

Approved: 11 June 2020



Post-COVID-19 Remobilization of the Membership Plan

Phase I: Resuming Regularly Scheduled Meetings

WYWG
Completed 8 June 2020

Template Updated 12 May 2020

COVID-19 Remobilization of the Membership Plan – Phase I

This plan has been developed for **Wyoming** 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 RMR, 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: Maj Tim Anderson

Primary Phone: (307)421-1547

Primary Email: tanderson@cap.gov

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

Wyoming is still in the moderate risk zone. 2 out of the 3 indicators is green for the state. However, the third indicator is only 0.04 away from being green and is holding steady. Given that fact, we are requesting Phase 1 the entire state.

Our squadron OPR's that coordinated local information:

Wheatland – Lt Col Susan McDonald

Teton – Capt Jim Ormsby

Yellowstone – Lt Col BJ Carlson/Capt Karl Falken

Sheridan – Capt Brent Miller

Gillette – Maj Toni Brown

Casper – 2nd Lt Calvin Carey

Cheyenne – Capt Todd DePorter

Local counties and meeting locations were contacted to confirm guidelines and restrictions.

Wyoming does not have a legal officer, so we have requested a review by RMR/JA.

Plan Completed By: Maj Tim Anderson

Last Updated: 10 June 2020

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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 (Review of overall directives in impacted state)	Maj Tim Anderson	20 May 20	27 May 20	20 May 20	Wyoming State Health Order #2, 4 th Continuation, permits group meetings of 25 or less starting on 15 May 2020.
1.2.	Hold meeting with between Plan Coordinator and Health Services Officer	Maj Tim Anderson	20 May 20	20 May 20	20 May 20	Meeting held with wing staff and unit commanders
1.2.1.	Wing priorities for training events should be coordinated	Lt Col Rick Fawcett	20 May 20	27 May 20	27 May 20	Training priority letter drafted by WYWG/DO. Attached.
1.2.1.1.	Check state and local health guidance regarding gatherings (Review of each jurisdiction impacted by this plan)	Maj Jim Little And Squadron Reps	20 May 20	27 May 20	27 May 20	Maj Little reviewed the state guidance. Squadron representatives reviewed the county and local guidance. There are no restrictions that are higher than CAP's Phase 1 restrictions.
1.2.1.2.	Prepare information for subordinate units on temperature screening, health education, and sanitation	Maj Jim Little	20 May 20	27 May 20	20 May 20	Letter drafted to be sent to units. Attached
1.2.2	Consult with Wing Legal Officer about resuming meetings	Maj Tim Anderson	27 May 20	29 May 20	10 Jun 20	Plan reviewed and approved by Col Simmons, RMR/JA.
1.2.3	Coordinate with Wing Director of Safety	Lt Col Aaron Seng	20 May 20	27 May 20	27 May 20	
1.2.3.1	Verify proper risk planning tools are available to units	Lt Col Aaron Seng	20 May 20	27 May 20	27 May 20	Letter drafted by WYWG Safety Officer. Attached.
1.2.3.2	Prepare to communicate with subordinate units on Safety-related matters (see 1.7. below)	Lt Col Aaron Seng	20 May 20	27 May 20	27 May 20	Letter drafted by WYWG Safety Officer. Attached.
1.2.4	Coordinate with Wing Director of Cadet Programs	SMSgt Sal Chiporo	20 May 20	27 May 20	27 May 20	
1.2.4.1	Prepare recommendations for units regarding meeting activities and alternatives to maintain optimal distance while at meetings	SMSgt Sal Chiporo	20 May 20	27 May 20	27 May 20	Letter drafted by Cadet Programs staff. Attached.
1.2.4.2	Prepare bullets for units to incorporate when sending messages to parents about the resumption of meetings	SMSgt Sal Chiporo	20 May 20	27 May 20	27 May 20	Letter drafted by Cadet Programs staff. Attached.

