



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



25 September 2020

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

SUBJECT: Amendment 2 to Hawaii Wing COVID-19 Remobilization

1. **Return to Phase I(-) for Oahu.** CAP Activities on Oahu are authorized to proceed to Phase I(-) under the revised Hawaii Wing COVID-19 Phased Guidelines attached to this letter. In accordance with the County Guidance, CAP activities on Oahu, although in Phase I, **must not exceed a group size of 5 Low Risk Senior Members.** Activities on all other islands remain in “standard” Phase I. All previous directives and guidelines are rescinded.
2. **Current Hawaii Wing Remobilization Status for All Counties:**

County	Phase	Gathering Size (Indoor/Outdoor)	Cadets Allowed	O-Rides
Oahu	I(-)	5 / 5	N	N
Kauai	I	10 / 10	N	N
Maui	I	10 / 10	N	N
Hawaii	I	10 / 10	N	N

3. Hawaii Wing activities within each county will be in accordance with the attached revised Hawaii Wing Phased Guidelines, effective immediately and until modified by Wing Commander direction. Members should always comply with any State or County guidance that is more restrictive than Hawaii Wing Phased Guidelines and notify Lt Col Tim Rapp immediately upon discovering such guidance. We will continue to monitor State and County guidance and the progress of the pandemic to determine when it is appropriate to make additional phase adjustments.
4. As a reminder, 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 worked to ensure that Hawaii Wing guidelines 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 in Phases I through III depends on their self-assessed COVID-19 risk category—Low or High. Hawaii Wing and all 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 Phased Guidelines.)

- e. Policy and Health considerations will continue to vary across Counties and conditions may mandate a return to a lower phase. In order to maximize readiness and member experience, Hawaii Wing is allowing 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.

## 5. All Members.

- a. Continue to self-assess 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 Phased Guidelines includes a summary of CDC guidance. Hawaii Wing will not question your self-assessment and will continue 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.

## 6. Squadron Commanders.

- a. Provide a detailed plan on how your unit will conduct activities in the next higher phase and receive approval **prior to your unit moving to that next higher phase, when moving to that phase for the first time.** Plan must describe the current County guidance on Social Gatherings and how your unit will ensure you do not exceed that guidance. (E.g., if the County limits gatherings to 25 personnel, how will you ensure no more than 25 personnel attend an event. Alternately/additionally, how will you ensure that you are able to maintain 6' spacing within your facilities or by using outdoor spaces?) Submit plans directly to the Hawaii Wing Commander via email, with a cc to Lt Col Rapp.
- b. Follow attached Hawaii Wing Phased Guidelines 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 Phased Guidelines 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 CAP travel to a location in a different phase, other than on Essential Missions (see Phase 0 guidance for Essential Missions).
- c. 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 Lt Col Rapp.
- d. Other than during Phase 0, the 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.
- e. Squadrons will continue to provide maximum opportunity for high-risk personnel to participate in CAP activities virtually during all phases.

- f. Conduct Safety and Risk Assessments. Unit Safety officers will:
  - 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 Phased Guidelines for activities for sanitation protocols.
- g. Maintain procedures and kits for disinfecting assigned facilities, vehicles, and aircraft.

**7. Activity Directors.** All Activity Directors (lead project officer for day-long or longer events during Phase II or higher) will ensure that their plan includes conducting verification of local public health guidance, local weather, and any other information that may lead to event cancellation (Continuation Check) at the following points prior to the event: 45 days, 14 days, 7 days, 1 day, and the Day Of the event.

**8. Let's Beat COVID!** We all want to resume the full extent of various CAP activities we enjoyed prior to this pandemic and return to fully prepare ourselves for volunteer service. If we each maintain personal accountability for adhering to the plan our remobilization team has developed and commit to their risk mitigation measures, we will be able to train safely, protecting our most valuable resource—our members. Your Wing is moving to advance activities on all fronts. I have great respect for each of you who continue to positively contribute under adverse conditions, thank you.

//Signed//

CHANTAL LONERGAN, Colonel, USAF Auxiliary  
Commander, Hawaii Wing