

**Approved: 11 Mar 2021**



Post-COVID-19 Remobilization of the Membership Plan

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

WIWG

Completed 08 Mar 2021

Template Updated 2 March 2021

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

This plan has been developed for Wisconsin 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 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: Lt Col Jeff Thompson

Primary Phone: 920 676 2290

Primary Email: [Jeffery.Thompson@wiwg.cap.gov](mailto:Jeffery.Thompson@wiwg.cap.gov)

**WIWG'S PLAN IN BRIEF:** Given that COVIDActNow.org data points have been decreasing in Wisconsin, and the lessening of legal restrictions on groups meeting or what individuals can or cannot do, WIWG proposes allowing CAP activities and units to meet, following the Phase 2 guidelines of no more than 50 people in a room until further notice. If a meeting has more than 50 people, the additional people can participate via online or meetings may be staggered to limit the amount of people meeting to 50 individuals or less. The same would apply to training activities, aerospace activities, recruiting activities, and most other CAP activities. Temperature checks and screening questions will be utilized before anyone enters the meeting place. The use of facial coverings during Phase 2 must be enforced, even if social distancing can be maintained.

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

On 24 June 2020, WIWG was approved to move to Post COVID-19 Phase 1 Remobilization, however was immediately faced with spiking criteria and stayed in Phase 0.

WIWG revised previous Phase 1 Remobilization Plan and on 24 Aug 2020, WIWG was approved to once more move to Post COVID-19 Phase 1 Remobilization.

On 23 Sept 2020, WIWG reverted to Phase 0, as metrics spiked significantly making WIWG #3 nationally for highest new case rate.

WIWG again revised Phase 1 Remobilization Plan and on 5 Feb 2021 was approved to move to Post COVID-19 Phase 1 Remobilization, again.

Wisconsin Wing Remobilization team has been closely monitoring the COVID-19 data points, using COVIDActNow.org, since mid-February.

#### **23 February 2021**

At tonight's Covid Meeting we discussed a question posted in the Covid email mailbox dated 2/11/21. Follow-up to that question was provided by Todd and Ernesto. To date, no other questions have come our way.

- Looking forward, it was agreed that questions that come to the Covid Team or Team members will be forwarded to group members for examination, discussion, and response. Thompson will act on a response to the question within 48 hours.
- Our next meeting will be on the 9th of March with the intention of finalizing the Phase Two document. All individual inputs should be submitted in Word form to Teams for examination and gathering. (Pat . . . please forward and specify a path/location where you want docs submitted.)
- Our goal is to have the Phase Two plan ready for approval NLT than the 15th of March. • Flash will speak with Ron Sorenson regarding inputs to the Phase Two Plan.

#### **9 March 2021**

- Reviewed and discussed "final" version of WIWG Phase II plan.
- Entered into some discussion centered around total members present at an activity.
- Perused Safety Letter to go out to members for guidance on safe practices while under Phase II. LTC Gordon will review and forward to LTC Gaylord NLT Wednesday PM.
- Asked LTC Krueger to review and submit revision of document: "Aircrew Procedures During Covid-19-Pandemic"

Plan Completed By: Lt Col Patrick Gaylord, CAP

Last Updated: 10 Mar 2021

Template Updated 8 June 2020

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

- Agreed to submit any revisions and documents to LTC Gaylord for final document review NLT Wednesday PM.
- Reviewed current State's Covid Pandemic stats.
- Agreed to hand over Phase II plan to Wing Commander for approval and "send up" for National's approval. (LTC Gaylord)

Per 8 Mar 2021 covidactnow.org website, Wisconsin is at Daily New Cases 10.5 per 100K, an Infection Rate of .92, Positive Test Rate of 2.3%, and ICU Headroom of 47%.

Review of [\*Local COVID-19 Restrictions Across Wisconsin\*](#) found there were no local counties more restrictive than state.

