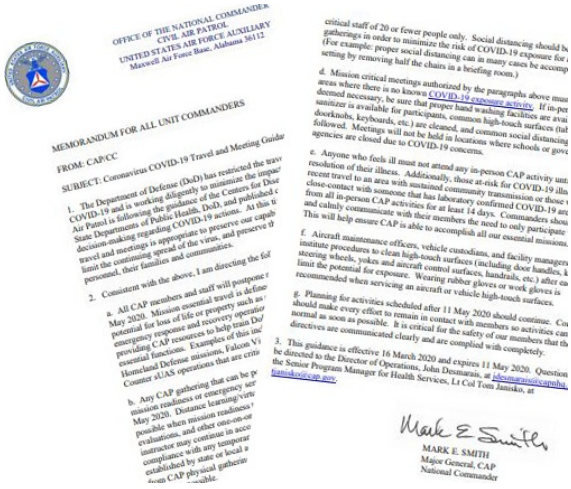
SPECIAL BULLETIN

COVID-19 UPDATE

March 15, 2020

Civil Air Patrol Issues Travel and Meeting Guidance Memorandum

National Headquarters has released new guidance for travel and meetings. Brig. Gen. Ed Phelka, CAP's National Vice Commander, said, "By restricting travel and meetings, we are minimizing our members' exposure to this virus, aiding the community by keeping our members from unknowingly spreading the virus, and maintaining a posture of readiness where healthy aircrew and ground crew members can respond when needed."



OFFICE OF THE NATIONAL COMMANDER
CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY
Maxwell Air Force Base, Alabama 36112

MEMORANDUM FOR ALL UNIT COMMANDERS

FROM: CAP/CC

SUBJECT: Coronavirus COVID-19 Travel and Meeting Guidar

1. The Department of Defense (DoD) has restricted the travv COVID-19 and is working diligently to minimize the impac Air Patrol is following the guidance of the Centers for Dise State Departments of Public Health, DoD, and published c decision-making regarding COVID-19 actions. At this ti travel and meetings is appropriate to preserve our capab limit the continuing spread of the virus, and preserve th personnel, their families and communities.

2. Consistent with the above, I am directing the fol

a. All CAP members and staff will postpone r May 2020. Mission essential travel is define potential for loss of life or property such as emergency response and recovery operatior providing CAP resources to help train Do essential functions. Examples of this inc Homeland Defense missions, Falcon View Counter sUAS operations that are crit

b. Any CAP gathering that can be pr mission readiness or emergency ser May 2020. Distance learning/virtu possible when mission readiness evaluations, and other one-on-or instructor may continue in acco compliance with any temporar established by state or local a from CAP physical gatherin possible.

critical staff of 20 or fewer people only. Social distancing should b gatherings in order to minimize the risk of COVID-19 exposure for (For example: proper social distancing can in many cases be accomp setting by removing half the chairs in a briefing room.)

d. Mission critical meetings authorized by the paragraphs above must areas where there is no known COVID-19 exposure activity. If in-per deemed necessary, be sure that proper hand washing facilities are avai sanitizer is available for participants, common high-touch surfaces (tab doorknobs, keyboards, etc.) are cleaned, and common social distancing followed. Meetings will not be held in locations where schools or gove agencies are closed due to COVID-19 concerns.

e. Anyone who feels ill must not attend any in-person CAP activity unt resolution of their illness. Additionally, those at-risk for COVID-19 illn recent travel to an area with sustained community transmission or those v close-contact with someone that has laboratory confirmed COVID-19 are from all in-person CAP activities for at least 14 days. Commanders shou and calmly communicate with their members the need to only participate This will help ensure CAP is able to accomplish all our essential missions.

f. Aircraft maintenance officers, vehicle custodians, and facility managers institute procedures to clean high-touch surfaces (including door handles, k steering wheels, yokes and aircraft control surfaces, handrails, etc.) after ea limit the potential for exposure. Wearing rubber gloves or work gloves is recommended when servicing an aircraft or vehicle high-touch surfaces.

g. Planning for activities scheduled after 11 May 2020 should continue. Co should make every effort to remain in contact with members so activities can normal as soon as possible. It is critical for the safety of our members that th directives are communicated clearly and are complied with completely.

3. This guidance is effective 16 March 2020 and expires 11 May 2020. Question be directed to the Director of Operations, John Desmarais, at jdesmarais@capnha the Senior Program Manager for Health Services, Lt Col Tom Janisko, at tjanisko@cap.gov.

Mark E. Smith

MARK E. SMITH
Major General, CAP
National Commander

CAP National Commander and CEO Maj. Gen. Mark Smith issued the Travel and Meeting Guidance memorandum on March 14, and it was immediately sent to all unit commanders. The memo, based on a Department of Defense memo, restricts CAP travel and meetings through May 11.

As a reminder, for most in the U.S. the immediate risk from COVID-19 coronavirus is thought to be low, per the national Centers for Disease Control and Prevention. Members should follow the CDC guidelines as well as any additional health guidelines issued by their states.

Travel and Meeting Guidance

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