

National Guidance regarding CAP participation in Wreaths Across America (WAA) 2020

National is very aware that WAA is a huge fundraiser for many squadrons around the country. It is recognized that many units are providing an opportunity to honor our veterans in a meaningful way. In addition, we are aware that many squadrons utilize the money from WAA to pay for their meeting space and activities. The intention of this National CAP Guidance is to facilitate the participation in as many WAA activities as possible while maintaining the integrity of the remobilization process and minimizing risk to members and the public.

General Guidelines:

1. The following guidelines are provided for each Wing-level CAP Remobilization Phase. Currently, no Wings are in Phase 3 and none are anticipated to be in that Phase during December 2020. If state guidelines are more restrictive than CAP guidelines, the unit should follow the state guidelines. However, if state guidelines are less restrictive than CAP guidelines, units should carefully adhere to and follow the provided CAP guidelines based on the CAP Remobilization Phase that the Wing currently is in at the time of the activity.
2. Regardless of the CAP Remobilization Phase of a Wing, members must exemplify current public health guidance, including the continual wearing of masks or facial coverings, maintaining physical distancing of a minimum of 6-feet, frequent hand washing or sanitizing, and sanitizing frequently contacted surfaces periodically during the activity.
3. COV transportation should follow the standard CAP limitations for the pandemic: all individuals should be wearing masks, the vehicle should be sanitized as per guidance, and no more than 1 member per row of seats is recommended.
4. Make sure to check with Wing Command Staff to ascertain the current Wing Remobilization Phase before activating your WAA plans, as the Wing Phase might change at any time prior to the event.
5. In general, less risky activities (some are described below) should be given priority over higher risk activities that would involve CAP members interacting with the general public.
6. In many states, weather may be a significant factor. It is important to know that cold weather will not render the Covid-19 virus safer or inactive, indeed the reverse is true. Cold weather may also require more activities to be held indoors, rather than outside, which does carry an overall higher risk to participants.
7. "Ceremonies" in recommendations below refer not to the laying of wreaths at individual gravesites, but to the traditional ceremonial event that takes place at noon on Wreaths Across America day, often involving dignitaries, speeches, a color guard, the playing of Taps, etc. Since most WAA ceremonies will either be held indoors or involve numerous members of the general public (which could put members at unnecessary risk) it is recommended that, for Wings in Phase 0 or 1, CAP members only participate in "virtual ceremonies" (using Facebook Live events and similar platforms). If a ceremony is to be held out-of-doors and CAP members can maintain at least a 10-foot distancing from members of the general public, participation in small in-person ceremonies can be permitted.
8. Reminder: overnight stays for CAP activities, including WAA, are not permitted for any CAP members during Phases 0, 1 and 2.
9. As has been stated many times, any members who are either experiencing possible COVID-19 symptoms or any cold- or flu-like symptoms, or have either tested positive or been exposed to others who have tested positive for COVID-19 within the 2 weeks prior to the activity, should not participate in any WAA activities.
10. All participating members should review the CDC guidelines and self-assess their level of risk. Check the following link for the most current CDC recommendations:
<https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/index.html>
11. All Wings are encouraged to see the following CDC guidance link regarding community-based activities:
<https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/community-based.html>

CAP Remobilization Phase specific guidelines:

Phase 0:

- In Phase 0, CAP units are only authorized to be in-person active for life-saving missions and proficiency training in anticipation of missions.
- Virtual ceremonies can be conducted, with each segment either pre-recorded individually or the ceremony can be conducted using a platform such as ZOOM.
- If participation in WAA 2020 can be postponed until 2021, this would be the safest choice. *WAA does provide an option for unordered wreaths to be carried over for use during the 2021 Wreath Day.*
- Units who would like to participate in a WAA activity in a Wing that is at Phase 0 must contact the Wing Commander for specific permission. A specific plan must be prepared and submitted to the Wing Commander for review. This submission must include a [CAPF 160](#), Deliberate Risk Assessment Worksheet.
- While the Wing is in Phase 0, under special circumstances, the Wing Commander may authorize limited participation to carry out an acceptable WAA activity, which must be limited to the lowest risk activities possible, operating with no more than 5 members (senior and cadet – adhering to Cadet Protection Program guidelines), such as:
 - Staging wreaths with a maximum of 5 CAP members, preferably with 2 - 3 CAP members operating in non-overlapping shifts.
 - Off-loading wreaths from trucks following the same non-overlapping shifts, potentially even on different days.
 - Traffic control or car parking where individuals remain safely distanced from each other (minimum of 10-foot distancing when near the general public).
- If members of the unit will be involved in a WAA activity, ALL members participating, including any cadet parents, should be screened by the unit's HSO or Safety Officer prior to participation. ALL members, including cadet parents, should adhere to public health guidelines including the wearing of an approved facial covering and maintenance of a minimum 6-foot social distancing from other members.

