

Approved: 3 Sept 2020



Post-COVID-19 Remobilization of the Membership Plan

Phase I: Resuming Regularly Scheduled Meetings

GAWG
Completed 17 JUNE 2020

Template Updated 8 June 2020

COVID-19 Remobilization of the Membership Plan – Phase I

This plan has been developed for Georgia 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 SER, to cover gaps in this wing's available resources. None are anticipated.

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. Mike Thornton, CAP, Health Services Support Officer, GAWG Staff

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Narrative Summary of Coordination and Events To-Date in GA Wing: GA Wing has followed the National and SER guidance to offer force protection to our members while continuing our mission essential functions only and virtual resources whenever possible.

Narrative Summary of Coordination and Events to move GA Wing to Phase 1:

The GA Wing and Group Staffs will move to phase 1 on 1 July 2020 after approval from SER and CAP Headquarters. All limitations outlined in the enclosed documents apply to Staff meeting and activities. Each Squadron Commander will do a self-evaluation to ensure they are ready to move to Phase 1 after reviewing the WG plan, associated ppt. briefing and all enclosures. Squadron Commanders will then will brief their respective GP and Vice WG Commanders to obtain approval to execute their plan. Two critical GAWG metrics (listed below) must be "a go" before a specific Squadron Implements Phase 1. The Chief of Staff will list all Squadrons ready to remobilize and disseminate this information to the Wing Command team and Staff on a weekly basis.

1. The Georgia rate of COVID 19 infection is updated and is outlined in the WWW.COVIDACTNOW.ORG website. Georgia's current rating of 1.02 means that COVID 19 is spreading, but in a slow and controlled fashion. The GAWG is currently "a go" on this metric as the downward trend of infection continues for reported and suspected cases. Additionally, the Georgia Governor has just announced an easing of COVID 19 restrictions within the State effective 16 Jun 20.

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2. The Squadron Commanders must confirm that there has been no local outbreak or unusual activities concerning COVID 19 in his/her County or local community within the previous weeks. Additionally, Squadron Commanders will confirm with their local communities that there is no limitation to the meeting of 10 people or less IAW the CAP COVID 19 Remobilization ppt. enclosed and the GAWG plan. This can be confirmed by checking with local government and the local news media. Attendance at Phase 1 meetings are optional and Squadron Commanders will make sure that all members are screened to confirm they are symptom free. Members are allowed to certify that they have checked their temperature at home prior to the meeting.
- Self-Identified low-risk category may return to meetings as long as groups are ≤ 10 , socially distancing and wearing cloth face coverings, hygiene, health status checks through questions and temperature checks, and public health reminders.
 - Remember that the transition to Phase 1 must be constantly reassessed to ensure that the metrics are valid; plan for the Phase 1 transition, but be prepared to change as the Phase metrics rapidly change.
 - **Aviation activities for Phase 1 as per guidance from CAP National dated 12 May 2020** - face coverings, aviation gloves, and plane disinfection between sorties. Includes flight evaluations/check rides, crew proficiency, dual instruction, mission related flying (assuming all members are low-risk and all flight operations are in low-risk areas). Aircraft will be disinfected before and after all operations.
 - **Vehicle Operations** – Routine official use of CAP ground vehicle will continue. Ground team and emergency services training with less than 10 members is authorized. Prior to operating CAP vehicles and immediately after operations the interior of the vehicle will be disinfected. All area that are commonly touched such as door handles, keys and gearshift levers will be given special attention. All members will wear face mask and carry hand sanitizer. Prior to refueling vehicles, members will disinfect the gasoline pump handle and touch screens. Members are authorized to use gloves or paper towels to make sure these areas are not touched in lieu of disinfecting.
 - Essential missions and meetings shall employ full public health protection measures such as: hygiene education, having hand sanitizer available, performing routine hand washing breaks, daily cleaning of individual workspace cleaning, wearing of cloth face coverings, social distancing, temperature checks, and asking members if they feel well before entering a meeting/mission. See item 1.8.1 below and enclosures to this plan for additional requirements for Squadron Commanders to provide health screening and temperature checks prior to meeting admission.

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- Monitoring members' health status during meetings or missions through routine temperature checks and asking if members feel well.
- Place seats 6-feet apart, double arm interval distancing, open air meetings, if possible.
- Members Self Identify risk to themselves and family member IAW CDC guidance and notify their supervisor.
- This scale is bidirectional the dynamic nature of the COVID-19 status will require continued re-evaluation
- Phase of operation will be identified by the State or City Government in which the Unit or Activity is operated

The estimated start date of this plan is no sooner than 1 July. Each squadron is expected to reach Phase 1 execution on different date depending on local concerns. Leaders should begin now to have a training plan ready so that they can execute remobilization in a seamless manner; plans will mirror all NHQ guidelines and requirements. Squadron Commanders will report to their respective chain of command and the Wing Chief of Staff that they are ready to remobilize to Phase 1. They are certifying that their units are "a go" IAW this plan and they are familiar with all requirements of all documents enclosed with this plan.