Once WIWG's Post COVID-19 Phase 2 Remobilization Plan is approved, WIWG CC will work with the unit commanders, and the Wisconsin COVID-19 Remobilization Planning Team on how to best re-open WIWG units for training and operations.

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>Colonel Denese Helgeland</b>	<b>23 Feb 21</b>		<b>27 Feb 21</b>	Continue coordinating activities with Wing Staff and Squadron Commanders. Events being added to Wing Calendar and monitored.
2.1.1.	Wing priorities for training events should be coordinated with unit commanders' needs	<b>Lt Col Pat Gaylord</b>	<b>23 Feb 21</b>		<b>27 Feb 21</b>	Continuously coordinate WIWG priorities for training events with unit commanders' needs.
2.1.2.	Task staff officers to provide input on list of events and priorities:	<b>Colonel Helgeland</b>	<b>23 Feb 21</b>		<b>27 Feb 21</b>	Continue tasking staff officers to provide input on list of wing events and priorities.
2.1.2.1.	Director of Aerospace Education	<b>Lt Colonel Boulanger</b>	<b>23 Feb 21</b>		<b>27 Feb 21</b>	<b>See 2.1</b> Provided input on list of Aerospace Education training activities and priorities.
2.1.2.2.	Director of Cadet Programs	<b>Lt Col Todd Mandel</b>	<b>23 Feb 21</b>		<b>27 Feb 21</b>	<b>See 2.1</b> Potential one-day Cadet Program activities in the March-June timeframe include: Drill Instruction one-day event, CAC meeting, encampment staff training events.
2.1.2.3.	Director of Operations/Emergency Services	<b>Lt Col Jerry Krueger</b>	<b>23 Feb 21</b>		<b>27 Feb 21</b>	Continuous input on list of Emergency Services training activities and priorities.
2.1.2.4.	Director of Professional Development	<b>Lt Col Ron Sorenson</b>	<b>23 Feb 21</b>		<b>27 Feb 21</b>	Continuous input on list of Professional Development activities and priorities.
2.1.2.5.	Plans and Programs Officer	<b>Lt Col Robert Koehler</b>	<b>23 Feb 21</b>		<b>27 Feb 21</b>	Continuous input on list of Plans and Programs events and priorities. None planned before Oct 2021 Wing Conference

COVID-19 Remobilization of the Membership Plan – Phase II

2.2.	Coordinate with subordinate unit leaders to deconflict calendar events to the greatest extent possible	<b>Lt Col Pat Gaylord</b>	<b>23 Feb 21</b>		<b>Ongoing – 27 Feb 21</b>	Continuous coordination with subordinate unit leaders to de-conflict calendar events to the greatest extent possible.
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 Pat Gaylord</b>	<b>23 Feb 21</b>		<b>Ongoing – 27 Feb 21</b>	Continuously publish updated activity and event listings to the Wisconsin Wing Calendar, and promote these dates to the units for their planning and participation.
2.4.	Task the Director of Safety to coordinate with Activity Directors	<b>Colonel Denese Helgeland/Lt Col Thomas Gordon</b>	<b>23 Feb 21</b>		<b>Ongoing – 27 Feb 21</b>	Continuously coordinating Safety with Activity Directors
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>Identified as assigned</b>	<b>TBD</b>			WIWG SEO and/or appropriated directorate ensures Directors use RM forms to mitigate local risks.
2.4.2.	Activity Directors identify sources for face coverings, gloves, & sanitizer to use in case of a return to increased risk	<b>Identified as assigned</b>	<b>TBD</b>			WIWG SEO ensures Directors have identified sources of PPE and sanitizer

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>Colonel Helgeland/Capt Ernesto Brauer</b>	<b>23 Feb 21</b>			Via telephone, WIWG CV tasked WIWG HSO to coordinate with Activity Directors, as noted below.
2.5.1.	Health Service Officers consider screening with no-touch thermometers at events (if such equipment is available and practical)	<b>Capt Ernesto Brauer</b>	<b>23 Feb 21</b>			WIWG HSO will continue to advise Units to consider screening with no-touch thermometers at events in addition to screening questions. Most units have no-touch thermometers.

