**COVID Planning – how to plan for the return to training and “Facility Safety Plan” and what to consider?**

Branches and Corps should devise a safety plan to comply with local Public Health Guidelines and the Provincial Health Officer. It is likely that the “owner” of your parade

facility will require this prior to granting access and those with their own parade facility must provide a safety plan to DND/CAF for Sea Cadet Corps and to the Division for Navy League Cadet Corps.

Each Branch and Corps will be faced with different challenges, and the plan should be

adapted to suit your situation/venue. All Branch members and Corps staff must complete online COVID training and must be familiar with COVID-19 protocols of the training facility as well as COVID-19 policies and procedures set out in government guidelines.

Your *Facility Safety Plan* should be communicated to all parents/guardians, and the Branch President should coordinate with the CO to brief the cadets and community as required.

Consider sending parents/guardians specific information and having parents/guardians sign form indicating they have been made aware of the plan for return to training and your specific *Safety Plan* on behalf of their cadet.

Find attached a *Safety Plan Template* and a *Safety Plan Example*, as well as a sample

*Form for confirmation of Compliance*.

**Parade Facility Access**

Considerations and questions:

* Do you have access to your usual training facility, or do you need to consider alternate locations due to restricted or delayed access?
* Are there additional costs due to COVID safety?
* Will you have to consider a different training schedule because of restricted numbers for indoor gatherings?
* Do you have access prior to 1 October to begin setting up for training or to conduct administration?
* Are you going to be responsible for cleaning?

It is highly recommended that you contact your local Public Health Official for advice on

preparing your parade facility, to include entry and exit flow, room capacity, cleaning

cycles and touchpoints.

While we do not yet know exactly what the program will look like this year, and our local public health guidance may continue to evolve, the maximum capacity of each room under physical distancing requirements should be determined and marked, so that the staff understand the limitations as they plan training and factor in restrictions for both indoor and outdoor gatherings.

**Signage**

There are a variety of sample signage to be posted as required in your parade facility on the Division website and these should be reproduced locally. Your local public health unit may also have helpful posters and signs available.

**COVID Training**

As previously communicated, all CIC/CI/CV have been mandated to complete the CAF

COVID-19 Awareness Course. This course is available for all League Members

at *https://portal-portail.cadets.gc.ca/en/CivilianVolunteers/Pages/CivilianVolunteers.aspx* and is strongly encouraged.

**Health Screening**

Before entering the parade facility, all shall answer the screening questions listed in the

*Facility Safety Plan* under “health screening”. A log shall be kept by the Corps Officers or designated volunteer indicating date, name, times (entry/exit), and responses to the health screening questions. Sample sign-in log is provided in the doc.

**Cleaning and Sanitization**

Each facility will have their own requirements and you may be asked to share the cost of additional supplies and cleaning. There may also be a question of how often and who should be doing the cleaning and you will have to consider this in your planning and engagement with volunteers and staff.

For those of you with your own facilities, you may wish to consider contacting a local company who can provide you with equipment and supplies including motion activated paper towel and hand sanitizer dispensers, disinfectant products that are safe for use around children, gloves, cloths, etc and expert advice on your facility.

A sample cleaning report is attached for consideration and adaptation to aid in ensuring systematic cleaning and sanitization in accordance with provincial health guidelines.

Some examples include:

 Cleaning Report (General)

 Table and Chair Cleaning Report

 Wipe Down Doors Cleaning Report

 Bathroom Cleaning Report

**Communication**

As stated above, all adult staff and volunteers, parents/guardians, and cadets should be

made aware of the *Facility Safety Plan* and associated protocols.

Branch Presidents are strongly encouraged to develop their safety plan with the Corps CO, and work together to implement safe protocols. This guidance is subject to amendment as the pandemic situation changes and public health guidance is adjusted.

**List of Attachments and sample templates**

COVID-19 Safety Plan Template (Guideline)

COVID-19 Facility Safety Plan (Example)

Sample Parade Facility Sign-In Log

Cleaning/Sanitization Report form

Sample letter to parents

**COVID-19 Safety Plan Template** (Guideline)

This tool can be used to guide you through the planning process. There is no standard document for your COVID-19 Safety Plan – you may use this document to develop your plan.

For Branches with Navy League Cadet Corps, your plan will need to be approved by the Division and for all Branches, this plan should be an essential component of your agreement with your “landlord”. For those that own their parade facility,

this may be a useful document with respect to planning and return to training.

