

Approved: 5 June 2021



Post-COVID-19 Remobilization of the Membership Plan

Phase III: Resuming Overnight Activities (Bivouacs, Conferences, Encampments, etc)

WVWG
Completed 24 AUG 2020

Template Updated 8 June 2020

COVID-19 Remobilization of the Membership Plan – Phase III

This plan has been developed for West Virginia Wing, using the template provided by the Civil Air Patrol National Headquarters to enter Phase III, Resuming Overnight Activities.

Additional staffing and resources have been coordinated with Mid Atlantic Region 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.*

Plan Coordinator and Point of Contact: Lt Col Richard Judy, CAP – WVWG CV

Primary Phone:

Primary Email: rjudy@wvwing.cap.gov

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

Teleconference calls for planning. For Phase III, there are multiple activities planned. The wing HSO has been engaged for input on how to keep members safe as we move into Phase III . WV Wing still shows amber on the Covid act now website, but that is only because of localized hotspots of the COVID-19 virus that the Wing is monitoring. None of the hotspots are near any WV Wing Squadron. Infection rates have been steadily declining steadily since 1 April and have been below the daily new case threshold of 10 since 23 May.

Plan Completed By: Lt Col Richard Judy

Last Updated: 2 June 2021

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COVID-19 Remobilization of the Membership Plan – Phase III

Phase III: Resuming Overnight Activities (Bivouacs, Conferences, Encampments, etc)

NOTE: Resuming overnight activities will not be done until Phase III, when most public health restrictions have been lifted, schools & businesses have reopened, and the forecasted risk is minimal.

Item#	Task	OPR/Assigned Personnel	Date Tasked	Suspense	Date Completed	Notes
3.1.	Verify current state-level guidance allows overnight events to resume	Lt Col Judy	2 Jun		2 Jun	All capacity restrictions have been lifted and face coverings are optional for fully vaccinated persons.
3.2.	Consult with staff officers to prepare for overnight activities	Col Moody	2 Jun		2 Jun	
3.2.1.	Coordinate with Health Services	Maj Hudak	2 Jun		2 Jun	HSO agrees for entry into Phase III
3.2.1.1.	Check state and local health guidance regarding gatherings	Lt Col Judy	2 Jun		2 Jun	All capacity restrictions have been lifted
3.2.1.2.	Prepare to communicate with subordinate units on Health Services-related matters to continue selected public health measures	Col Moody/Lt Col Judy	2 Jun	17 Jun		CC/CV will have a commander's call to inform all Squadron CC's on Phase III
3.2.2.	Consult with Legal Officer about resuming overnight activities	Capt Harrold	2 Jun		2 Jun	Legal Officer Agrees overnight activities can resume
3.2.3.	Coordinate with Director of Safety	Capt Stephens	2 Jun		2 Jun	Director of Safety agrees for entry into Phase III
3.2.3.1.	Verify proper planning and mitigation tools are available to staff and units	Lt Col Judy	2 Jun		2 Jun	
3.2.3.2.	Prepare to communicate with subordinate units on Safety-related matters	Lt Col Judy/Capt Stephens	2 Jun	17 Jun		
3.2.4.	Coordinate with Director of Cadet Programs	Maj Case	2 Jun		2 Jun	DCP agrees for entry into Phase III
3.2.4.1.	Prepare recommendations for units regarding overnight activities	Maj Hudak/Capt Stephens	2 Jun	17 Jun		HS guidance document updated 3 June
3.2.4.2.	Prepare bullets for units to incorporate when sending messages to parents about the resumption of overnight activities	Maj Hudak/Capt Stephens	2 Jun	17 Jun		HS guidance document updated 3 June
3.3.	Query commanders of subordinate units to verify that local governments do not have more restrictive social-distancing guidelines than those at the state level	Lt Col Judy	2 Jun		2 Jun	No additional restrictions than those at the state level

COVID-19 Remobilization of the Membership Plan – Phase III

Phase III: Resuming Overnight Activities (Bivouacs, Conferences, Encampments, etc; continued)

