**Considerations to prepare for buildings and program**

Recommendations **BEFORE** any training commences:

* + Signage
	+ Sign-in log sheet
	+ Physical distancing measures
	+ Configuration of spaces
	+ Provision of PPE
* Develop a plan for social distancing based on maximum room capacity and number of cadets
* Develop a virtual plan if some cadets do not want to return to training in person
* Organize extra Parent Volunteers (non-teaching role) to assist with monitoring/supervision of cadets for social distancing
* Develop a detailed protocol for cleaning of facilities before and after each training night
* Identify any additional costs in implementing COVOD 19 procedures
* Send letter to ALL the parents/guardians with complete details on how the cadet program will be run in this COVID environment and what the procedure would be if there was a cadet or staff suspected of being infected.
* Clearly define a drop off and pick up plan for the cadets and a sign in and sign out process
* A site visit prior to first day of training by all staff and adult volunteers to ensure all the protocols are in place and everyone is familiar and comfortable with the layout of the venue as well as how training will be conducted.
* Post signs on doors giving protocol requirement before entering example: “due to the Pandemic COVID-19, we are restricting access to this Corps. Please observe the following protocols……

Below are some suggested procedures for consideration:

* If there is more than one **stairwell** leading to other levels, designate one for ascending and one for descending
* Inform all persons, that are using the stairwells, that they are not to use the handrails unless for mobility issues
* **For Parent pick-up** – Parents are to form a line at the entrance door, maintaining proper social distancing, and each Cadet will be released at the entrance by an Officer of the Corp
* For those Corps that have a **sign-in requirement**, have a volunteer/Officer record the names to avoid multiple use of the pen
* Where possible, entrance/exit doors to the parade deck, classrooms etc. should be propped open to avoid excessive touching of the knobs/push bars. Same can apply for washroom facilities as long as there is a privacy wall separating the main part of the washroom from the entrance
* **Band** – instruments to be cleaned one hour before practice using appropriate antibacterial wipes and cleaned immediately after practice – Cadets to sanitize hands immediately before and after handling the instruments
* **Hand sanitization** station for everyone entering the facility and exiting as well as for entering an exiting the washrooms (we all know that many kids do not wash their hands after using the washrooms!)
* Use a **handheld thermometer** on everyone entering the facility – for each parade night, designate one person for this duty who will be responsible for cleaning the thermometer after its use
* Staff and cadets will not be permitted to congregate in groups. The ships office should be set up will be adjusted in such a way to maintain a 2-meter distance between Corps staff and cadets.
* Restrictions should be in place so that common areas such as the Classroom, meeting spaces, the washrooms and the galley have limitations in place so that physical distancing of 2-meters can be maintained
* Where maintaining physical distancing is not possible, non-medical face masks must be worn.
* Ensure the following supplies are in place and a reliable source of resupply is identified:
	+ Paper towels
	+ Hand soap
	+ Hand sanitizer (at both entry points, at common areas, and on each personal workstation)
	+ Facial tissue
	+ Garbage bags and receptacle
	+ Disinfectant wipes
	+ Face masks (at both entry points)
	+ Disposable gloves (at common areas)

# CLEANING Station PRACTICES

A cleaning schedule should be in place to ensure all common areas are cleaned and disinfected on a routine basis and who will do this. A record must be kept of the cleaning and standards should be verified.

Volunteers will be required to keep their work area and common areas that they use sanitized at least twice daily or after use. These items include desks, computers, phones, chairs, photocopier, mail machine, countertops.

Light switches, doorknobs and furniture should be disinfected by Corps staff in order to ensure they are cleaned more frequently.

A garbage can should be placed at the entrances of the LHQ for Officers and Cadets to dispose of paper towel when returning from the washroom or opening the doorknob.

Disposable gloves should be used when cleaning surfaces.

Ensure that all adhere to the safety standards and safe use of all chemicals and cleaning agents within the building.

# other Office procedures

Opening Mail or Cash Money

* The mail should be opened in any area that can easily be cleaned or if possible, in an outdoor environment
* The person opening the mail will wear gloves and a non-medical mask
* The area in which the mail was opened will be wiped down with a disinfectant wipe