**Step 1: Assess the risks**

Identify areas where there may be risks, either through close physical proximity or through contaminated surfaces.

 We understand the local restrictions and guidance on gatherings and have identified areas where people gather for our program

 We have identified situations and processes where individuals are close to one

another or members of the public

 We have identified the equipment that may be shared by individuals

 We have identified surfaces that people touch often

**Step 2: Implement protocols to reduce the risks**

Select and implement protocols to minimize the risks of transmission. Refer to your local public health unit guidance and Provincial guidelines for facility specific safety plans for information, input and guidance.

**Key Considerations**

* Physical Distancing of at least 2m Provide protocols outlining:

 How participants will maintain minimum distance; may include a site plan

 How approved visitors (ie League Reps, Zn Trg O, Area Rep) will gain access to the facility and maintain physical distancing.

 Access into and exiting from facility including parking lots.

* Masks and other PPE

Ensure a protocol for the distribution of masks provided by DND/CAF and/or NLC

Review local public health guidelines as well as DND/CAF and NLC direction, policies and procedures to ensure equipment is available and provided to cadets and adult staff

Frequent Hand Hygiene Provide protocols outlining how you will promote hand hygiene, including advising users to wash hands before arrival and after activity, providing hand sanitizer for participants.

* Cleaning and Disinfecting

Provide protocols outlining how users will sanitize their own equipment and high frequency touch points and who will provide and utilize cleaning supplies.

**Gatherings**

The capacity of each space in the facility is posted in each room and attached in the package. Provide protocols confirming your group will adhere to the maximum capacity for each space being used.

**Participants Who are Ill** **or have been (or may have been) exposed to someone with COVID 19**

Provide protocols outlining your process for advising participants in advance about personal health and addressing individuals exhibiting signs of illness on site or those who arrive and have been or may have been exposed to someone with COVID 19. Including (but not limited to)

 Anyone who has had symptoms of COVID-19 in the last 10 - 14 days.

 Anyone directed by Public Health to self-isolate

 Anyone who has arrived from outside Canada or another Province (with recommendations for self quarantine) who has been in contact with a confirmed COVID-19 case

Address individuals who may start to feel unwell while participating, which may include the following:

 Contact parents/guardians and instruct the participants to go straight home and self-assess

 Report to first aid or designated individual

 Wash or sanitize hands and isolate

 Contact 911 if applicable

 Clean and disinfect any surface that the individual has come in contact with and any common areas

**Communication Plan**

Communicate regularly with parents/guardians, cadets, staff and volunteers

Provide protocols outlining your communication plan to Corps staff, volunteers and participants to reinforce safety measures and awareness.

Connect with your local public health unit or Regional unit and share their directives and guidelines

**Training of Staff/Volunteers**

Provide protocols outlining training for individuals leading or supporting activities, per NLC and DND/CAF requirements.

 CAF COVID-19 Awareness Course

**Emergency Procedures**

Provide updated procedures for emergency evacuation, first aid, medical assistance,

PPE supplies, and protocol response to cases or outbreaks.

**Step 3: Monitor and update your plan as necessary**

Things may change from the time you develop your plan to the date of your event or activity. The local situation may also change after the return to school or as the seasons change and public health guidance is updated or changed. If you identify a new area of concern, or if it seems like something isn’t working, take steps to update your protocols and communicate those changes.

**Step 4: Provide your COVID-19 Safety Plan to your Area rep and the Division**

**Sample templates**

**COVID19 Facility Safety Plan**

POLICY AND PROCEDURES

DND/CAF and the Navy League of Canada have developed policies and procedures with the purpose of preventing the spread of COVID-19 and safely re-opening training facilities for use.

Branch policies and procedures must reflect the National policies and procedures and represent the standards that user groups must meet based on the information from the Provincial Health Officer (PHO), and local public health unit. Branches and Corps will continue to take direction from the advice of the PHO and the Provincial Government. In this plan “users” includes all persons associated with the facility. This includes Corps staff, volunteers, cadets, Branches and approved League and RCSU visitors.

PARADE FACILITY ACCESS

• Signage is in place to guide users in and out of the building.

• Directional markings are in place on the floor to direct the flow of traffic.

• On arrival users must wash their hands with soap and water or use hand sanitizer

(recommended).

• Users are to avoid the facility if they are at high-risk of COVID-19 contraction or

severe illness.

• Users are to avoid the facility if they are unwell.

• Physical markers are installed which indicate two metre physical distancing for

cadets waiting in line(s) for entry, bathroom, orderly room/office.

