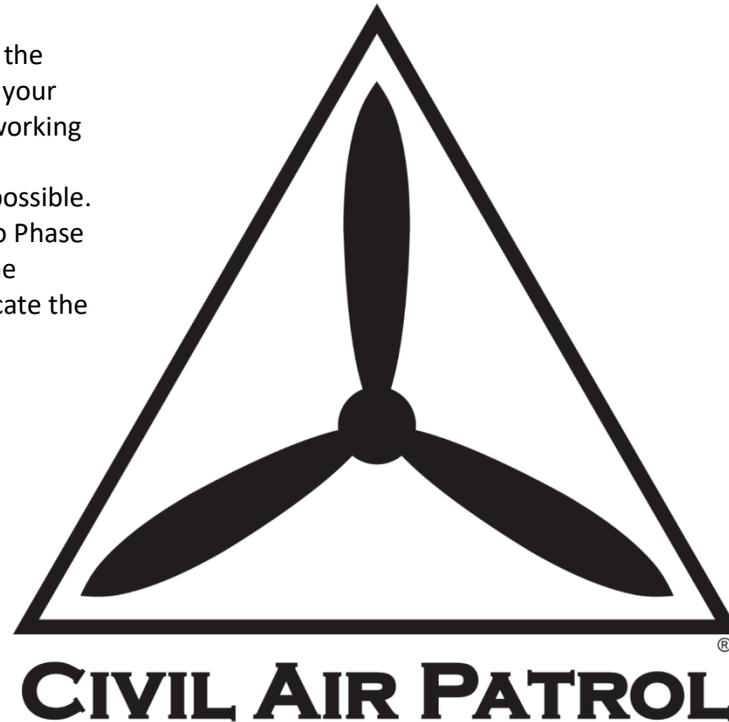


### PHASE I APPROVAL

Your COVID-19 Remobilization Phase I plan has been approved by the COVID-19 Planning Team. A copy of the approved plan is attached and may be distributed to your subordinate unit commanders. You may now begin working on Phase II planning.

The COVID-19 situation is fluid, and regressions are possible. Should public health data indicate a need to revert to Phase 0, two-way communication between the wing and the COVID-19 Plans team should take place to communicate the best course of action.

Posted: 27 May 2020



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

### Phase I: Resuming Regularly Scheduled Meetings

WVWG

Completed 13 MAY 2020

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

This plan has been developed for West Virginia Wing, using the template provided by the Civil Air Patrol National Headquarters to enter Phase I, Resuming Regularly Scheduled Meetings.

Additional staffing and resources have been coordinated with (not applicable), 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 Richard Judy II

Primary Phone: (304)216-1147

Primary Email: rjudy@wvwing.cap.gov

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

See attachment, Squadron Reopening (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	Lt Col Richard Judy	11 May 20	13 May 20	11 May 20	No more than 10 participants, no more than 5 in “hot spots”
1.2.	Hold meeting with between Plan Coordinator and Health Services Officer	Col Connie Moody	11 May 20	13 May 20	11 May 20	Meeting completed 11 May 20. Included CC, CV, CS, HSO, DCP, and SO
1.2.1.	Wing priorities for training events should be coordinated	N/A	N/A	N/A	N/A	All training is suspended until Phase II
1.2.1.1.	Check state and local health guidance regarding gatherings	Lt Col Richard Judy	11 May 20	13 May 20	11 May 20	No more than 25 participants
1.2.1.2.	Prepare information for subordinate units on temperature screening, health education, and sanitation	Capt Jason Hudak	11 May 20	13 May 20	11 May 20	See attached communications file
1.3.	Have subordinate unit commanders verify that local governments do not have more restrictive social-distancing guidelines than those at the state level	Lt Col Richard Judy	11 May 20	NA	16 May 20	Completed
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.	Lt Col Richard Judy	11 May 20	13 May 202		
1.4.1.	Briefly describe/ summarize previous coordination accomplished	Lt Col Richard Judy	11 May 20		11 May 20	
1.4.2.	Verify no jurisdictional restrictions are in place from State or Local Governments	Lt Col Richard Judy	11 May 20		11 May 20	
1.4.3.	Set date to resume meetings; this is also the start of Phase II.	Col Connie Moody	11 May 20		18 May 20	Pending approval from NHQ
1.5.	Receive approval from the CAP COVID-19 Planning Team to reinstate meetings. Plan for one-week lead time.	Lt Col Richard Judy	11 May 20			