COVID-19 Remobilization of the Membership Plan – Phase II

2.5.2.	Health Service Officers remind members that identify as High-risk to remain home, but participate virtually	<b>Capt Ernesto Brauer</b>	<b>23 Feb 21</b>			WIWG HSO will continue to provide guidance for Units to remind members that identify as High-risk to remain home, but participate virtually
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>Capt Ernesto Brauer</b>	<b>23 Feb 21</b>			WIWG HSO will continue to provide guidance for Units to 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), use of screening questions and a social distancing plan.
2.5.4.	Units will ensure no more than 50 individuals are together at gatherings. Squadrons with more than 50 individuals must submit a plan on how they will comply with restrictions	<b>Squadron Commanders</b>	<b>23 Feb 21</b>			WIWG HSO will continue to provide guidance for Unit to ensure no more than 50 individuals are together at gatherings. Squadrons with more than 50 individuals must submit a plan to WIWG Covid Remobilization Team on how they will comply with restrictions.
2.6.	Ensure Activity Directors have plans in place to communicate last-minute cancellations of events to participants	<b>Identified as assigned/Lt Col Pat Gaylord</b>	<b>23 Feb 21</b>			WIWG HSO will continue to provide guidance for Units to ensure Activity Directors have plans in place to communicate last-minute cancellations of events to participants
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>Identified as assigned/Lt Col Pat Gaylord</b>	<b>23 Feb 21</b>			WIWG HSO will continue to provide guidance for Units to 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. (Continuous Check)
2.7.1.	45 Days Prior Continuation Check	<b>Col Helgeland /Capt Brauer</b>	<b>TBD</b>			When events are identified, the Continuous Check process will begin.
2.7.2.	14 Days Prior Continuation Check	<b>Col Helgeland /Capt Brauer</b>	<b>TBD</b>			When events are identified, the Continuous Check process will begin.
2.7.3.	7 Days Prior Continuation Check	<b>Col Helgeland /Capt Brauer</b>	<b>TBD</b>			When events are identified, the Continuous Check process will begin.
2.7.4.	1 Day Prior Continuation Check	<b>Col Helgeland /Capt Ernesto Brauer</b>	<b>TBD</b>			When events are identified, the Continuous Check process will begin.
2.7.5.	Day Of Continuation Check	<b>Col Helgeland / Capt Brauer</b>	<b>TBD</b>			When events are identified, the Continuous Check process will begin.

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)	<b>Lt Col Jeff Thompson/WIWG CV Lt Col Pat Gaylord</b>				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 purpose of the checklist, for unit events)
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	<b>Colonel Denese Helgeland</b>	<b>5 Mar 21</b>			Plan will be emailed to CAP COVID-19 Planning Team and GLR/CC to signal intentions to resume single-day events.
2.9.1.	Briefly describe/summarize previous coordination accomplished (i.e., 2.1 through 2.8 above)	<b>Lt Col Jeff Thompson</b>	<b>23 Feb 21</b>			See page 2 for Narrative summary and sections 2.1-2.8. Information is routine shared with units through email and chain of command. WIWG has a COVID email address to address any additional questions from members or units.
2.9.2.	Verify no jurisdictional restrictions are in place from State or Local Governments	<b>Major Dennis Tiedt</b>	<b>23 Feb 21</b>		<b>8 Mar 21</b>	Verified by Lt Col Patrick Gaylord – documented on page 2.
2.9.3.	Set date to resume one-day special activities	<b>Col Helgeland /Capt Brauer</b>	<b>23 Feb 21</b>	<b>5 Mar 21</b>	<b>Upon plan approval</b>	Unit only special activities will begin upon plan approval. Other special activity start dates will be set in coordination with WIWG CC and staff, at least 1 week following plan approval. Dates will be published to membership.
2.9.4.	Receive approval from the CAP COVID-19 Planning Team to resume one-day special activities. Plan for one-week lead time.	<b>Colonel Helgeland</b>	<b>TBD</b>		<b>TBD</b>	Receive approval from the CAP COVID-19 Planning Team to resume one-day special activities. See 2.9.3 above for requested start dates.
2.10.	Publish the date that one-day special activities will resume to subordinate units	<b>Colonel Helgeland</b>	<b>TBD</b>		<b>TBD</b>	Will publish the start date to subordinate units and membership.
2.11.	Task Wing Director of Operations to communicate the following to subordinate units	<b>Colonel Helgeland</b>	<b>23 Feb 21</b>		<b>23 Feb 21</b>	WIWG DO and WIWG CS-M have been tasked
2.11.1.	Identify flight operations permitted during Remobilization Phase II	<b>Colonel Helgeland/ Lt Col</b>	<b>23 Feb 21</b>		<b>9 Mar 21</b>	Identified flight operations permitted during Remobilization Phase II.