• Occupancy limits will be posted for all parade, class and staff spaces.

• Public (parents, visitors) will not be permitted and are asked not to linger when

picking up / dropping off their cadet, and to leave the facility immediately

thereafter.

• Users should limit the personal items brought to the Corps.

PHYSICAL DISTANCING

• All users must maintain a minimum physical distance of 6 feet / 2 metres.

• Use of masks is recommended indoors and whenever unable to maintain distance.

• Signage and markings will be installed in the all rooms to encourage social

distancing.

• The combined number of all users must not exceed fifty (50) and/or the site

capacity.

Parade Facility Capacity

|  |  |  |
| --- | --- | --- |
| Public spaces | Maximum Occupancy  | Restrictions for use |
| *Parade Square (indoor)* |  |  |
| *Men’s Washroom* |  |  |
| *Women’s Washroom* |  |  |
| *Orderly Room/main office* |  |  |
| *Supply* |  |  |
| *CO Office* |  |  |
| *Classroom 1* |  |  |
| *Training deck* |  |  |
| *Etc.*  |  |  |

HEALTH SCREENING

Before entering into the parade facility, and throughout the activity, users should self monitor for symptoms associated with COVID-19 by using the Public Health COVID-19 Symptom Self-Assessment Tool and answer the prompted questions, which include:

1. Are you experiencing symptoms consistent with COVID-19 (refer to the local public health guidance or link for the most up to date list of symptoms)?

2. In the past fourteen (14) days have you been outside of Canada, Ontario or the Region?

3. In the past fourteen (14) days have you been in close contact with anyone who is

symptomatic or has been diagnosed with COVID-19?

If users answer ‘yes’ to any of the above questions, they must stay home or leave the

facility immediately.

All persons entering the parade facility shall sign in with contact info, and answer the three questions above.

PERSONAL HYGIENE

• Users should practice proper “hand hygiene” techniques often, as it is the single most effective way of reducing the spread of infection.

• Proper respiratory etiquette should also be followed.

• Touching your face, including eyes, nose or mouth should be avoided and hands

washed or sanitized following such touching.

• Branches and Corps leaders will be responsible for the availability of hand sanitizer and encourage good hygiene amongst all cadets, staff, volunteers and League members.

• A cleaning schedule will be posted on the facility notice board.

• Cadets and staff will sanitize their own equipment and workspace.

CLEANING & SANITIZATION

• Facility touch points are cleaned at the end of each defined user time periods.

• Staff will wipe down personal workspaces.

• Full facility cleaning will take place (daily, weekly, you will need to confirm with the building manager and local guidelines).

• Cleaning reports will be maintained and posted for each area

o Facility Cleaning Report

o Bathroom Cleaning Report

o Wipe Down Doors Cleaning Report

o Table and Chair Cleaning report

• Any personal equipment brought on-site by users must be cleaned and disinfected

before and after use.

• Corps equipment (ie rifles, equipment, training aids, etc) will be cleaned after use

under direction of the Corps staff. (note that music programs will need to be confirmed due to the use of instruments)

• Disinfection products will be provided by Branch and/or Building, Corps or RCSU.

CONTACT TRACING

• Guests or visitors will not be allowed access per Comd CJCR Sp Gp direction.

• Corps staff will retain all basic contact information of cadet and staff attendees

• Branch or Corps will maintain a daily sign-in log (date, name, contact#, time in, time out) in the event there is a need for contact tracing.

**PARADE FACILITY SIGN-IN LOG**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Date | Name | Contact Phone # | Health Screening Questions (Y/N) | Time in | Time out | AffiliationCadet, Parent, staff, League |
|  |  |  | Are youwell? | OutsideCda. ON or Region? | ContactwithCOVID-19? |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |

Health Screening Questions

(1) Are you experiencing symptoms consistent with COVID-19 or are you unwell in any way?

(2) In the past fourteen (14) days, have you been outside of Canada, Ontario or the Region?

(3) In the past 14 days, have you been in close contact with anyone who is symptomatic or has been diagnosed with COVID-19?

**4**

**Hand Hygiene Info (posters available)**

 **new cough, or are**

**having difficulty breathing, call 8-1-1.**

**SOAP OR ALCOHOL-BASED HAND RUB: Which is best?**

**Either will clean your hands: use soap and water if hands**

**are visibly soiled.**

your hands

If using hand sanitizer - Apply in a well-ventilated setting, take care when using in a vehicle.

