



**NEW YORK WING HEADQUARTERS  
CIVIL AIR PATROL  
UNITED STATES AIR FORCE AUXILIARY  
WESTCHESTER COUNTY AIRPORT  
24 LOOP ROAD (BLDG 1)  
WHITE PLAINS, NEW YORK 10604-1218**

26 MAY 2020

MEMORANDUM FOR ALL UNIT COMMANDERS

FROM: NYW/CC

SUBJECT: RESUMPTION OF OPERATIONS POST-NHQ COVID-19 PAUSE

1. Upon receipt of NHQ-CAP guidance to resume operations, New York Wing will use a phased approach, following all federal and state guidelines. With New York State using a county-by-county approach to reopening, the Wing will follow the Governor's directives.
  - CAP activities will not resume in areas of the state still under stay-at-home orders. Once those orders are lifted, we will resume activities in a safe and responsible manner.
  - The only exception to this is the aircraft engine preservation flights authorized by NHQ-CAP.
2. In areas of the state where the Governor's stay-at-home order has been lifted, the Wing will resume activities in a safe and responsible manner, following all federal and state guidelines.
3. Additionally, I am directing the following measures:
  - Large activities which gather members from across the Wing (ex: encampment, Wing Conference, etc) are canceled and/or postponed until further notice.
  - Until further notice, overnight activities are suspended unless personnel are billeted in single rooms or social distancing measures can be maintained. Requests for exceptions will require pre-coordination and Wing CC or CV approval.
  - Group/Squadron Commanders are directed to completely clean and sanitize meeting locations in accordance with Centers for Disease Control (CDC) directives before allowing activities to resume. Routine cleaning and sanitizing will continue thereafter.
  - Meetings and/or activities will be limited to no more than 25 members until further notice. If NY State directives dictate less than 25, we will follow those directives. Requests for exceptions to the NY Wing policy will require pre-coordination and Wing CC or CV approval.

- Large Squadrons are directed to separate their meetings/activities if social distancing cannot be maintained.
- Group/Squadron Commanders are directed to inform their members to stay home if they are sick.
- If meeting/activity locations do not allow for hand washing, Group/Squadron Commanders are directed to provide hand sanitizer for members to utilize.
- As advised by the CDC, social distancing measures will be utilized until further notice to protect members.
- Per the Governor's executive order, masks/face coverings will be mandatory until further notice, this includes inside aircraft and vehicles containing more than one member.
- Group/Squadron Commanders are directed to utilize protective gloves when deemed necessary.
- Group/Squadron Commanders are directed to exercise sound judgement in regards to Cadet physical training, avoiding activities where personnel are in close proximity to each other.

*Thomas Carello*

THOMAS CARELLO, Col, CAP  
Commander