



NAVY LEAGUE CADET PROGRAM

COVID-19

**POLICIES &
PROCEDURES**

A NOTE TO ALL READERS

The information contained within the Navy League Cadet League Work Plan relates to our new practices for operating in Local Head Quarters / Branch settings during the COVID-19 pandemic. The health and safety of our Volunteers and cadets is the number one priority, and the intent of this document is to help everyone stay safe.

DISCLAIMER:

This document shall be considered the MINIMUM requirement that all Divisions must follow.

Each Division may be required to add information that reflects more additional information for their respective areas. These can easily be added to the Annex portion below.

LETTER

Dear Division Presidents, Navy League Chairpersons, Division Commanders, Corps Officers and Volunteers,

This has been a difficult time for all of us, and it is important that when a decision is made to return to training at the Local Head Quarters, that we do everything we can to ensure this is done in a safe manner in order to protect ourselves and our community.

The Navy League Cadet Committee and I take this responsibility very seriously. This COVID-19 Work plan outlines an approach to returning to the duty of training our Navy League Cadets. The phases are not date specific and will depend on the direction of the government and public health agency of each Province as well as Regional and/or local community public health units.

- **Phase 1 – Pre Return to Corps Before Training**
- **Phase 2 – Resume Regular Training Activities**

The Navy League Cadet work plan addresses all of the key elements for returning back to the Local Head Quarter Training. As we continue to navigate and respond to the pandemic, we will update this Work Plan as new information becomes available.

Best regards and stay vigilant!

Pete Betcher National Vice President - Navy League Cadets

Robert Lacquement Deputy Chair - Navy League Cadets

Cdr(NL) Eamon Brennan - National Commander Navy League Cadets

Navy League Cadet Committee

TABLE OF CONTENTS

PHASE I – PRE RETURN BEFORE CORPS TRAINING	4
PHASE II - RESUME REGULAR TRAINING ACTIVITIES	7
COVID-19 AWARENESS	9
HEALTH CHECK STATUS OF LOCAL HEAD QUARTERS	10
ENTERING THE LOCAL HEAD QUARTERS	11
PERSONAL HYGIENE	13
PHYSICAL DISTANCING	13
CLEANING STATION PRACTICES	14
OTHER OFFICE PROCEDURES	14
POSITIVE COVID-19 TEST PROCEDURE	14
MENTAL HEALTH CONSIDERATION	15
OFFICE SIGN IN FORM	16
PANDEMIC CONTACTS.....	17

List of Annexes

- [Annex A](#) How to properly use facemasks or face-shield.
- [Annex B](#) Hand Wash or Hand Rub

PHASE I – PRE RETURN BEFORE CORPS TRAINING

As the Navy League Cadet program continues a gradual, staged approach to reopening the program, we will also adopt a phased approach to reopening the Local Head Quarters. The Navy League of Canada requirements will follow the direction of the Public Health Agency and will be modified to take into account the individual needs of the Divisions and our Corps.

As a starting point, Cadets and Officers can re-enter the workspaces on an as required basis with the approval of each of the respective Division President and National Navy League Chair.

However, the number of Cadets and Officers shall be limited to the maximum allowable amount of participants to be in compliance with the Provincial Health Authority. This is in order to maintain the physical distancing guidelines to ensure that everyone remains safe and interaction is limited.

While in the common spaces of the building (stairwells), it is recommended that you announce that you are either ascending or descending the staircase in order to limit passing other individuals.

As we move into Phase II, The Branch / Corps officers may review entry and departure procedures.

More specifically, Branches may implement that entry to the LHQ Training facility could be from the front door only and departing through the back door. In addition, Branches where possible may affix arrows on the floor to designate directional orientation. Affixing signage to the doors giving protocol requirements prior to entry. Example “due to Pandemic COVID-19, we are restricting access to this Corps. Please observe the following restrictions.” Make sure the restrictions are clearly defined.

As well, affixing plexiglass to counters/desks or hanging clear heavy duty plastic shower curtains or plastic screens, can be used effectively to separate personnel. They can be easily sanitized with aerosol sanitizing spray (where applicable) and thus provide additional security measures in high traffic areas to ensure safety of all concerned.

