



HEADQUARTERS
HAWAII WING CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY
419 Lele Street
Honolulu, Hawaii 96819-1821



19 JUN 2020

MEMORANDUM FOR All Hawaii Wing Members, Parents, and Sq/CCs

SUBJECT: Hawaii Wing Remobilization Guidance

- 1. Remobilization.** Hawaii Wing will conduct a conditions-based, phased approach to resuming in-person meetings and other activities. Transition to Phase I will occur immediately for all Squadrons, with other Phases to follow. It will likely be some time before we can fully return to unrestricted operations. It is important for all members and parents to be aware of the following aspects of our plan:
 - a. Our plan is in accordance with CAP National Headquarters (NHQ) guidance, which is derived from White House “Opening Up America Again” guidance.
 - b. We have ensured and will continue to ensure that our activities are in compliance with State and County guidance. State and County guidance will always take precedence if it becomes more restrictive.
 - c. We will continuously monitor key public health data for COVID-19 in Hawaii and its Counties to ensure our activities do not pose undue risk to members.
 - d. Members’ ability to participate in in-person events, particularly during the early phases, depends on their self-assessed COVID-19 risk category—Low or High. Hawaii Wing and our Squadrons will strive to provide the fullest participation possible for High Risk members using the virtual tools we have developed during the pandemic. Members will determine their own risk category, in consideration of CDC guidance. (See attached Hawaii Wing Health Guidelines.)
 - e. During the pandemic we have been in Phase 0 of our plan, and have limited in-person activities to Essential Operations only. Conditions in the State and all Counties now allow us to enter Phase I. Phase I allows some additional in-person interactions for Low Risk Senior Member personnel in groups of 10 or less, allowing Squadrons to resume some in-person training and to begin preparing for resumption of larger scale meetings. Full descriptions of activities allowed and risk mitigation during Phase 0 and Phase I are attached, and are directive.
 - f. Hawaii Wing will continue to develop its plan for Phase II and eventually Phase III. I will release that guidance once approved. Phase II currently envisions meetings, flying opportunities, and day-long activities with up to 50 Low Risk members, including cadets. Phase III currently envisions a return to multi-day activities and intermittent inclusion of High Risk members in all activities.
 - g. It is possible that Policy and Health considerations will vary across Counties and that conditions may mandate a return to a lower Phase. In order to maximize readiness and member experience, Hawaii Wing will allow for Squadrons in different counties to be in different phases. It is important that Sq/CCs and all Members remain aware of their current phase and that of other Counties.

2. All Members.

- a. Conduct a self-assessment of your COVID-19 risk category (Low or High), in accordance with CDC guidelines and in consideration of others with whom you live or have daily contact. The attached "Hawaii Wing Health Guidelines" includes a summary of CDC guidance. **When asked**, notify your Sq/CC of your risk category. Hawaii Wing will not question your self assessment and will strive to provide maximum participation in for High Risk members via virtual means throughout all phases.
- b. Maintain awareness of which Phase your Squadron/County is in. If planning to attend a CAP event or mission that is in another County, verify that your participation is allowed and appropriate.

3. Squadron Commanders.

- a. Follow attached Hawaii Wing guidance for all phases. Acknowledge Wing notifications on Wing Phase transitions for ALL Counties and immediately transmit that notification to squadron members and parents. Squadrons will follow Wing's Phase guidance for meetings and activities in their county and other counties to which they may travel. Members will conduct a risk assessment and receive Wing/CC approval prior to travel on CAP to a location in a different Phase, other than on Essential Missions (see Phase 0 guidance for Essential Missions).
- b. Communicate with members and parents of cadets to reinforce themes in this memo and address any questions. Relay questions that cannot be answered at the squadron level to HIWG/CV-S (Lt Col Rapp).
- c. Wing Headquarters Building is available for all Squadrons, particularly those on Oahu, to use for meetings, training, and other activities. The HQs building is larger than most squadron facilities, contains multiple rooms, and may provide options to spread out attendees to meet social distancing and maximum group-size requirements.
- d. Squadrons will continue to provide maximum opportunity for high-risk personnel to participate in CAP activities virtually during all phases.
- e. Conduct Safety and Risk Assessments. Unit Safety officers will:
 - o Review existing and new CAPFs 160, 160S, and 160HL to be sure COVID-19 risks are considered and mitigated. See CAP NHQ's COVID-19 Risk Management site: <https://www.gocivilairpatrol.com/members/cap-national-hq/safety/covidrm>. Squadrons are not required to conduct a Risk Assessment simply to resume normal meetings.
 - o Emphasize continued use of face coverings, gloves, and hand sanitizer, as well as social distancing, hand washing and surface cleaning/disinfection. See attached Hawaii Wing Guidance for Phase 0 and Phase I, as well as the Hawaii Wing Health Guidelines.
- f. Develop and maintain procedures and kits for disinfecting assigned facilities, vehicles, and aircraft.