Plan Completed By: Lt Col Richard Judy  
 Last Updated: 13 May 2020

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
1.6.	Publish the date that meetings may resume to subordinate units	Col Connie Moody	21 May 20		22 May 20	Virtual meeting with Unit CC's before opening.
1.7.	Task Wing Director of Safety to communicate the following to subordinate units	Capt Corey Stephens	11 May 20	13 May 20	22 May 20	See attached communications file
1.7.1.	Units will use Post-COVID-19 ORM forms to mitigate local risks (available at <a href="https://www.gocivilairpatrol.com/covid-19-information-cena">https://www.gocivilairpatrol.com/covid-19-information-cena</a> )	All Unit Commanders and/or Unit Safety Officer	12 May 20			Will attach <i>The "5 M's" for Coronavirus Special Risk Considerations During COVID-19 Crisis</i> to reopening announcement to unit commanders
1.7.2.	Units will identify sources for face coverings, gloves, hand sanitizer, and surface disinfectant to use in case of a return to increased risk	Unit Commanders and/or Assigned Unit Member	12 May 20	25 May 20		Squadrons will be required to submit a plan on where they can get supplies to CC/CV before opening
1.8.	Task Wing Health Service Officer to communicate the following to subordinate units:	Capt Jason Hudak	11 May 20		22 May 20	See attached communications file
1.8.1.	Units consider screening with no-touch thermometers prior to entry to the meeting or Units will require members to take their temperature at home prior to attending the activity	Unit Commanders and/or Assigned Unit Member	12 May 20	25 May 20		Upon approval from NHQ and before first in-person meeting
1.8.2.	Educate members on their stratified level of risk (i.e., Low-risk vs. High-risk)	Unit Commanders or Unit Health Officer	12 May 20			Unit Commanders will contact members to determine level of risk. Any high risk individuals will be asked to attend via virtual option
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)	Unit Commanders and/or Assigned Unit Member	12 May 20			See attachment. Prior to squadron meeting resumption.

Plan Completed By: Lt Col Richard Judy  
 Last Updated: 13 May 2020

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.	Task Wing Director of Cadet Programs to communicate the following to subordinate units:	Maj Sixto Velez	11 May 20	13 May 20	11 May 20	See attached communications file
1.9.1.	Units identify ways to meaningfully engage and fully participate in meetings without formations, drill, or other close-distance activities	Unit Commanders and/or Unit Deputy of Cadets	11 May 20	25 May 20	25 May 20	Individual units will report to Wing HQ.
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	Unit Commanders	18 May 20	25 May 20		Unit Commanders will inform unit members and parents of opening plan. Units will copy Wing HQ.

Phase I: Air/Ground Operations

Item#	Task	OPR/Assigned Personnel	Date Tasked	Suspense	Date Completed	Notes
2.1	Prepare communication to all ES-qualified members on approved operations (both air and ground) during Phase 1 of the remobilization plan	Lt Col Richard Judy	11 May 20	13 May 20	21 May 20	See attached communications file
2.2	Identify Cleaning standards for aircraft before, during, and after use.	Capt Corey Stephens	21 May 20	21 May 20	21 May 20	See attached communications file
2.3	Identify Cleaning standards for vehicles before, during, and after use.	Lt Col Richard Judy	21 May 20	21 May 20	21 May 20	See attached communications file