Plan Completed By: Lt Col Patrick Gaylord, CAP

Last Updated: 10 Mar 2021

Template Updated 8 June 2020

COVID-19 Remobilization of the Membership Plan – Phase II

		<b>Sherwood Williams</b>				
2.11.2	Identify requirements (Currency, etc) for Senior members	<b>Colonel Helgeland/ Lt Col Sherwood Williams</b>	<b>23 Feb 21</b>		<b>9 Mar 21</b>	Identified senior member requirements. Requirements will follow operations and ops qual requirements.
2.11.3	Identify cadet training requirements that may be different than Phase I requirements	<b>Colonel Helgeland/ Maj. Todd Mandel</b>	<b>23 Feb 21</b>			See Phase 2 Meeting Guidance for Units
2.11.4	Identify cleaning standards for aircraft and vehicles before and after use	<b>Col Helgeland / 1<sup>st</sup> Lt Bellin / Lt Col Krueger</b>	<b>23 Feb 21</b>		<b>9 Mar 21</b>	Cleaning standards for aircraft and vehicles have been identified.

## Phase 2 Meeting Guidance for Units:

Unit Commanders and CDCs will review the CDC's Guidance for Schools available at:

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/index.html> and adopt as many of the precautions as are practical for their meeting space.

1. The following limits are in place for Phase 2 meetings:
  - a. Limited to 50 members.
  - b. Double masking required for cadets and those working directly with cadets.
  - c. Members remain six feet apart.
  - d. Temperature screening remains in effect.
  - e. Units that are not bringing fresh air into meeting spaces are limited to 30 minutes indoors followed by 30 minutes outdoors (or vice versa). Units that are bringing fresh air in to meeting spaces via mechanical ventilations (i.e. box fans or pedestal fans bringing in fresh air from an open exterior window or door) may have indoor sessions for up to 45 minutes at a time.
  - f. All members must be asked the four questions in the CDC Screening Tool Paper Form (<https://www.cdc.gov/screening/paper-version.pdf>). It is recommended that units email these questions out shortly before the meeting and instruct any member answering yes to any question not attend. Questions must still be asked upon arrival, even if they are emailed out or posted in advance.
2. Recommendations for Phase 2 meetings:
  - a. Units need to calculate their maximum room occupancy and use that as one of the primary planning constraints. Where rooms do not allow all members to be indoors simultaneously, units should develop training plans that split the cadet corps into two or more groups/flights and have them alternate indoor/outdoor. "Maximum room occupancy" is defined as the maximum number of people that can be in a room when distancing requirements are followed.
  - b. Promotion presentations are allowed if double-masked. Presentations and "pinnings" should be done quickly, efficiently, and outdoors.
  - c. Hangars and garages count as outdoor space if exterior doors are open.
  - d. Units are encouraged to return to meeting training rotations that are similar to pre-COVID with the exception of Character Development. It is recommended that Character Development be delivered either virtually or outdoors due to its extended classroom sessions.
  - e. Guests are allowed, but count against the 50 person cap. It is recommended that guests pre-register with the unit before attending so that the unit can inform them of expectations and requirements. All guests must undergo the same screening requirements as members. Guests must follow the same distancing and other protocols.
  - f. A recommended "best practice" is to have potential new members attend on the same night to reduce weekly risk.
3. Recommendations for Phase 2 events:
  - a. Under Phase 2, single day, non-overnight events can be held.