Phase 1:

- In Phase 1, CAP units are authorized to have meetings and participate in activities, indoor or outdoor, involving 10 or fewer members and cadet parents, with NO additional non-CAP personnel present.
- Units who plan to participate in a WAA activity in a Wing that is at Phase 1 must contact the Wing Commander for specific permission. It is highly recommended that the unit submit a complete plan for their participation to the Wing Commander for review, to include a [CAPF 160](#), Deliberate Risk Assessment Worksheet.
- If the Wing Commander gives the unit permission to carry out their WAA activity, it should be limited to the lowest risk activities possible, such as:
 - Limiting participation to outdoor activities only with 10 or fewer participants from the unit, including cadet parents.
 - Consider staggering participation times to limit the number of individuals present at any time, potentially spreading the activity out over several days.
 - Avoiding any direct interactions with the general public.
 - Traffic control or car parking where individuals remain safely distanced from each other (minimum of 10-foot distancing when near the general public).
 - Actual laying of wreaths should be done with no non-CAP personnel present, and with only members or cadet parents involved (adhering to CPP guidelines if cadets are involved).

- COV transportation should follow the standard CAP limitations: all individuals should be wearing masks, the vehicle should be sanitized as per guidance, and no more than 1 member per row of seats is recommended.
- Only VIRTUAL Ceremonies are permitted during Phase 1.
- If the unit will be involved in a WAA activity, ALL members participating, including cadet parents, should be screened by the unit's HSO or Safety Officer prior to participation. ALL members, including cadet parents, should adhere to public health guidelines including the wearing of an approved facial covering and maintenance of a minimum 6-foot social distancing from other members.
- Preparations should be made to ensure adequate hand washing or sanitizing and the sanitizing of frequently touched surfaces.

Phase 2:

- In Phase 2, CAP units are authorized to meet out-of-doors in groups of up to 50 members, limited to CAP members and cadet parents only.
- Units who plan to participate in a WAA activity in a Wing that is at Phase 2 must contact the Wing Commander for specific permission. It is highly recommended that the unit submit a complete plan for their participation to the Wing Commander for review, including a [CAPF 160](#), Deliberate Risk Assessment Worksheet.
- If the Wing Commander gives the unit permission to carry out their WAA activity, it should be limited to low risk activities, such as:
 - Limiting participation to outdoor activities only with 50 or fewer participants, including cadet parents, from the unit.
 - Consider staggering participation times to limit the number of individuals present at any time, spreading the activity out over several days.
 - COV transportation should follow the standard CAP limitations: all individuals should be wearing masks, the vehicle should be sanitized as per guidance, and no more than 1 member per row of seats is recommended.
 - Minimal or no interactions with the general public, especially if there is not universal compliance with the recommended public health measures.
 - Traffic control or car parking where individuals remain safely distanced from each other (minimum of 10-foot distancing when near the general public).
 - Unloading wreaths from trucks.
 - Staging wreaths for the general public to access them for placement. This would necessarily require a limited number of CAP members to oversee the staging areas, but those members should maintain a minimum of 10-foot distancing from other non-CAP individuals.
 - Actual laying of wreaths should be done with no non-CAP personnel present, other than cadet parents if cadets are involved.
 - Virtual ceremonies strongly preferred in order to avoid large crowds.
- If the unit will be involved in a WAA activity, ALL members participating, including cadet parents, should be screened by the unit's HSO or Safety Officer prior to participation. ALL members, including cadet parents, should adhere to public health guidelines including the wearing of an approved facial covering and maintenance of a minimum 6-foot social distancing from other members.
- Preparations should be made to ensure adequate hand washing or sanitizing and the sanitizing of frequently touched surfaces.