Many taskings in the matrix below require involvement and execution by the Squadron Commander, his/her safety Officer and other members of the staff. This plan including the matrix below and all enclosures will be reviewed by the chain of command and will be used to execute the Phase 1 reopening within the GAWG.

Squadron Commanders are not obligated to execute on 1 July 2020 if not ready. If additional time is needed to communicate with your Squadron and prepare for the control measures required for Phase 1 ask for it. The Command guidance is to be smart and be safe while moving into Phase 1 of the remobilization process.

Please see enclosures with this plan. The Georgia WG leadership will be provided copies of these enclosures and this plan once they have been approved by CAP National HQ.

(3) POST COVID-19 pptx brief. GAWG COVID-19 Summary.pdf GAWG Sample letter to Members & Parents.docx

Point of contact for COVID 19 REMOB plan is the GA Wing Health Services Officer:

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Plan Completed By: Lt. Col. Mike Thornton

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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)	Lt Col Mike Thornton	11 Jun 20		11 Jun 20	Review of State website for COVID 19
1.2.	Hold meeting with between Plan Coordinator and Health Services Officer	Lt Col Mike Thornton	11 Jun20	17 Jun 20	12 Jun 20	Same person meeting complete
1.2.1.	Wing priorities for training events should be coordinated	Major Haynes & LT. Strong	13 Jun 20	23 Jun 20		Review training requirements & brief units. All training requests will filter to Wing for approval.
1.2.1.1.	Check state and local health guidance regarding gatherings (Review of each jurisdiction impacted by this plan)	Lt Col Mike Thornton	11 Jun 20		11 Jun 20	Review of State website for COVID 19; Gov of Georgia eased restriction on 16 Jun 20.
1.2.1.2.	Prepare information for subordinate units on temperature screening, health education, and sanitation	Lt Col Mike Thornton	11 Jun 20		12 Jun 20	See ppt. enclosed and other documents enclosed.
1.2.2	Consult with Wing Legal Officer about resuming meetings	Colonel Garrett	11 Jun 20		13 Jun 20	Action complete
1.2.3	Coordinate with Wing Director of Safety	Lt. Liza Montalvo	17 Jun20		17 Jun 20	
1.2.3.1	Verify proper risk planning tools are available to units	Lt. Liza Montalvo	13 Jun 20	23 Jun 20		Unit Safety Officer action item
1.2.3.2	Prepare to communicate with subordinate units on Safety-related matters (see 1.7. below)	Lt. Liza Montalvo	13 Jun 20	23 Jun 20		
1.2.4	Coordinate with Wing Director of Cadet Programs	Major Shannon Brumfield	13 Jun 20		14 Jun 20	Currently no face to face cadet activities are planned for the Wing
1.2.4.1	Prepare recommendations for units regarding meeting activities and alternatives to maintain optimal distance while at meetings	Lt Col Mike Thornton	11 Jun 20		12 Jun 20	In WG plan; use of multiple meeting locations or combination of in person and virtual meetings to ensure full participation.
1.2.4.2	Prepare bullets for units to incorporate when sending messages to parents about the resumption of meetings	Lt Col Mike Thornton	11 Jun 20		12 Jun 20	Sample letter written. Enclosed with this document

Phase I: Resuming Regularly Scheduled Meetings (Continued)

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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	Lt Col Mike Thornton	11 Jun 20		11 Jun 20	Georgia does not allow local govt restrictions. However, Squadron CC to confirm before reporting “go” or ready to execute the GAWG plan. Georgia just authorized gatherings of 50 and eased restrictions statewide.
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.	Colonel Garrett	N/A	N/A	17 Jun 20	Colonel Garrett to forward to SER & COVID-19 plans after his approval.
1.4.1.	Briefly describe/ summarize previous coordination accomplished	Lt Col Mike Thornton			12 Jun 20	Reviewed WH & National guidance on Phase 1 reopening.
1.4.2.	Verify no jurisdictional restrictions are in place from State or Local Governments	Lt Col Mike Thornton	11 Jun 20		11 Jun 20	See item 1.3 above
1.4.3.	Set date to resume meetings; this is also the start of Phase II.	Lt Col Mike Thornton	11 Jun 20		11 Jun 20	Start date for Phase 1 is no sooner than 30 Jun 20 after each SQ. reports three green.
1.5.	Receive approval from the CAP COVID-19 Planning Team to reinstate meetings. Plan for one-week lead time.	Lt Col Mike Thornton		23 Jun 20		Awaiting approval of plan.
1.6.	Publish the date that meetings may resume to subordinate units	Lt Col Mike Thornton	11 Jun 20		11 Jun 20	See plan enclosed above.
1.7.	Task Wing Director of Safety to communicate the following to subordinate units	Colonel Garrett			13 Jun 20	
1.7.1.	<u>Units</u> will review CAPFs 160, 160S, and 160HL to be sure COVID-19 risks are considered and mitigated	Unit Commander Members			13 Jun 20	Members to complete and review Self-Assessment prior to first meeting
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	Lt. Liza Montalvo	17 Jun 20		17 Jun 20	This tasking is for Sq. CC & Safety officer implementation.
1.8.	Task Wing Health Service Officer to communicate the following to subordinate units:	Lt Col Mike Thornton	11 Jun 20	23 Jun 20		To be forwarded to all units once approved by SER & National.