- b. Units may have events with other units with the approval of the Group Commander. An evaluation of the COVID data for each unit's county should be conducted before approval. Units should not travel from higher risk areas to lower risk areas.
- c. Activity directors must complete the CAPF 160 and conduct the risk management analysis and plan.
- d. The member attendance cap remains at 50 persons.
- e. All masking and screening requirements remain in effect.
  - i. Screening questions should be sent to participants before they leave their home station to prevent traveling to the event and then being immediately turned around and sent home.
  - ii. If traveling via CAP transportation, then the screening process must occur upon arrival at the rally point.
  - iii. If traveling via CAP transportation, then guidelines for vehicle usage must be followed.
- f. The same time requirements apply as for meetings outlined above (30 minutes inside, 30 outside, etc).
- g. Events are limited to six continuous hours. This is face-to-face time and does not include transport time.
- h. Activity directors must record a roster of attendees and keep the information available for at least 21 days in the event that contact tracing is required.



**WISCONSIN WING CIVIL AIR PATROL**  
 UNITED STATES AIR FORCE AUXILIARY  
 2400 Wright Street  
 Madison WI 53704-2572  
 Office: 608-242-3067 • FAX: 608-242-3068 • www.wicap.us



5 February 2021

MEMORANDUM FOR WIWG / Unit CCs

FROM: WIWG/CS – MISSIONS

SUBJECT: Aircrew Procedures during COVID-19 Epidemic – **REVISION 5**

**REFERENCE**

- CAP/CC Memo: Ongoing COVID-19 Operations – 1 July 2020
- CAP/CC Memo: Mission Essential Operations Only - 7 April 2020
- Cleaning and Disinfecting Aircraft and Vehicles - 20 March 2020
- Cleaning and Disinfecting Garmin Aviation Products - 23 March 2020
- Ops Plan including Amendment One thru Three – 8 June 2020
- Temperature Screening Guidelines - 30 April 2020
- FAA 4 May 2020 SFAR Implementation and 29 June 2020 Amendment
- CAP/CC Memo: Extensions Onboarding and Retraining - 29 September 2020
- CAP/CV Memo: Flying Operations in Remobilization Phase I and II - 29 September 2020
- CAP/CC Memo: Phase II to Phase III Transitions and Critical Future Planning - 21 July 2020

1. The purpose of this memo is to consolidate National HQ COVID-19 instructions, restrictions and other guidance for aircrew personnel into a single document. **Changes from the 10 Nov 20 version have been highlighted.**

2. Only the following flight activities are currently authorized.

- |                                       |  |
|---------------------------------------|--|
| • Actual / essential mission flights  | • sUAS Crew Training **                  |
| • MX flights                          | • Onboarding & Retraining Flights        |
| • Form 5 / Form 91 Flight Evaluations | • Cadet O-flights (Phase 1 or higher) ** |
| • Proficiency Flights                 | • TOP flights (Phase 2 or higher)        |
| • Dual Instruction **                 | • AFROTC O-flights (Phase 2 or higher)   |
| • Aircrew Training                    | • AFJROTC O-flights (Phase 2 or higher)  |

**\*\* Cadets under the age of 18 require parental approval using the CAPF 60-80, Permission Slip. Documentation will be kept on file at the cadet’s home unit.**