During each phase, the parents must be informed of the requirements and changes being made. Constant, up-to-date information will decrease any issues that may arise when the cadets are dropped off at the LHQ.

Safety Protocols to follow are as follows;

- Branch / Corps officers **shall** arrange local guidelines regarding Parent / Guardian pick up of cadets.
- **No** visitors are allowed at the LHQ while training is being conducted.
- **No** overnight or Mass Cadet Division Activities.
- **No** International or Provincial Travel allowed.
- **No** cash canteen will be authorized. Branches may supply snacks and drinks without charge so that no money is being exchanged.
- Cleaning Stations **shall** be conducted after every parade night. Use of Cleaning/sanitizing checklists is **mandatory**.
- Announcements **shall** be made throughout the parade night reminding attendees of the 2-meter rule and social distancing.
- If you have anyone who displays symptoms during a parade night, a room **shall** be set aside to quarantine the individual until parents can be contacted to pick the cadet up. Proper sanitizing of the room **shall** be conducted after the individual has left.
- In person fundraising activities will be considered on a case by case basis only when approved by the Division President and the National Navy League Chair provided an extensive Risk Assessment is done.
- Supervision of cadets to ensure PPE is being used and maintained with instructions on how to properly use facemasks or face-shields. Although more expensive than masks, face-shields can be sanitized and re-used over and over again. ([Annex A](#))
- Hand sanitizer, Gloves and Masks are to be available at the LHQ.
- In person officer / branch meetings prior to the training year will be permissible provided rules of social distancing and / or PPE is used.
- Each Corps (and each Branch) should appoint one individual to be the COVID coordinator.

- Temperature checks? Non-contact thermometers are less than \$100 and could be a good investment.
- Use of HandWash and or HandRub. ([Annex B](#))

PHASE II - RESUME REGULAR TRAINING ACTIVITIES

- The Corps Pre-Return to Training Plan **shall** be reviewed by the Division President for approval before any training commences.
- Divisions will do a Risk Assessment of COVID19 Pandemic in the Local Training area with information provided by the Provincial Health Authority. Some areas have specific requirements. Make sure to follow the information for your specific area.
- Branches **shall** advise the Division if they will have access to their normal parade LHQ training facility. If facility is not available, then the branch will need to look at an alternative LHQ facility in the interim.
- PPE – Masks, gloves and hand sanitizer **will be required** at all cadet activities (National is currently looking at mask options and pricing and will update all concerned by 30th July 2020.) Cadets will wear masks at all times inside buildings. Use of a mask outdoors however, following local health unit guidelines, using social distancing may not be required.
- Google Classroom will be available for Virtual Training * ALL Corps will need to send in the information required to ensure that the cadets are set up in the classroom. *
- National will set up Google Classroom Training for all concerned prior to July 30th 2020.
- Navy League Cadet Corps with more than 50 cadets **shall** observe regulations from their Provincial Health Authority and may require to make different arrangements to ensure that the cadets remain engaged even if they cannot parade all on the same night.
- If there is more than one stairwell leading to other levels, designate one for ascending and one for descending
- For Parent pick-up – Parents are to are to maintain 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 so as 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 and exiting the facility as well as for entering and exiting the washrooms (we all know that many kids do not wash their hands after using the washrooms!)
- All Cadets, Officers and Volunteers are required to wear masks and appropriate PPE. If any Cadet, Officer or Volunteers do not wish to participate in person with a mask then they will asked to attend through Google Classroom.

COVID-19 AWARENESS

Signage is required to promote proper hygiene and physical distancing and to remind personnel of the requirements to stay safe. Signage **shall** be placed at the two main entry points of our workspaces and additional signage inside the workspaces. Below are a few examples of the signs that will be posted in the office workspaces:

- Stay Home if you are sick
- Regular Handwashing
- Limit Face Touching
- Sanitizing of workspaces
- Sanitizing of common workspaces (after each use)
- Physical Distancing
- Proper Coughing Techniques
- COVID-19 Symptoms
- Office/Visitor Attendance Sign-In Sheet
- Restrictions on Visitor Access
- Use of Washrooms **
- [Air Exchange Ionizer](#)/Improved Air Filters ***
- Upon arriving home be sure to wash all clothing
- Other Priorities

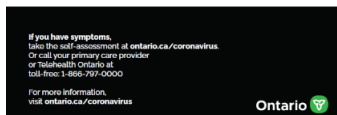
** Currently contacting landlord to determine the possibility of converting washrooms from gender specific to organization specific, or single occupancy.