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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.	Lt Col Mike Thornton	11 Jun 20	23 Jun 20		This issue is included in the WG plan for Squadron implementation. See enclosed GAWG sample letter for Squadron Commanders and plan summary concerning reopening for Phase I activities.
1.8.2.	Educate members on their stratified level of risk (i.e., Low-risk vs. High-risk)	Lt Col Mike Thornton		23 Jun 20		
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)	Lt Col Mike Thornton	11 Jun 20	23 Jun 20		This tasking is for SQ. CC implementation. Items are included in GAWG plan. See this plan, GAWG sample letter for Squadron Commanders and plan summary for additional information.
1.9.	Task Wing Director of Cadet Programs to communicate the following to subordinate units:	Major Shannon Brumfield		23 Jun 20		
1.9.1.	Units identify ways to meaningfully engage and fully participate in meetings without formations, drill, or other close-distance activities	Squadron CC Action item	17 Jun 20	23 Jun 20		After approval this is included in GAWG plan.

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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	Lt Col Mike Thornton	11 Jun 20		11 Jun 20	Repeat of 1.2.4.2 Sample letter for Cadets included in GAWG plan. See enclosures with this plan.
1.10.	Task Wing Director of Operations to communicate the following to subordinate units.	Maj Brad Haynes	17 Jun 20		23 Jun 20	See tasking items below.
1.10.1	Identify flight operations permitted during Phase I	Maj Brad Haynes	17 Jun 20		23 Jun 20	Includes flight evaluations/check rides, crew proficiency, dual instruction (assuming all members are low-risk and all flight operations are in low-risk areas). Aircraft/vehicles will be disinfected before and after all operations IAW CAP approved video. From GA Plan above.
1.10.2.	Identify requirements (Currency, etc) for senior members	Maj Brad Haynes	17 Jun 20	23 Jun 20		
1.10.3.	Identify requirements for cadets that have earned their Private Pilot's License to return to flying	Maj Brad Haynes	17 Jun 20	23 Jun 20		
1.10.4.	Identify requirements for cadets training to earn their Private Pilot's License	Maj Brad Haynes	17 Jun 20	23 Jun 20		
1.10.1.	Identify cleaning standards for aircraft and vehicles before and after use	Maj Brad Haynes	17 Jun 20		17 Jun 20	See GAWG plan Aviation and Vehicle operations outlined above.

SAMPLE LETTER TO UNIT STAKEHOLDERS

**Civil Air Patrol
Whitfield - Murray Cadet Squadron SER-GA-108
Dalton, GA**

From: Squadron Commander

Subject: Phase 1 COVID 19 Plan for remobilization of CAP Squadron Activities.

To: Members, Parents, Stakeholders

1. Effective DD MMM 2020 our Squadron will resume limited activities in support of our Civil Air Patrol mission.
2. Our guidelines for Phase 1 allow us to meet with no greater than 10 individuals in one location. The following limitations apply.
 - a. Squadron leadership (safety Officer, Health Services Officer, etc.) will ensure that routine cleaning and disinfection of the workspace has occurred prior to the meeting.
 - b. Cadets/Members should not attend if they have had any recent symptoms of COVID 19 or if they have been exposed to someone who had had the virus during the past 14 days. (self-certification)
 - c. Cadets/Members will not be in formation and will maintain at least 6 feet separation for social distancing.
 - d. Cadets/Members will use a face covering for continuous wear.

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- e. Entry Screen: Cadets/Members will be screened and asked for recent history of virus infection and their temperature will be taken. A temperature in excess of 100.4 will prevent a Cadet or Member from entering the meeting/event. If you take your own temperature at home, please let us know as you enter the screening area.
3. Our first on site meeting is scheduled for DD MMM at our normal meeting location at XX X Street Dalton, GA. Since attendance is limited to 10 members, please let Captain X (email address) know if you would like to attend. We will then inform you of the entry screen location and your assigned meeting room/location. Virtual meetings and/or additional meeting locations will be utilized to ensure all members may continue their activities per their individual needs and or requirements based upon risk factors.
4. Thank you for your support of the Civil Air Patrol as we work to maintain a safe and productive environment for our members.

John M. Smith
Squadron Commander



PostCOVID19
REMOB 12.12.20.ppt