3. All manned flights will be accomplished IAW CAPR 60-3 & 70-1 as well as **published standards** and **mission aircrew training materials**. sUAS flights will be accomplished IAW the draft CAPR 70-1U & 60-3U as well as other related documents on the [National sUAS web page](#). 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. (See [CAP Pamphlet 70-4, Guide to FAA Exemptions](#))

4. Minimum aircrew will be determined by current guidance and the requirements of the mission or flight. **Normal crew of two or three is authorized for manned flights.** sUAS crews traveling to operating areas will also follow the current [WIWG COVID-19 Ground Team & Vehicle Operations Procedure](#). Supervised trainees may participate on actual, essential or training missions. All training, proficiency, and evaluation flights are limited to a **maximum of 4 hrs per crew per day** **NOTE:** Flights may be extended with the approval of the Wing Commander or Chief of Staff-Missions depending on the sortie objectives and the needs of the crew. These waivers are **NOT** automatic and require sufficient justification.

5. 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.**

6. Crew members will:

- Review the cleaning and disinfecting videos on the **COVID-19 Information Center** of [GoCivilAirPatrol.com](http://GoCivilAirPatrol.com)
- **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.
- Maintain six feet of social distance in public and during preflight, briefing and post flight activities.
- Clean high-touch surfaces (*tables, handrails, doorknobs, keyboards, etc.*) used during preflight, briefing and post flight activities.
- 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.
- Clean commonly touched aircraft surfaces (*including door handles, control yokes, radio knobs, switches, visors, tow bars, etc.*) **BEFORE and AFTER each flight.** (See [Cleaning and Disinfecting Aircraft and Vehicles - 20 March 2020](#))
- Clean G1000 aviation displays IAW published service bulletins. **DO NOT** use bleach-based cleaners, ammonia-based cleaners, or other harsh chemicals on any surface. (See [Cleaning and Disinfecting Garmin Aviation Products - 23 March 2020](#))
- Practice proper hand washing techniques and use hand sanitizer on a regular basis.

FOR THE COMMANDER



GERALD H KRUEGER, Lt Colonel, CAP  
Chief of Staff - Missions

cc:

WIWG Command Staff/DO/DOS/DOM/DOV/ICs/FROs/Pilots/Unit DO/DOS



**WISCONSIN WING CIVIL AIR PATROL**  
UNITED STATES AIR FORCE AUXILIARY  
2400 Wright Street  
Madison WI 53704-2572  
Office: 608-242-3067 • FAX: 608-242-3068 • www.wicap.us



10 February 2021

MEMORANDUM FOR WIWG / Unit CCs

FROM: WIWG/CS – MISSIONS

SUBJECT: Ground / UDF Team & Vehicle Operations during COVID-19 Epidemic – **REVISION 2**

**REFERENCE**

CAP/CC Memo: Ongoing COVID-19 Operations – 1 July 2020  
CAP/CC Memo: Mission Essential Operations Only - 7 April 2020  
Cleaning and Disinfecting Aircraft and Vehicles - 20 March 2020  
Ops Plan including Amendment One thru Three – 8 June 2020  
Temperature Screening Guidelines - 30 April 2020  
WIWG COVID-19 Phase 1 Remobilization Plan – **5 February 2021**