Plan Completed By: Maj Tim Anderson

Last Updated: 10 June 2020

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Wyoming Wing

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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
1.3.	Have subordinate unit commanders verify that local governments do not have more restrictive social-distancing guidelines than those at the state level	Squadron Reps	20 May 20	27 May 20	27 May 20	Squadron representatives reviewed the county and local guidance. There are no restrictions that are higher than CAP's Phase 1 restrictions.
1.4.	Send copy of planning documents to the CAP COVID-19 Planning Team at COVID-19Plans@capnhq.gov , and copy the Region CC to reinstate meetings.	Maj Tim Anderson	20 May 20	27 May 20	29 May 20	
1.4.1.	Briefly describe/ summarize previous coordination accomplished	Maj Tim Anderson	20 May 20	27 May 20		
1.4.2.	Verify no jurisdictional restrictions are in place from State or Local Governments	Maj Jan Johnson	20 May 20	27 May 20	27 May 20	Verified the county and state restrictions.
1.4.3.	Set date to resume meetings; this is also the start of Phase II.	Maj Tim Anderson	20 May 20	27 May 20		Our planned dates requested: 12 June 2020 for Phase 1
1.5.	Receive approval from the CAP COVID-19 Planning Team to reinstate meetings. Plan for one-week lead time.	Maj Tim Anderson	20 May 20	12 June 20		
1.6.	Publish the date that meetings may resume to subordinate units	Maj Jan Johnson	20 May 20	12 June 20		Email will be draft
1.7.	Task Wing Director of Safety to communicate the following to subordinate units	Lt Col Aaron Seng	20 May 20	12 June 20		Letter drafted to be sent to units. Attached
1.7.1.	Units will review CAPFs 160, 160S, and 160HL to be sure COVID-19 risks are considered and mitigated	“	“	“		
1.7.2.	Unit Safety Officers s will emphasize continued use of face coverings, gloves, and hand sanitizer, as well as social distancing, hand washing and surface cleaning/disinfection	“	“	“		
1.8.	Task Wing Health Service Officer to communicate the following to subordinate units:	Maj Jim Little	20 May 20	12 June 20		Letter drafted to be sent to units. Attached

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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
1.8.1.	Units will ensure no members or guests with a temperature of 100.4 or greater are admitted (a temperature at or above 100.4°F is the CDC recognized point where there is a fever). Units will require members to take their temperature at home or may screen with no-touch thermometers prior to entry.	“	“	“		
1.8.2.	Educate members on their stratified level of risk (i.e., Low-risk vs. High-risk)	“	“	“		
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)	“	“	“		
1.9.	Task Wing Director of Cadet Programs to communicate the following to subordinate units:	SMSgt Sal Chiporo 2 nd Lt Heather Walston	20 May 20	12 June 20		Letter drafted to be sent to units. Attached
1.9.1.	Units identify ways to meaningfully engage and fully participate in meetings without formations, drill, or other close-distance activities	“	“	“		
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	“	“	“		

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Last Updated: 10 June 2020

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Cadet Programs COVID Response

1.2.4 Coordinate with Wing Director of Cadet Programs

1.2.4.1 Prepare recommendations for units regarding meeting activities and alternatives to maintain optimal distance while at a meeting.

Phase 1:

General Recommendations:

1. All meeting locations must be cleaned and sanitized (if possible) before and after the meeting
2. Maintain 6-foot social distancing
 - a. Space chairs, tables, etc. at least 6-feet apart
 - b. Place tape on floor to mark 6-foot intervals for sign-in, etc.
3. Meetings are limited to 10 total personnel
 - a. The two senior member requirement is still in effect
4. Hold "Open-Air" meetings
 - a. We understand that many of our meeting venues are still closed, some alternate options are:
 - i. Meet in parking lots, parking in every other parking space or in a big circle
 - ii. Meet in parks, etc.
5. Health Status checks
 - a. Members need to self-identify if they have any of the following:
 - i. Fever, flu-like symptoms, aches, sweats, etc.
 - ii. Have a compromised immune system (see Health Services Report)
 - iii. Age 65+
 - b. Take individual temperatures with touch-less thermometer
 - c. Require all members to wash hands or use hand sanitizer often and upon arrival
 - d. Face masks are required

Specific Recommendations:

1. Use Phase 1 Meetings to:
 - a. Conduct Cadet PRB's
 - b. Plan future meetings
 - c. Assist Cadets with testing and for proctoring Milestone Tests
 - d. Assist Cadets with preparing teaching/instructor assignments
 - e. Conduct Cadet Program reviews
2. Who should be allowed to attend?
 - a. Cadet Leadership
 - b. Cadet Program Officers (at-least 2, keep it to a minimum)
 - c. Senior Members scheduled to instruct
3. Continue to use Virtual Meetings for:
 - a. Those Cadets/Senior Members who do not attend Phase 1 meetings
 - b. Cadets and Senior Members self-identified in the High-Risk Category
 - c. Most Cadets
 - d. Instructors who can instruct via a Virtual means
4. Do not use Phase 1 Meetings for:
 - a. Drill
 - b. PT
 - c. Any physical activities where social distancing cannot be maintained