Item#	Task	OPR/Assigned Personnel	Date Tasked	Suspense	Date Completed	Notes
3.4.	Email the CAP COVID-19 Planning Team at COVID-19Plans@capnhq.gov , and copy the Region Commander for permission to reinstate overnight activities	Lt Col Judy	2 Jun	4 Jun		
3.4.1.	Describe previous coordination accomplished	Lt Col Judy	2 Jun		2 Jun	Previous coordination for Phase II is adequate for Phase III
3.4.2.	Verify no jurisdictional restrictions are in place from State or Local Governments	Lt Col Judy	2 Jun		2 Jun	Verified no other restrictions
3.4.3.	Set date to resume overnight activities, this is the start of Phase III	Lt Col Judy	2 Jun	7 Jun		Request a 7 Jun entry into Phase III
3.4.4.	Receive approval from the CAP COVID-19 Planning Team to resume overnight activities. Plan for one-week lead time.	Lt Col Judy	2 Jun	7 Jun		
3.5.	Publish the date that Phase III will begin to subordinate units	Lt Col Judy	2 Jun	7 Jun		
3.6.	Task Wing Director of Safety to communicate the following to subordinate units:	Capt Stephens	2 Jun	7 Jun		
3.6.1.	Units may use steady-state RM forms to mitigate local risks					
3.6.2.	Units continue to consider face coverings, gloves, hand sanitizer, and an emphasis on hygiene during meetings and activities					
3.7.	Task Wing Health Service Officer to communicate the following to subordinate units:	Maj Hudak	2 Jun		3 Jun	HS guidance document updated 3 June
3.7.1.	Health Services will continue to consider screening with no-touch thermometers prior to entry to the meeting or will require members to take their temperature at home prior to attending the activity					
3.7.2.	Health Services will educate members on the importance of monitoring their health and avoiding participation in activities if sick					

Plan Completed By: Lt Col Richard Judy

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COVID-19 Remobilization of the Membership Plan – Phase III

Phase III: Resuming Overnight Activities (Bivouacs, Conferences, Encampments, etc; continued)

Item#	Task	OPR/Assigned Personnel	Date Tasked	Suspense	Date Completed	Notes
3.7.3.	Health Services will continue to educate members on public health practices such as emphasizing hygiene, having face coverings & gloves available, social distancing for those at high-risk, and common surface cleaning					
3.8.	Task Wing Director of Cadet Programs to communicate the following to subordinate units:	Maj Butler-Case	2 Jun	7 Jun		
3.8.1.	Units plan to resume formations, drill, and other close-distance activities as appropriate					
3.8.2.	Units draft a local message to parents to inform them about what CAP is doing to keep Cadets safe while they participate in the resumption of all manner of activities in Phase III (a return to normal post-COVID-19 operations)					
3.9.	Task Wing Director of Operations to communicate the following to subordinate units	Col Moore	2 Jun	7 Jun		
3.9.1.	Identify flight operations permitted during Remobilization Phase III					
3.9.2.	Identify requirements for Senior and Cadet members to return to flying as required					



HEADQUARTERS WEST VIRGINIA WING
CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY
112 AIRPORT ROAD
CHARLESTON, WEST VIRGINIA 25311-1056



TO: WVWG wing squadron commanders and activity directors
FROM: Jason A. Hudak, MD, FAAFP, FAWM
Clinical Associate Professor
WVWG Medical Officer
RE: WVWG Phase III guidance
DATE: 3 June 2021

In anticipation of progressing to Phase III of the re-opening of the West Virginia wing, please consider the following guidance to keep our membership safe. Activities and meetings being planned should incorporate some form of all the following recommendations, and include the participation of at least one health services officer for the purposes of implementation and monitoring of compliance and efficacy.