## Letter to Squadron Commanders from Vice Commander RE: Opening

11 May 2020

### Squadron Reopening Plan (Phase 1)

1. In light of the COVID-19 Pandemic, the CAP National Commander/CEO has cancelled all CAP activities (except certain AFAM, Engine Preservation program, and real-world missions) until 30 June 2020. However, due to the low number of cases and the possibility that WV Wing will be able to keep cases to a minimum, CAP NHQ has authored a plan for certain Wings to begin to have in-person Squadron Meetings. This is not a requirement to open, only an authorization to open. Squadron Commanders are still to check with their local health department to determine any local restrictions in place. Virtual meetings using any teleconference medium (Zoom, Teams, etc.) are still allowed and encouraged.
2. The plan and any subsequent plans, until otherwise directed, are ONLY for in-person Squadron Meetings. The moratorium on other CAP activities (training, Cadet Orientation Rides, etc.) remains in effect until 30 June 2020 or as directed by Wing or Region headquarters. The Wing Commander will be the ultimate authority on the reopening process and the conditions that are placed on Squadrons that are allowed to reopen.
3. If any squadron member reports any sickness to the Squadron Commander, that report will be passed to the Wing Commander, Vice Commander, Chief of Staff, and Director of Safety within 24 hours of it being reported. Until otherwise directed, that Squadron will be placed on immediate lockdown and not allowed to hold any in-person CAP meetings or other CAP activities.
4. Until directed otherwise, CAP Squadrons listed in the Governor's "Hot Spot" proclamation are not allowed to open and are exempt from this plan. Currently, those Squadrons are...
  - Clarksburg Composite Squadron
  - Martinsburg Composite Squadron
  - Morgantown Composite Squadron

As the Governor lifts the "hot spot" restrictions, those Squadrons will be allowed to enter into Phase 1. Squadron Commanders should monitor the Governor's proclamation website at [coronavirus.wv.gov](https://coronavirus.wv.gov) for updates and information.

5. The following page outlines the duties of the Squadron Commander during the "Phase 1" authorization to open. If the Squadron Commander is unable to comply with the restrictions in this directive than they will alert the Wing Commander and will NOT open their Squadron until they can comply with the requirements in this directive.
6. Squadron Commanders will construct a simple response to each of the requirements in the attached directive. Those responses will be provided to the WV Wing Vice Commander, Lt Col Richard Judy. Squadron Commanders MUST receive an "ok to open" message from the Wing Commander or Vice Commander before announcing plans to their Squadron members.

## REQUIREMENTS FOR OPENING (PHASE 1)

1. No more than Ten (10) TOTAL people at the Squadron Meeting.
  - o Squadron Commanders are encouraged to continue using video teleconference software (Zoom, Teams, etc.) for those members that either cannot or do not want to attend.
  - o Before opening the building to members, the Squadron Commander MUST do a thorough cleaning/disinfecting of the entire building, focusing on high-touch areas such as tables, chairs, clipboards, bathrooms, etc.
  - o Squadron Commanders will reconfigure their building seating areas to allow for “social distancing” requirements of 6ft on all sides of any one person. When speaking, members will maintain at least 6ft from one another.
  - o Squadron Commanders will indicate in their response how the Squadron will function (e.g. only Cadet Airmen, only Senior Members, etc.). Remember Cadet Protection requirements as well as any state laws that have requirements.
  - o If a Squadron Commander wishes to have multiple groups (e.g. Cadet Airmen, Cadet NCO’s, etc.) on the same meeting night, that is allowed as long as the total number in attendance does not exceed 10 people. However, proper sanitization of any high touch surface (e.g. tables, chairs, doorknobs, etc.) MUST be accomplished before the next group is allowed into the building.
  - o There are no time limits on the meetings, as long as they do not exceed the normal meeting time.
2. Masks are REQUIRED for ALL individuals! Cloth masks are acceptable as well as any other commercially available or homemade mask. If a member shows up without a mask, they are to be sent home IMMEDIATELY! Gloves are recommended, but not required.
3. Squadron Commanders MUST provide commercially available hand sanitizer (minimum 60% alcohol content) to all members before entering the building. Members must use it before entering, after touching any high-touch surface (tables, chairs, etc.), after using the bathroom (in addition to washing their hands) and again upon exiting the building.
4. All members will do a health check before leaving their residence. If they feel sick, or have family members living in the same house that are sick, they are to stay home until feeling better and attend in other ways. Squadron Commanders will meet members at the door and ask if they are feeling ok or have a fever. If the Squadron has “no touch” thermometers, they are encouraged to take temperatures before entering the Squadron building, but it is not required.
5. If the State (to include any county health department, municipality, etc.) issues any guidance that is more restrictive than the requirements set forth in this directive, than those requirements will take precedence. Squadron Commanders will notify the Wing Commander and Vice Commander at once if that happens.

6. If there are any questions, Squadron Commanders may reach out to the Commander, Vice Commander, or Health Services Officer for clarification.
7. These requirements will be in effect until Phase 2 is announced.