5. Cadet O-Flights are suspended until Phase 2

1.2.4.2 Prepare bullets for units to incorporate when sending messages to parents about the resumption of meetings

1. See Item 1.9 for sample email to Cadets, Cadet Program Officers, and Parents



WYOMING WING HQ
CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY
P.O. BOX 9507
CHEYENNE, WY 82003-9507



Jun 3, 2020

MEMORANDUM FOR CADETS, SENIOR MEMBERS, AND PARENTS

From: Wyoming Wing Cadet Activities Officers

Subject: Phase 1 COVID Operations

Good Evening,

We would like to thank all our Cadets, Senior Members, and Parents for their fortitude and patience during these trying times. As you may know, the safety of all of our members and families is of the utmost importance to all of us here in the Wyoming Wing.

The purpose of this email is to inform you of CAP's and the Wing's plans to reopen our squadrons and meetings. CAP National Headquarters has developed a three-Phase plan to do just that, resume normal operations. To do so we need everyone to help us stick to the plans we are developing for the Cadet Program. Listed below are the requirement for the reopening of Cadet Meetings during Phase 1:

1. General Recommendations
 - a. All meeting locations must be cleaned and sanitized (if possible) before and after the meeting
 - b. Maintain 6-foot social distancing
 - i. Space chairs, tables, etc. at least 6-feet apart
 - ii. Place tape on floor to mark 6-foot intervals for sign-in, etc.
 - c. Meetings are limited to 10 total personnel
 - i. The two senior member requirement is still in effect
 - d. Hold "Open-Air" meetings
 - i. We understand that many of our meeting venues are still closed, some alternate options are:
 1. Meet in parking lots, parking in every other parking space or in a big circle
 2. Meet in parks, etc.
 - e. Health Status checks
 - i. Members need to self-identify if they have any of the following:
 - ii. Fever, flu-like symptoms, aches, sweats, etc.
 - iii. Have a compromised immune system (see Health Services Report)
 - iv. Age 65+
 - f. Take individual temperatures with touch-less thermometer
 - g. Require all members to wash hands or use hand sanitizer often and upon arrival

- h. Face masks are required
- 2. Specific Recommendations:
 - a. Use Phase 1 Meetings to:
 - i. Conduct Cadet PRB's
 - ii. Plan future meetings
 - iii. Assist Cadets with testing and for proctoring Milestone Tests
 - iv. Assist Cadets with preparing teaching/instructor assignments
 - v. Conduct Cadet Program reviews
 - b. Who should be allowed to attend?
 - i. Cadet Leadership
 - ii. Cadet Program Officers (at-least 2, keep it to a minimum)
 - iii. Senior Members scheduled to instruct
 - c. Continue to use Virtual Meetings for:
 - i. Those Cadets/Senior Members who do not attend Phase 1 meetings
 - ii. Cadets and Senior Members self-identified in the High-Risk Category
 - iii. Most Cadets
 - iv. Instructors who can instruct via a Virtual means
 - d. Do not use Phase 1 Meetings for:
 - i. Drill
 - ii. PT
 - iii. Any physical activities where social distancing cannot be maintained
 - e. Cadet Orientation Flights (O-Flights) are suspended until Phase 2

The recommendations listed may be altered by your local Squadron Command Staff (Commander, Deputy Commander for Cadets, etc.) to meet specific unit requirements. Remember, that our Health Services and Safety Officers have the final say on all health and safety requirements.

Our team at Wing Headquarters and at your local Units will continue to monitor the situation and notify you in the case of any changes. For instance, we might need to suspend Phase 1 meetings if the State or County COVID Risk increases. Please keep in mind that we are implementing a slow and gradual process in order to safely resume normal Cadet Programs operation in these trying times. Our focus is on the health and safety of our Cadets, our Senior Members, and our families.

We thank you for your continued patience and your resiliency during these trying times. It is important that we continue to monitor ourselves, the COVID situation, and our responses to them. We will stay in communication with our leadership and subordinate units and ensure that you all get the most accurate information in order to make informed decisions. There will be more to come in the near future. If anyone has any questions please contact your unit representatives first before calling or emailing the Wyoming Wing Headquarters.

Our CAP motto is Semper Vigilans, Always Vigilant, and we will remain vigilant for our Wyoming Wing Family.