4. **Back to Business--Safely!** We all want to resume the full extent of the various CAP activities we enjoyed prior to this pandemic, and back to fully preparing to serve our

community in an emergency. If we all stick to the plan that our team has developed and follow the common sense risk mitigation measures, we should be able to get there as safely and expeditiously as possible, while protecting our most valuable resource—our members. Your Wing has big plans to advance our activities on all fronts...from Encampment to a Wing Conference to expanding flight activities. I have great respect for each and every one of you, and look forward to seeing you in person as soon as conditions allow.

Chantal Lonergan

CHANTAL LONERGAN, Colonel, USAF Auxiliary
Commander, Hawaii Wing

Hawaii Wing Phase 0 Guidance

(15 Jun 2020)

***This document is directive for all Hawaii Wing squadrons in COVID-19 Phase 0.**

STANDARD: Essential Missions Only

- Self-Identified Low-Risk Senior Members perform essential missions with minimal staffing, social distancing, hygiene and wearing of cloth face coverings.

Meetings, Cadet Programs, Aerospace Education, Professional Development, and Other Training

- Conducted Virtually. Waivers in place for physical testing, drill testing, achievement testing, and other aspects of Cadet Programs.
- Exception: In-person Emergency Services training allowed if needed to prepare for specific essential missions.

Emergency Services and Aviation

- DoD Flights, Ground and Air SAR/UDF Missions: minimum numbers of low-risk senior members
- Aircraft Maintenance movements and weekly engine run flights: Solo or members from same household

COVID-19 Risk Mitigation:

- **In person events:** only when mission essential; hygiene education; hand sanitizer available; routine hand washing breaks; daily cleaning of workspaces; wearing of cloth face coverings; maintain 6' physical separation, including placing seats 6 feet apart; temperature checks; and asking members if they feel well before entering a facility or mission.
- **Aviation:** Face masks (when more than one member from different household), aviation gloves, and disinfection between sorties. See Hawaii Wing Phase I Health Guidelines for more detail. Units will develop specific procedures and maintain disinfection kits.
- **Vehicles:** Face masks (when more than one member from different household) and daily disinfection before and after use. Units will develop specific procedures and maintain disinfection kits.
- **See Hawaii Wing Phase I Health Guidelines for more detail.**

Member Risk assessment: Members will determine their COVID Risk Category (Low or High) for themselves and should notify their Sq/CC of their assessment when asked. Members should use CDC guidelines to make this assessment and consider a "High" assessment if they live with or have daily contact with High risk personnel. CAP will not question a member's self assessment, even if it appears to differ from CDC guidelines. See Hawaii Wing Health Guidelines for a summary.

Hawaii Wing Phase I Guidance

(15 Jun 2020)

***This document is directive for all Hawaii Wing squadrons in COVID-19 Phase I.**

STANDARD: ≤ 10 Low Risk Senior Member Meetings

- Phase 0 PLUS: Self-Identified Low Risk Senior Members may return to in-person meetings, following COVID-19 risk mitigation measures listed below and in the Hawaii Wing Phase I Health Guidelines.

Meetings, Cadet Programs, Aerospace Education, Professional Development, and Other Training

- All Phase 0 activities, plus:
 - Up to 10 Low Risk Senior Members may meet to conduct activities such as training and planning, including preparations to resume larger meetings in Phase II.
 - Conduct normal risk assessments for events and include COVID-19 considerations
- Emergency Services priorities: small group training for SAR/UDF (air and ground), water survival.
- Continue virtual meetings, training and all other activities for cadets and High Risk Senior Members.

Emergency Services and Aviation

- **Goal: Get members current and mission ready.**
- All Phase 0 activities, plus:
 - Proficiency flights, flight evaluations and checkrides
 - Flight instruction for all positions
 - UDF and SAR Training

COVID-19 Risk Mitigation:

- **In person events:** no more than 10 Low Risk Senior Members in a room; hygiene education; hand sanitizer available; routine hand washing breaks; daily cleaning of workspaces; wearing of cloth face coverings; maintain 6' physical distancing, including seats 6 feet apart; temperature checks; and asking members if they feel well before entering a facility or mission.
- **Aviation:** Face masks (when more than one member from different household), aviation gloves, and disinfection between sorties. See Hawaii Wing Phase I Health Guidelines for more detail. Units will develop specific procedures and maintain disinfection kits.
- **Vehicles:** Face masks (when more than one member from different household) and daily disinfection before and after use. Units will develop specific procedures and maintain disinfection kits.
- **See Hawaii Wing Phase 0/I Health Guidelines for more detail.**

Member Risk assessment: Members will determine their COVID Risk Category (Low or High) for themselves and should notify their Sq/CC of their assessment when asked. Members should use CDC guidelines to make this assessment and consider a "High" assessment if they live with or have daily contact with High risk personnel. CAP will not question a member's self assessment, even if it appears to differ from CDC guidelines. See Hawaii Wing Health Guidelines for a summary.