## Letter to Squadron Commanders from Wing DCP RE: Cadet Promotions

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 (WV Wing encampment go/no-go will be announced by May 21<sup>st</sup>, 2020) 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](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](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](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

**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 County, State, Nation, and CAP HQ puts out new guidance's 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 Sixto Velez

WV Wing Director of Cadet Programs

## Letter to Cadet Parents from DCP

Dear Parent,

As many of you are being notified of the strategic reopening of the WV Wing, I want to reassure you that the safety of your cadet is our top priority. I want everyone to understand that in the next weeks and months it is imperative everyone takes responsible actions to prevent further spread of COVID-19. Have a conversation with your cadets on the way that they feel, 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 to creating a safe environment for all.

On the subject of State and National cadet activities. Cadet Officer School, most Region Cadet Leadership Schools, and most encampments (WV Wing encampment go/no-go decision will be announced by May 21st, 2020) are canceled 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. If your cadet applied for these activities and was accepted, you will have to reapply for them again when it is announced that the activity has a new date.

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

Maj Sixto Velez, CAP

WV Wing Director of Cadet Programs

**Letter to Squadron Commanders from Wing HSO**

TO: WVWG wing squadron commanders

FROM: Dr. Jason A. Hudak, MD, FAAFP, WVWG Medical Officer

RE: WVWG reopening

DATE: 12 May 2020

In anticipation of the re-opening of the West Virginia wing, please consider the following guidance to keep our membership safe during phase I. In person, meetings will begin to be allowed 18 May 2020. These will be limited to no more than TEN members.

1. Units 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. Has the member tested positive for, or 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 outside of the state of West Virginia in the last 2 weeks?

Any positive responses should be referred to the squadron commander 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 member's primary care provider.

2. Units should consider screening with no-touch thermometers prior to entry to the meeting and/or require members to take their temperature at home prior to attending the activity. 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](https://www.gocivilairpatrol.com/media/cms/CAP_COVID_19_Temperature_Screening__29C5E049DA530.pdf)

3. Units should perform all appropriate public health measures including social distancing, surface cleaning/disinfection, masks, and hand washing/sanitizing. The wearing of masks during the meeting is MANDATORY. The wearing of gloves is recommended if available, but should not be considered a substitute for appropriate hand washing/sanitizing and surface decontamination.

- 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>

4. Members considered to be “high-risk” by CDC guidelines should be encouraged to participate in the meetings virtually. Also, members with a household contact with any of these risks should consider participation virtually. These include:
- People 65 years and older or live in a nursing home or long-term care facility
  - People of all ages with underlying medical conditions, particularly if not well controlled, including:
    - o People with chronic lung disease or moderate to severe asthma, serious heart conditions, diabetes, liver disease, or immunocompromised
  - 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
    - o People with severe obesity (body mass index [BMI] of 40 or higher)
    - o People with chronic kidney disease undergoing dialysis

We are relieved that West Virginia has had a sufficiently low disease burden that National is recommending our reopening. While that is exciting, we must continue to remain vigilant and behave responsibly when it comes to the meaningful implementation of the recommendations meant to protect our members and their 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 discrepancies exist, it is the current practice to follow the most restrictive directives regarding gatherings.

Please reach out to me if you have any questions or concerns, and, as always, you will have my best!

Stay safe and stay vigilant!

Capt Jason A. Hudak, CAP

WVWG Medical Officer

[jhudak@wvvg.cap.gov](mailto:jhudak@wvvg.cap.gov)

**Letter to Squadron Commanders and Unit Safety Officers from Wing Safety Officer**

TO: WVWG Squadron Commanders and Safety Officers  
FROM: Capt Corey Stephens - WVWG Director of Safety  
RE: WVWG reopening  
DATE: 12 May 2020

In anticipation of the re-opening of the West Virginia wing, please reference the following guidance to keep our membership safe during all phases of the plan. In person, meetings will begin to be allowed 18 May 2020. Prior to this date, you will need to familiarize yourself with the following guidance material:

1. Guidance memo to the WVWG squadron commanders from Dr. Jason A. Hudak, WVWG Medical Officer. This document provides guidance for each unit for Phase 1 of the re-opening.
2. The COVID-19 resource material that CAP National has developed for our use. This material includes Post-COVID-19 ORM forms to mitigate local risks and are available at <https://www.gocivilairpatrol.com/covid-19-information-cena>
3. The document "The "5 M's" for Coronavirus - Special Risk Considerations During COVID-19 Crisis". This document as well as a copy of CAPF 160F are included with this memo.