1. Units/activities should set up and conduct a brief **screening** at the entrance to the meeting. Screening questions should include the following:
 - a. Has the member had any symptoms of a new fever, cough, or body aches?
 - b. In the last 2 weeks, has the member tested positive for, or currently have a test pending for COVID-19?
 - c. Has the member had a household exposure to a confirmed or suspected case of COVID-19 in the last 2 weeks?
 - d. Has the member or any member of their household traveled to a high-risk location in the last 2 weeks?

Any positive responses should be referred to the squadron commander/activity director who should recommend non-admittance to the meeting. The reporting of any active symptoms or fever should prompt a recommendation of non-admittance and an *immediate* assessment by the members primary care provider.

Although there are some limitations to this resource, please reference the following site regarding high-risk locations:

<https://www.covidactnow.org/>

2. Units/activities should consider screening with **no-touch thermometers** prior to entry to the event and/or require members to take their temperature at home prior to attending the activity. Multiday events should conduct daily screenings. CDC defines a fever as greater than 100.4 F. Please see the guidance document at:

https://www.gocivilairpatrol.com/media/cms/CAP_COVID_19_Temperature_Screening_29C5E049DA530.pdf

3. Units/activities should perform all appropriate public health measures including **social distancing, surface cleaning/disinfection, masking, and hand washing/sanitizing**. The wearing of masks during meetings and events should be guided by the current

recommendations published by National, the CDC, and your individual local environments.

- a. Where surface disinfection is being conducted, please reference the list of products tested for efficacy against COVID-19.

<https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>

- b. Fully vaccinated members electing to defer masking are expected to do so in the spirit of our core values. Integrity; where honesty in this declaration is concerned; respect; where we treat each other with the same regard we ourselves expect; volunteer service; where we put the needs of others before our own, and excellence; which involves giving our best, honest, sincerest, and selfless effort. If we are genuinely concerned for and take care of each other, we will make it through this. Infractions against our core values are likely to be dealt with severely.
 - c. Vaccination, while it is the most substantial risk mitigation measure we have to date, should not be expected to confer absolute protection or last forever. Each individual risk control measure implemented (masking, social distancing, vaccinations, etc.) helps to reduce the risk of exposures incrementally and should all continue to be exercised together to provide the greatest possible risk reduction.
4. Members considered to be “high-risk” by CDC guidelines should be encouraged to participate in the meetings/events **virtually**. Also, members with a household contact with any of these risks should consider participation virtually. These include:
- i. People 65 years and older or live in a nursing home or long-term care facility
 - ii. People of all ages with underlying medical conditions, particularly if not well controlled, including:
 - a. People with chronic lung disease or moderate to severe asthma, serious heart conditions, diabetes, liver disease, or immunocompromise
 - i. Many conditions can cause a person to be immunocompromised, including cancer treatment, smoking, bone marrow or organ transplantation, immune deficiencies, poorly controlled HIV or AIDS, and prolonged use of corticosteroids and other immune weakening medications
 - b. People with severe obesity (body mass index [BMI] of 40 or higher)
 - c. People with chronic kidney disease undergoing dialysis
5. In the setting of multi-day activities, there is an increased risk of a participant becoming ill or symptomatic during the event. In that case, the following is recommended:
- a. The symptomatic participant will be isolated and evaluated by Health Services staff. If *deemed to be at risk* for COVID-19, any symptomatic individual will:
 - i. be considered infectious and sent home
 - ii. advised of recommended immediate follow up with their primary care provider
 - iii. advised to complete a quarantine period of no less than two weeks

- b. Any *unprotected* participant exposed to prolonged direct contact with a symptomatic individual will
 - i. be sent home
 - ii. be advised to complete a quarantine period of no less than two weeks
- c. Protected exposed participants, including HSOs, will be required to
 - i. follow the disinfection procedures of all PPE and equipment used to assess the symptomatic participant
 - ii. perform the disinfection procedure on the symptomatic participants high-traffic contact areas

I would like to express my appreciation for the *quality* of your ongoing efforts during this crisis. As individual requirements and concerns may vary, I would like to assure our activity directors, squadron commanders, safety officers and health service officers feel free to **reach out to me** any time there is a question or concern. The safety of our membership and their families continues to be the top priority. Please continue to exemplify responsible behaviors implemented to protect yourself and your families.