//SIGNED//2JUNE2020//

Salvatore R. Chiporo, MSgt, CAP
Cadet Activities Officer, Wyoming Wing



WYOMING WING HQ
CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY
P.O. BOX 9507
CHEYENNE, WY 82003-9507



26 May 2020

MEMORANDMUM FOR WYWG/CC

FROM: WYWG/DO

SUBJECT: Wyoming Wing Phase 1 training plan

1. Resume crew (MP, TMP, MO, and MS) proficiency flights with members that are in self-identified low-risk categories and conduct operations in low-risk areas. Crews will employ face coverings, gloves, and plane disinfection between sorties.
2. Resume dual instruction, flight evaluations, and check rides with members in self-identified low-risk categories and conduct operations in low-risk areas. Crews will employ face coverings, gloves, and plane disinfection between sorties.
3. Groups of less than 10 members in self-identified low-risk categories may meet for training while using socially distancing, wearing face coverings, employing good hygiene practices, with health status checks through questions and temperature checks, and public health reminders.

//Signed//

Lt Col Rick Fawcett

Wyoming Wing Director of Operations



WYOMING WING HEADQUARTERS
CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY
P.O. BOX 9507,
Cheyenne, WY 82003-9507



27 May 2020

MEMORANDUM FOR: WYWG Unit Commanders, Safety Officers, and Activity Commanders

FROM: SE

SUBJECT: Covid-19 Safety Requirements.

In order to help mitigate the risk of the Covid-19 Corona virus, and as a requirement for opening the wing; the following items must be addressed or executed for each activity:

1. Include protective and preventative measures for Covid-19, on each of these forms, which are found on the NHQ forms, page
 - 1.1. CAPF 160
 - 1.2. CAPF 16S
 - 1.3. CAPF HL
2. Brief, as part of the overall safety briefing items: face coverings, gloves, and hand sanitizer, as well as social distancing, hand washing and surface cleaning/disinfection.
3. I request that a copy of all forms from section 1 be forwarded to me at aseng@cap.gov and se@wywg.cap.gov

//signed//

Aaron Seng

Lt Col, CAP



WYOMING WING HQ
CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY
P.O. BOX 9507
CHEYENNE, WY 82003-9507



12 Jun 2020

MEMORANDUM FOR WYOMING WING

FROM: WYWG/CC

SUBJECT: Wyoming Wing Health Precautions

Wyoming Wing Units – Here are the recommended health precautions for meetings in Phase 1 and 2:

1. Prior to and after the meeting tabletops and surfaces should be sanitized with an appropriate sanitization wipe or solution.
2. Prior to entering the meeting, all members should be asked the following screening questions:
 - a. Do you currently have any of the following?
 - i. Fever (100.4 Fahrenheit or higher) or feeling feverish? (Temp should be taken at home immediately before, or upon entrance to the meeting facility with touchless thermometer)
 - ii. Chills?
 - iii. A new or worsening cough not caused by another health condition?
 - iv. New or worsening difficulty breathing not caused by another health condition?
 - v. Sore throat?
 - vi. New or worsening muscle aches not caused by another health condition?
 - vii. New or worsening headache that is not normal for you and not caused by another health condition?
 - viii. New loss of sense of taste or smell?
 - b. In the last two weeks, have you had close contact (within 6 feet for at least 10 minutes) with anyone who has been diagnosed with COVID-19?
 - c. If the answers to any of these questions is “yes,” then the member will be sent home and directed to contact a healthcare provider.
3. Members who are high-risk should be encouraged to participate in meetings via video conference. “High risk” includes members >65 years of age, or with preexisting medical conditions such as diabetes, immune suppression, history of severe asthma or lung disease, or coronary artery disease.
4. All meetings should be made available via video conference (using Zoom or similar platform) as an alternative to in person attendance.
5. Before, during and after the meeting the following guidelines shall be observed:
 - a. Maintain 6 feet of separation between attendees (with exception of members of same household)
 - b. Wash hands frequently
 - c. Do not attend meetings if ill
 - d. Avoid touching face
 - e. Wear a cloth mask to cover nose and face

- f. There shall be no exchange of food or drink
- 6. Any member with confirmed or suspected COVID-19 infection should follow the CDC quarantine guidelines and remain at home/self-isolation until:
 - a. Minimum of 10 days from onset of symptoms have elapsed
 - b. Minimum of 72 hours since recovery/resolution of symptoms

//Signed//

Maj Jim Little Jr. MD

Wyoming Wing Health Services Officer