)