Please consult your unit health services officer to stay informed of any additional restrictions that your own localities may have implemented in addition to those at the National and State levels. Where inconsistencies exist, it is the current practice to follow the *most restrictive* directives regarding gatherings.

If your unit does not currently have an HSO and you are planning an activity, please reach out to me directly and I will do my best to make arrangements to attend and/or support however I can.

We are resilient! Stay safe and stay vigilant!



Maj Jason A. Hudak, CAP
WVWG Medical Officer
jhudak@wvvg.cap.gov



HEADQUARTERS WEST VIRGINIA WING
CIVIL AIR PATROL
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7 June 2021

MEMORANDUM FOR: All WV Wing Air Crew Members

FROM: WVWG/DO

SUBJECT: COVID-19 Phase III Reopening

1. With Phase III Approval, all aviation duties are authorized for qualified members.
2. Following the guidance provided by the National Commander on 1 June 2021, fully vaccinated air crew members will not be required to wear masks while participating in flight operations. Unvaccinated members will still be required to wear masks, continue to practice social distancing where possible, and continue all other public health measures recommended by the Centers for Disease Control (CDC).
3. Rather than inquiring about individuals' vaccination status, air crew members should act with integrity and follow the guidance appropriate to their status. Before participating in a flight operation, all air crew members should ask themselves the screening questions described in Paragraph 1 in the Memorandum from the WVWG Medical Officer dated 3 June 2021 and act accordingly.
4. Preflight and Postflight sanitation procedures will continue. Sanitation procedures are discussed in Paragraph 3 of the 3 June 2021 Memorandum.

RODNEY A. MOORE, Colonel, CAP
Director of Operations

Squadron Commanders:

To keep cadets engaged in CAP during the Coronavirus emergency and during the phased remobilization and reopening of the WV Wing, the following accommodations for the cadet learning and promotion systems are still in effect. Make sure you are using all tools available to you and keep yourself aware of all waivers and accommodations that are being offered and suggested. Below is some guidance and references to aid you in your decisions on how to safely bring the cadet program back to a face to face program.

Supporting cadets during the COVID-19 public health emergency.

- Cadet Officer School, most Region Cadet Leadership Schools, and most encampments are cancelled for summer 2020. Those cancellations are beyond the cadets' control, so we will waive related promotion requirements so as not to unfairly stall their progression. The eligibility criteria identified below narrowly limits waivers to cadets who are on the cusp of earning the Mitchell and Eaker Awards.
- https://www.gocivilairpatrol.com/media/cms/CAPR_601_Waiver_Memo_6_May_20_50DCAF5871E92.pdf

COVID-19 Risk Management for Multi-Day Training Activities & Follow-Up Planning

- This is the guidance that we are using to establish a process for evaluating risks relating to COVID-19 that affect multi-day training activities. We want to allow activities to continue when it is safe to do so, and to cancel, postpone, or relocate when advised by public health warnings. Further, the memo discusses follow-up plans in the event of cancellations.
- **Affected Activities.** This guidance applies to all National Cadet Special Activities, Cadet Special Activities, National Flight Academies, Encampments, multi-day Emergency Services training, multi-day Aerospace Education and Professional Development training and all other multi-day training activities until further notice.
- https://www.gocivilairpatrol.com/media/cms/CAP_CC_Letter_on_COVID19_RM_for_Mul_B1_6586888A54D.pdf

Interim Change Letter – CAPR 60-1, *Cadet Program Management*

- This change is to allow local leaders maximum flexibility during the current health emergency, and to help protect our most important resource - our members - CAPR 60-1, paragraph 4.3 (Cadet Activities) is temporarily suspended.
- It establishes requirements for weekly cadet squadron meetings, monthly "Saturday" activities, and wing cadet activities once per quarter.
- Section 4.3 is temporarily suspended until further notice. It will be reinstated when the Coronavirus risk subsides.
- Commanders should explore the possibility of streaming cadet program curricula in lieu of meetings and encourage cadets to continue in their on-line testing.
- https://www.gocivilairpatrol.com/media/cms/CAPR_601_November_2019_ICL_2002_in_1E43EC32566F0.pdf

Accommodations for the cadet learning and promotion systems are effective immediately and shall continue until further notice.