Units will also need to identify sources for face coverings, gloves, hand sanitizer, and surface disinfectant to use to both prepare meeting locations and for actual meetings and activities. Follow the guidance of the WVWG Commander and Medical Officer as to what level of protection is needed for each phase of opening. Also ensure you adhere to attendance limits set for meetings and activities and that you have adequate supplies of PPE, sanitizer and disinfectant PRIOR to any activity.

The top priority is the safety of cadets and seniors. These requirements are enacted to help ensure safety as we begin the re-opening process and are only effective if we properly adhere to them.

Please contact me if you have any questions or concerns.

Stay safe!

Capt Corey Stephens, CAP  
WVWG Director of Safety  
cstephens@wvvg.cap.gov  
(C) (304) 268-5352



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



21 May 2020

### **Air/Ground Operations (Phase 1)**

1. This plan and any subsequent plans, until otherwise directed, are **ONLY** for air/ground operations within Phase 1 of the remobilization plan. The moratorium on other CAP activities (TOP Flights, Cadet Orientation Rides, etc.) remains in effect until 30 June 2020 or as directed by Wing, Region, or National headquarters.
2. The following operations are approved by Wing HQ using standard protocols already in place and missions already approved by NHQ. Any questions should be directed to Col Rod Moore (DO), Col Paul McCroskey (DOS), or Lt Col Richard Judy (CV)
  - **NO Overnight Activities**
  - Aircrew size should be the minimum to complete training/recertification
  - Pilot proficiency - any pilot that is allowed to fly a CAP aircraft can do so and regain proficiency. Get with a CAP Instructor Pilot (IP) if needed
  - CAPF 70-5 and 70-91 checkrides in accordance with established guidelines
  - Local (unit) training for all aircrew specialties. Follow established guidelines for cleaning, social distancing, and facial coverings.
  - Local (unit) training for ground specialties (classroom setting only). Note that there are **NO** overnight operations permitted in Phase 1. Follow established guidelines for cleaning, social distancing, and facial coverings. Also remember no more than 10 participants.
3. At this time, Squadrons are not allowed to train together. All training must be done within the Squadron. If you Squadron needs training that is not available within the local unit, contact Col Paul McCroskey (DOS) and he will help you out.
4. Cleaning guidance will be issued for aircraft and vehicles in a separate memo, and you are required to follow the directions in those memos (and any subsequent memos). Keep them with you and use them as a checklist. Facial coverings are mandatory in Phase 1 and will be used as directed by Wing, Region, or National Headquarters.
5. This directive will be in place until rescinded by Wing Headquarters and replaced with a directive for Phase 2 of the remobilization of the WV Wing.

/s/ Richard L. Judy II, Lt Col, CAP  
WV Wing Vice Commander



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



21 May 2020

This document is to provide guidance to cleaning and sanitizing CAP aircraft before and after use. Until further notice, all high-touch surfaces **MUST** be sanitized **BEFORE** and **AFTER** each flight or operations involving a pilot or crew change. The following are examples of high touch surfaces:

- Control yokes
- Parking brake handle
- G1000 buttons and knobs (NOT the screen – If screen was touched, see note below\*)
- Any additional radio controls, including mission radio
- Seat belt buckles and shoulder restraints
- Door handles (including cargo door latch)
- Window latches, visors and vent controls
- Seat adjustment controls
- Throttle, propeller and mixture controls
- Master and Avionics switches, Standby battery switch
- Taxi and Landing light, nav light, beacon light and strobe switches
- Fuel selector, flap switch, trim wheels/controls, cowl flap selector
- Wipe down any circuit breakers that were manually checked during pre-, post- and during flight
- Fuel sample collector cup
- Wipe down all pages of the plastic laminated onboard checklist
- Ignition Key and any keychains
- Dispatch binder upon return to the hangar

Pilots and crews are required to wear a facial covering and are encouraged to wear gloves during flight and cleanup operations.

This directive will be in place until rescinded by Wing, Region, or National Headquarters or replaced with a directive for Phase 2 of the remobilization of the WV Wing.

When selecting cleaners, the following guidance has been provided by the manufacturers.