Keep away from open flames—gas stoves, candles, lighters.

Store away from children, pets and people with dementia.

Supervise use for children under 6.

Remove jewellery before use.

Let hands dry.

Hand sanitizers contain regulated ingredients and should be used with care. Health Canada recommends using a hand sanitizer approved for use.

**To reduce the risk of adverse effects, read the label carefully and consider the following:**

For maximal benefit, use enough to cover the front and back of your

hands, between fingers and over nails.

**If you have an adverse effect from hand sanitizer use, contact a healthcare provider or your local poison control centre.**

**DO’S DONT’S**

Consume hand sanitizer.

Put in cups, glasses or beverage containers.

Make or buy homemade hand sanitizer.

Add water, oils, or fragrances.

Use bleach, even if watered down. Bleach is harmful to skin.

Store near food or food preparation areas.

Check to see if your product is approved for use during **COVID-19** by comparing

the name or drug information number (DIN) at **bitly/2y8pxlW**

2 September 2020

To: Navy League Cadets, Parents, Guardians and Branch Presidents.

The safety and security of all who participate in the Navy League Cadet Program is always our top priority. It is assumed that the COVID-19 pandemic could last 18 months or longer. This

virus will likely return in multiple waves and continue to pose a threat to the Canadian Public. A

return to normalcy is not forecasted any time soon, and we need to prepare for a “new normal”.

Therefore, that is why, the National President of the Navy League of Canada has made the decision to delay the start-up of limited in-person cadet activities until at least 1 October 2020. This was not an easy decision, nor was it made in isolation. It was made in conjunction with B/Gen Cochrane, Commander of the National Cadet and Junior Canadian Rangers Support Group, direction to the Sea Cadet Program. It ensures that we have proper measures in place for the safety and security of everyone who participates in our program and will ensure that the Navy League Cadet program does not become a vector to spread the COVID-19 virus.

In the month of September, you can expect that we will reach out to you with information

about the fall. We are expecting virtual activities to resume in September through Google Classroom, until such time that limited in-person training can be authorized. The Corps COs and Branch Presidents are diligently working with the Division to develop plans to conduct in person training in a safe environment following all COVID protocols. For your information, we have enclosed some key highlights with information for 2020-2021 training year.

Although the fall of 2020 will not roll out the same way it has in years before, we remain

committed to ensuring that the Navy League Cadet Program continues to provide unique experiences for cadets within our community. Should you have any questions or concerns, you are encouraged to reach out to your respective Corps Commanding Officer or Branch President

Yours truly,

**Enclosed**: Highlights for 2020-2021 Training Year

**Key Highlights for 2020-2021 Training Year**

**1. Update for in-person activities**

a. No in-person training/events/activities are to commence prior to 1 October 2020. Virtual

engagement may commence on 1 Sep 20 while preparations for in-person

gatherings are underway; and

b. Facility and event checklists must to be filled out by Corps COs and Branch Presidents for approval by Ontario Division President prior to allowing limited in-person activities for parade nights and subsequent activities.

**2. Planning**

a. 1-30 Sep preparations may include staff meetings at the parade location (adults

only) provided adherence with Public Health Measures (PHM) and local Public Health unit guidance.

**3. Fundraising**

a. No in-person fundraising activities involving cadets and adult staff are authorized

until further notice. League members may conduct virtual fundraising activities.

**4. When training resumes**

a. Cadets and adult staff and volunteers must inform their chain of command if they have been tested for COVID-19 with the results;

b. When the time comes for in person activities, non-medical masks (NMMs) will be

provided by the NS Division to all cadets and staff; however, in the interim, cadets and

staff may use personally procured NMMs;

c. Wearing of non-medical masks during in-person activities will be dependent on

the local situation (e.g., school board direction, Provincial / Municipal

regulations), ensuring 2m physical distancing. Additional direction will follow

prior to 1 Oct 2020.

d. COVID awareness training is required for all NL staff and volunteers, prior to entering a facility (i.e.an armoury, school). Individuals must complete the online COVID training course and advise their Corps CO when completed;

e. Self-travel for any cadet activities is limited to within 1 hour of the parade location in order to maximize parental drop off / pick up of their child. Exception to the 1-hour limitation must be approved by NS Division; and

f. No overnight travel or training is authorized until further notice.

**5. Subsequent updates**

a. Since the pandemic is a fluid situation, subsequent direction and guidance will be sent out when new and relevant information is received.