



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

14 March 2020

MEMORANDUM FOR ALL UNIT COMMANDERS

FROM: CAP/CC

SUBJECT: Coronavirus COVID-19 Travel and Meeting Guidance

1. The Department of Defense (DoD) has restricted the travel of its personnel due to COVID-19 and is working diligently to minimize the impact on mission operations. Civil Air Patrol is following the guidance of the Centers for Disease Control and Prevention, State Departments of Public Health, DoD, and published common best practices in all decision-making regarding COVID-19 actions. At this time, CAP believes that restricting travel and meetings is appropriate to preserve our capability to respond when called upon, limit the continuing spread of the virus, and preserve the health and welfare of our personnel, their families and communities.

2. Consistent with the above, I am directing the following:

a. All CAP members and staff will postpone non-mission essential travel through 11 May 2020. Mission essential travel is defined as those missions that involve the potential for loss of life or property such as search and rescue, disaster relief or other emergency response and recovery operations. Mission-essential travel also includes providing CAP resources to help train DoD components to perform their mission-essential functions. Examples of this include CAP personnel traveling in support of Homeland Defense missions, Falcon Virgo, Green Flag, RPA escort operations and Counter sUAS operations that are critical to DoD mission-essential training.

b. Any CAP gathering that can be postponed without negatively impacting CAP's mission readiness or emergency services capabilities should be postponed until after 11 May 2020. Distance learning/virtual methods should be used to the maximum extent possible when mission readiness training is required. Proficiency flying, flight evaluations, and other one-on-one flight instruction between a single student and instructor may continue in accordance with current CAP procedures if it is in compliance with any temporary restrictions on airport access and travel restrictions established by state or local agencies. Members are encouraged to use the time away from CAP physical gatherings to focus on online training and hold virtual meetings whenever possible.

c. All Wing and Region conferences, encampments, activities and meetings not dedicated solely to maintaining a unit's critical mission readiness or as outlined in paragraph b. above, will be cancelled or postponed until after 11 May 2020. Necessary meetings and other events that cannot be postponed or held virtually will be limited to

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

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

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

f. Aircraft maintenance officers, vehicle custodians, and facility managers will institute procedures to clean high-touch surfaces (including door handles, knobs, steering wheels, yokes and aircraft control surfaces, handrails, etc.) after each use to 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. Commanders should make every effort to remain in contact with members so activities can return to normal as soon as possible. It is critical for the safety of our members that these directives are communicated clearly and are complied with completely.

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



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