**\*GARMIN (Avionics):**

- Cleaners containing ammonia will harm the anti-reflective coating on many Garmin aviation display lenses.
- Disinfecting using a solution of 70% isopropyl alcohol that does not contain ammonia is preferred. Solutions of up to 91% isopropyl alcohol are also acceptable.
- Clean the display lens using a clean lint-free cloth and a cleaner that is specified as safe for anti-reflective coatings.
- For other exposed surfaces such as knobs, buttons, and bezels, a damp cloth with soap and water is acceptable. Garmin does not recommend bleach-based cleaners, ammonia-based cleaners, or other harsh chemicals on any surface.
- Remove all soap/soap residue to prevent buttons and knobs from gumming up or becoming slippery.
- Many aviation products are not rated as waterproof. Spraying or wetting the units to the extent where moisture could go beyond the exterior surfaces could damage the unit.

**Textron (Aircraft and Hardware):**

Textron Aviation is closely aligned with the guidance of government and local public health authorities in the regions we operate to ensure all necessary actions and precautions are taken.

Disinfecting your aircraft:

Zip-Chem Calla 1452 and Netbiokem DSAM may be used to disinfect an aircraft interior.<sup>1</sup> In testing performed by Textron Aviation's materials engineering team, these products did not adversely affect samples of hard surfaces, interior leather, or windows. Aircraft interiors furnished with custom-based materials may need further evaluation by spot-testing on an inconspicuous area.

If you're unable to attain these disinfectants due to shortages, we recommend these alternative cleaning options (Please note, cleaning may remove germs, viruses and other contaminants from surfaces, but may not be effective to kill them):

**Aircraft furnishings:** We recommend using isopropyl alcohol (IPA)/water mix (60% IPA/40% water, by volume). For best results, wipe the surface with an IPA/water mix and let it dry. This mix can also be sprayed onto soft surfaces, like carpet, but do not use this IPA/water mix on aircraft leather and windows.

**Leather and windows:** Any commercially available soap and water, such as dishwashing soap, can be used.

**Electronic displays (USE GARMIN GUIDANCE ABOVE FOR THE G1000):** For glass products with anti-reflective (AR) coating, use a concentration of greater than 50% Isopropyl Alcohol (IPA) with a micro-fiber cloth to prevent scratches. Do not use bleach or Lysol® wipes, or any cleaners with Citric Acid or Sodium Bicarbonate as these can etch the coating on these displays. AR glass is used on displays and touchscreens in the Garmin G1000, G3000, and G5000 systems, as well as Collins Proline21 and Proline Fusion. Do not use IPA on acrylic, Lexan, or Polycarbonate screens such as the Garmin GNS 430/530.

**The following options are not approved for use in Textron Aviation aircraft:**

Ozone generators: Ozone can be highly reactive to organic materials. Depending on its degree of ozonation, this method may degrade surfaces or rubber hoses.

Hydrogen Peroxide: any solution of hydrogen peroxide may evaporate when used as a mist, degrading leathers, acrylic, or polycarbonate window coatings.

/s/ Corey O. Stephens, Capt, CAP  
WV Wing Director of Safety



HEADQUARTERS WEST VIRGINIA WING  
CIVIL AIR PATROL  
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112 AIRPORT ROAD  
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21 May 2020

### **Vehicle Cleaning/Sanitizing Guidance**

1. This guidance is for our CAP Corporate vehicles.
2. All high-touch surfaces **MUST** be sanitized **BEFORE** and **AFTER** using the CAP corporate vehicle. The vehicle will also be sanitized when switching drivers. The following are examples of high touch surfaces...
  - Steering Wheel (and associated control stocks)
  - Radio Controls (both CAP FM and standard radio, to include Mike buttons/speaking area)
  - Seat belt buckles (both ends)
  - Door handles (including rear doors) / Window controls (don't forget about rear "pop out" windows)
  - Seat adjustment controls (fore/aft, up/down, lumbar support)
  - Hood opening handles
  - Ignition Key and any keychains
3. Using a minimum of a 60% alcohol-based solution, wipe all surfaces down and allow to air dry. In the case of door handles and seat belts, sanitize all handles and seat belts before the first use of the day and after that, only the ones that were used will need to be re-sanitized.
4. Drivers are required to wear a facial covering and are encouraged to wear gloves while operating the CAP corporate vehicles.
5. This directive will be in place until rescinded by Wing, Region, or National Headquarters and replaced with a directive for Phase 2 of the remobilization of the WV Wing.

/s/ Corey O. Stephens, Capt, CAP  
WV Wing Director of Safety