

Approved: 26 June 2020



Post-COVID-19 Remobilization of the Membership Plan

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

Template Updated 8 June 2020

COVID-19 Remobilization of the Membership Plan – Phase II

This plan has been developed for Wyoming 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 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: Capt Robert McKinney, WYWG Chief of Staff

Primary Phone:

Primary Email: cs@wywg.cap.gov

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

Things remain relatively stable in Wyoming. State directives and county directives allow meetings up to 50 people indoors and 250 people outdoors.

Requesting to go to phase 2.

No single-day activities are planned at this time until September 2020. Only unit meetings are planned until then.

Plan Completed By: Capt Robert McKinney

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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	Capt McKinney	6/17/20	6/17/20	6/17/20	Calendar reviewed
2.1.1.	Wing priorities for training events should be coordinated with unit commanders' needs	Unit CC's	6/17/20	6/20/20	6/21/20	Units were coordinated with.
2.1.2.	Task staff officers to provide input on list of events and priorities:	As Listed:	6/17/20	6/20/20	6/21/20	Staff tasked
2.1.2.1.	Director of Aerospace Education	Maj Brown	6/17/20	6/20/20	6/21/20	Inputs provided.
2.1.2.2.	Director of Cadet Programs	Lt Walston	6/17/20	6/20/20	6/21/20	Inputs provided.
2.1.2.3.	Director of Operations/Emergency Services	Lt Col Fawcett	6/17/20	6/20/20	6/21/20	Inputs provided.
2.1.2.4.	Director of Professional Development	Maj Ribnik	6/17/20	6/20/20	6/21/20	Inputs provided.
2.1.2.5.	Plans and Programs Officer	Capt McKinney	6/17/20	6/20/20	6/21/20	Inputs provided.
2.2.	Coordinate with subordinate unit leaders to deconflict calendar events to the greatest extent possible	Unit CC's	6/17/20	6/20/20	6/21/20	Units were coordinated with and have been deconflicted.
2.3.	Publish updated event listings to the Wing calendar and promote these dates to the units for their planning and participation	Capt McKinney	6/17/20	6/20/20	6/21/20	Calendar has been updated.
2.4.	Task the Director of Safety to coordinate with Activity Directors	Lt Col Seng	6/17/20	6/20/20	6/21/20	Letter attached.
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	As appointed	6/17/20	6/20/20	6/21/20	No single day activities planned until September. Letter of instructions to be provided to Activity Directors when appointed.
2.4.2.	Activity Directors identify sources for face coverings, gloves, & sanitizer to use in case of a return to increased risk	As appointed	6/17/20	6/20/20	6/21/20	

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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
2.5.	Task the Health Service Officer to coordinate with Activity Directors	Capt Little	6/18/20	6/20/20	6/21/20	Letter to be sent to activity directors. Attached.
2.5.1.	Health Service Officers consider screening with no-touch thermometers at events (if such equipment is available and practical)	Capt Little	6/18/20	6/20/20	6/21/20	
2.5.2.	Health Service Officers remind members that identify as High-risk to remain home, but participate virtually	Capt Little	6/18/20	6/20/20	6/21/20	
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.	Capt Little	6/18/20	6/20/20	6/21/20	
2.5.4.	Units will ensure no more than 50 members are together at gatherings. Squadrons with more than 50 members must submit a plan on how they will comply with restrictions	Capt DePorter	6/17/20	6/20/20	6/21/20	Only one unit has more than 50 people. Cheyenne has provided a plan. Attached.
2.6.	Ensure Activity Directors have plans in place to communicate last-minute cancellations of events to participants	As appointed	6/17/20	6/20/20	6/20/20	
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)	As appointed	6/17/20	6/20/20	6/20/20	
2.7.1.	45 Days Prior Continuation Check	As appointed	6/17/20	6/20/20	6/20/20	
2.7.2.	14 Days Prior Continuation Check	As appointed	6/17/20	6/20/20	6/20/20	
2.7.3.	7 Days Prior Continuation Check	As appointed	6/17/20	6/20/20	6/20/20	
2.7.4.	1 Day Prior Continuation Check	As appointed	6/17/20	6/20/20	6/20/20	
2.7.5.	Day-Of Continuation Check	As appointed	6/17/20	6/20/20	6/20/20	

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

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COVID-19 Remobilization of the Membership Plan – Phase II

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)	Capt McKinney	6/17/20	6/20/20	6/20/2020	
2.9.	Email this plan to signal intentions to resume single-day events to the CAP COVID-19 Planning Team at COVID-19Plans@capnhq.gov , and copy the Region Commander	Maj Anderson	6/22/20	6/22/20	6/22/20	
2.9.1.	Briefly describe/summarize previous coordination accomplished (i.e., 2.1 through 2.8 above)	Maj Anderson	6/17/20	6/22/20	6/22/20	See summary at the beginning of the plan.
2.9.2.	Verify no jurisdictional restrictions are in place from State or Local Governments	Maj Anderson Subord CC	6/17/20	6/20/20		
2.9.3.	Set date to resume one-day special activities	Maj Anderson	6/25/20	6/25/20		
2.9.4.	Receive approval from the CAP COVID-19 Planning Team to resume one-day special activities. Plan for one-week lead time.	Maj Anderson	6/22/20	6/25/20		
2.10.	Publish the date that one-day special activities will resume to subordinate units	Capt McKinney	6/22/20	6/25/20		
2.11.	Task Wing Director of Operations to communicate the following to subordinate units	Lt Col Fawcett	6/18/20	6/26/20		Letter drafted and attached to be sent to units.
2.11.1.	Identify flight operations permitted during Remobilization Phase II	Lt Col Fawcett	6/18/20	6/26/20		
2.11.2.	Identify requirements (Currency, etc) for Senior members	Lt Col Fawcett	6/18/20	6/26/20		
2.11.3.	Identify cadet training requirements that may be different than Phase I requirements	Lt Col Fawcett	6/18/20	6/26/20		
2.11.4.	Identify cleaning standards for aircraft and vehicles before and after use	Lt Col Fawcett	6/18/20	6/26/20		