Item No	Standard Cadet Promotion Requirement	Reasonable Accommodation
1	Open-book leadership achievement test	Ops normal
2	Open-book aerospace achievement test	Ops normal
3	Drill & ceremonies performance tests	Virtual* or waived at Unit CC discretion
4	Essay (Ach. 8 & Eaker Award)	Ops normal
5	Speech (Ach. 8 & Eaker Award)	Virtual*
6	Staff Duty Analysis – Technical Writing	Ops normal
7	Staff Duty Analysis – Oral Presentation	Virtual*
8	Staff Duty Analysis – Feedback	Virtual*
9	Cadet Physical Fitness Activity	Honor system
10	Cadet Physical Fitness Test	Pass CPFT as verified by a parent or other adult
11	Character Development Forum	Virtual*
12	Active participation, positive attitude, proper uniform, oath, etc.	Waived until further notice
13	Maintain current membership	Ops normal
14	Leadership Feedback Meeting	Virtual* or waived at Unit CC discretion
15	Closed-book milestone award exam (except Spaatz)	Virtual*, if practical, or unit emails PDF to parent or other trusted adult proctor
16	Spaatz Award exam	Not permitted per Coronavirus precautions; age waivers will be considered if needed

Virtual: any convenient technology such as Zoom, Skype, Facetime, Microsoft Teams, Google Hangouts, teleconference, etc.

Achievement 1 Uniform Requirement.

- Ordinarily, cadets must possess a CAP uniform and wear it properly to earn Achievement 1, the Curry (CAPR 60-1, 5.2.3). That requirement is hereby waived, immediately, for the duration of the COVID-19 emergency.

As we move into Phase III of the remobilization plan, I encourage all Cadets (to the extent possible) to get out and attend their local Squadron meetings. The amendments to the Cadet program outlined above are still in effect and will be in effect until directed otherwise by NHQ.

With Phase III we will begin to jumpstart more wing cadet activities. As these activities become available announcements will be made. Make sure you are encouraging cadets to attend; however, do not set the tone that attendance to these activities are mandatory.

As County, State, Nation, and CAP HQ puts out new guidance we will reevaluate our approach to cadet activities and pass information along to you.

If you have any questions or concerns, feel free to contact me.

Maj Debbie Butler-Case

WV Wing Director of Cadet Programs

Dear Parent,

As we ready to enter Phase III of the strategic reopening of the WV Wing, I want to reassure you that the safety of your cadet is our top priority. It is imperative everyone takes responsible actions to prevent further spread of COVID-19. It is important that your cadet wear a mask in public settings and when around people who don't live in your household, especially when other social distancing measures are difficult to maintain. Although we will be taking all necessary precautions in all CAP settings, continue to have conversations with your cadets on the way that they feel and if possible, take their temperature, and if anyone in your home is exhibiting COVID-19 symptoms, seriously consider keeping your cadet home and not allow them to attend the meeting that day. If you are not aware of what the symptoms are please visit the CDC's site by clicking this link ([Symptoms of Coronavirus link](#)). Your cadet Squadron Commander will be notifying you of their approach and measures to creating a safe environment for all.

As we move into Phase III of the CAP remobilization plan, the requirements that were previously waived for cadet rank progression are still waived. However, now Squadron meetings are opened to groups of less than 25, while still keeping all CDC requirements in place. As many of you know Cadet Orientation Rides (for both airplanes and gliders) have resumed and we will be jumpstarting other cadet activities. I would encourage you to have your Cadet come back to their Squadron meetings as soon as you feel it is safe to do so.

If you have any questions or concerns, feel free to contact me.

Maj Debbie Butler-Case, CAP

WV Wing Director of Cadet Programs