1. The purpose of this memo is to consolidate National HQ COVID-19 instructions, restrictions and other guidance for ground / UDF personnel and vehicle operators into a single document. **Changes from the 8 Sep 20 version have been highlighted.**
2. Ground and UDF teams are authorized to participate on actual, mission essential or training operations. **Vehicle travel time is restricted to 4 hours per day per team. In-person activities will conform to current WIWG Phase 1 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.
3. All vehicle operations will be accomplished IAW CAPR 77-1, 60-3 and this procedure. **Vehicle capacity is limited to 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. Under no circumstances will more than two persons be seated in the same row. **Face masks WILL be worn at all times when in the vehicle.** These rules also apply to corporate (COV) as well as privately owned (POV) and temporary use vehicles (TUV) used for CAP business.
4. **Some actual / mission essential operations may require additional personnel or travel time.** If so, ICs or Project Officers **MUST** request a waiver from the Wing Commander or Chief of Staff – Missions. Maximum vehicle capacity will be determined by the number of seat rows times 2 persons per row.
5. Team leaders and vehicle operators will verify the condition of all team personnel and vehicle passengers. **Anyone with a temperature of 100.4 or greater and/or have other flu-like symptoms must not participate.** If possible, temperature screening of participating personnel will also be conducted prior to loading the vehicle.

6. Vehicle personnel will:

- Review the cleaning and disinfecting videos on the **COVID-19 Information Center** of [GoCivilAirPatrol.com](http://GoCivilAirPatrol.com)
- **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.
- Maintain six feet of social distance in public and during ground / UDF team activities, if possible.
- Clean high-touch surfaces (*tables, handrails, doorknobs, keyboards, etc.*) used during briefing, planning and debriefing activities.
- Wear a face covering if unable to maintain social distance and when in vehicle.
- 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](#))
- Disinfect equipment used by multiple personnel as part of the “hand-off” process.
- Practice proper hand washing techniques and use hand sanitizer on a regular basis.

FOR THE COMMANDER



GERALD H KRUEGER, Lt Colonel, CAP  
Chief of Staff - Missions

cc:

WIWG Command Staff/LG/LGT/DOS/ICs/GTLs/UDF/Vehicle Operators  
Unit DO/DOS/LG/LGT

From: Lt Col Thomas Gordon, CAP / WIWG SEO

Sent:

To: [DL-WIWG-DTY-Commanders@wicap.us](mailto:DL-WIWG-DTY-Commanders@wicap.us), DL-WIWG-DTY-Safety [Officers@wicap.us](mailto:Officers@wicap.us)

SUBJECT: Wisconsin Wing Reopening Safety Information

WIWG Commanders and Safety Officers,

As part of the WIWG's Post COVID-19 Phase 2 Remobilization process, it necessary to implement the risk management guidance outlined below. This guidance outlines areas of concern for meetings and a management section. Each unit must review this information and implement the process as needed.

Following is the link to COVID-19 information available at:

<https://www.gocivilairpatrol.com/members/cap-national-hq/safety/covidrm>

Please consider adapting and incorporating parts or the whole, as elements of your safety briefings.

As conditions change, please continue to monitor your supplies of personal protective equipment, such as face coverings/masks, hand sanitizer, gloves, and surface cleaners to ensure an appropriate supply is available.

The Center for Disease Control (CDC) does a very good job of updating their guidance on symptoms and processes to mitigate the spread of COVID-19. Their website is a good reference site for information on symptoms, self-check guidelines and mask guidance.

Please review and follow the procedures below as we continue to open Wisconsin Wing.

- Thoroughly clean offices, meeting rooms, hangers and/or garages
  - Provide hand sanitizer for entry and exit of rooms and other areas, and at multiple locations depending on size of meeting areas
  - Reposition furniture to allow for at least 6' of separation between
  - Use of face coverings
  - Wipe down all surfaces before and after events/activities
- Members
  - Make sure you are feeling well and do not have a temperature or other symptoms before arriving
  - Maintain 6' while at CAP functions.
  - Look out for one another – send anyone home that appears sick or may be an at-risk person
  - Do not share pens, devices, or other equipment. Bring what you need.
  - If special equipment must be shared, wipe down all touch surfaces between users.

Finally, it is important to apply Operational Risk Management (RM) processes and practices consistently. If you have not already done so, this is an ideal time to either catch up on or refresh your RM knowledge and skills. In addition, for all activities you are to complete CAPF160 or CAPF160S. This is especially critical as we start back to have in-person meetings and special one-day activities.