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20 Jun 2020

Memorandum For Wyoming Wing

From: Cheyenne/CC

Subject: Cheyenne Composite Squadron Phase II Plan

1. Cheyenne Composite Squadron (CCS) has reviewed the requirements to enter into Phase II. Our local government is allowing gatherings of up to 50 people. Currently, our meeting location on the Wyoming Air National Guard base is not allowing non-essential gatherings. It is currently unknown when these guidelines will be changed. Per Col Shenefelt, WY Air Guard, we shouldn't expect to be able to use the facility until some point in July 2020.
2. In Cheyenne we currently don't have an alternate in-door meeting location identified; however, we continue to look at options. Laramie has a couple options and will coordinate efforts with me to ensure the Phase II guidelines are followed.
3. When we meet again, we will follow the Phase II guidelines outline in CAP directives. We will assign a senior member to check people at the entrance to ensure no one is attending who is ill or shows signs of being ill. Sign in and sign out will be closely monitored to keep track of who is in attendance, as well as ensuring no more than 50 people are present at one time. Hand sanitizer or washing hands will be available upon entering and exiting the location. The areas that are used will be disinfected prior to and after each use. Social distancing will be practiced and masks will be worn.
4. Please contact me if you have any questions.

//////signed tpd////////

TODD P. DEPORTER, Captain, CAP
Commander



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



23 June 2020

Phase 2 Covid-19 Reopening Safety Requirements

Prior to any event, an event specific Risk Management Analysis (RMA) must be submitted to me, no later than one week prior, excepting any Real World missions arise. In which case, immediate notification will be made prior to launch of aircraft. Aspects of what is needed in the RMA are the CAP Forms 160,160HL, and 160S; as needed. Covid-19 Hazards and mitigation steps are still required, in addition to the regular hazards of the event.

Physical distancing is still required unless physically impossible, such as air operations or vehicle travel. In the event that physical distancing cannot be maintained, and PPE must be utilized, you will need to spell out the detailed source of PPE, amounts on hand, standards of use (when, how often used/applied)

For unit activities that involve air operations including more than 1 personnel, Flight Release Officers will ask if all personnel are wearing proper PPE and if the aircraft has been sanitized. For Orientation Flights, at minimum, a qualified Air Operations Branch Director will be the Activity Director, with the Squadron Commander assisting with the priority of cadets. For activities including Ground Team type activities, will consult a qualified Ground Branch Director for types of hazards that likely will be encountered.

In the event, that an incident occurs, contact me immediately. Within 24-72 hours after completion, a copy of the following needs to be submitted to me: copy of attendance log/sign in sheets; any revisions to RMA (if any/ note no revisions); any hazards not noticed prior to activity start (if any/ note no change).

You may contact me at the following: aseng@cap.gov

//signed//

Aaron Seng, Lt Col CAP
WYWG SE

WYOMING WING HQ
CIVIL AIR PATROL
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CHEYENNE, WY 82003-9507



22 June 2020

MEMORANDMUM FOR WYWG/CC

FROM: WYWG/DO

SUBJECT: Wyoming Wing Phase 2 Flight Operations

1. Flight operations permitted under Phase II for self-identified low risk members are local crew training in small-groups (less than 50 members, one-day or less in length), flight evaluations (Check rides), crew proficiency, dual instruction, and CAP cadet orientation flights. Continue public health protections i.e. hygiene education (hand washing/sanitizing), gloves, social distancing (6 feet) when practical, face coverings when social distancing is not practical, and temperature checks. All flights/trainings are to be conducted in low-risk areas. Open air meetings/training with seating 6-feet apart if possible.
2. Currency requirements for pilots and aircrews are extended until the end of September but pilots and aircrew members needing a CAP Standard 72-5, CAPF 70-91, or renew an Mission Observer/Mission Scanner/Airborne Photographer SQTR should schedule the check ride/renewal evaluation as soon as possible during Phase II. Please do not wait until the last minute.
3. Cadet Orientation flights are not allowed under Phase I but can resume under Phase II. Continue public health protections i.e. hygiene education (hand washing/sanitizing), social distancing (<6 feet) when practical, face coverings when social distancing is not practical, and temperature checks.
4. Cleaning Standards for aircraft and vehicles are all common surfaces to be cleaned/disinfected before, between, and after sorties.

//Signed//

Lt Col Rick Fawcett

Wyoming Wing Director of Operations



WYOMING WING HQ
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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