*** Currently exploring options to acquire a UV Air Purifier and/or improved air filters in the air ducts

Protect against COVID-19



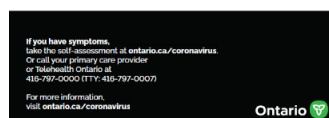
Clean payment keypads often



Protect against COVID-19



Clean regularly touched items



Protect against COVID-19



Wash your clothes as soon as you get home

Protect against COVID-19



Wipe equipment before and after use

HEALTH CHECK STATUS OF LOCAL HEAD QUARTERS

The Navy League of Canada is committed to doing everything we can so that our Volunteers and Cadets feel safe when returning to the program. Before returning to work at the LHQ, the following actions will have taken place by the Local Branch in order to ensure that we are protecting the health and safety of our Cadets and Staff.

- The COVID-19 Coordinators will review regulations and requirements, offered by the provincial government and the public health agencies, for a safe return to work / cadets
- Communication with the building property managers to discuss the protocols and safety measures put in place to include physical distancing in shared spaces such as washrooms, elevators and other common spaces as well as cleaning protocols and access to hygiene supplies
- Regular inspection schedule of the buildings' common areas and workspaces to ensure that the protocols are in place and maintained
- All necessary measures outlined in this plan are in place, including:
 - Signage
 - Sign-in log sheet
 - Physical distancing measures
- 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)
- All Volunteers will confirm they have read this plan with their respective Branch by signing a document acceptance sheet.
- Return to LHQ Training will only be authorized when approved by the Division President and after a proper risk assessment of the Pandemic in the local area is checked with local Provincial Health Authority. On completion, a copy of the assessment is to be forwarded to the National Vice President Navy League Cadets who, after reviewing the assessment, may or may not approve of the training.

ENTERING THE LOCAL HEAD QUARTERS

When entering the LHQ location, all Officers **shall** sign in and out using a Ships log sheet and keep all cadet attendance records ready.

All Cadets and Officers are asked to confirm if they have travelled out of the Country or have shown symptoms of COVID-19 or may have been exposed to someone they may have been in contact with whom has tested positive for COVID-19 in the last 14 days.

Based on information from the Public Health Agency, symptoms of COVID-19 include but are not limited to:

- new or worsening cough
- shortness of breath or difficulty breathing
- temperature equal to or over 38°C
- feeling feverish
- chills
- fatigue or weakness
- muscle or body aches
- new loss of smell or taste
- headache
- gastrointestinal symptoms (abdominal pain, diarrhea, vomiting)
- feeling very unwell

(Symptoms of COVID-19 can vary from person to person. Symptoms may also vary in different age groups)

Children have been more commonly reported to have abdominal symptoms, and skin changes or rashes.

In severe cases, infection can lead to death.

Symptoms may take up to 14 days to appear after exposure to COVID-19.

If any of the symptoms above are present prior to coming to Cadets that person **must** stay home, contact the Provincial Health Authority and avoid being in close contact with others.

If any of the symptoms above are identified during the training night the individual **is required** to leave the LHQ immediately, and notify their Branch. The Branch **shall** send out notice to all Parents and **shall** notify the Division Navy League Chair who **shall** in turn notify the National Office. The cadet/staff member shall not be named.

Should the case be confirmed as COVID19 then the Corps should cease operation for a period of 14 days and continue training via Google Classroom before returning to a regular parade status.

With the exception of Parents and Guardians to drop off or pick up the Cadets, all *other individuals* **shall not** be permitted to enter the LHQ training facility during the ongoing pandemic. All meetings with external individuals will be scheduled by phone or video conference.

- *Other individuals* (ie) Representatives from local sponsors, guest instructors and anyone not directly involved with the Corps.
- Branch members are allowed to attend parade nights and attend meetings as required to help the cadet corps.

PERSONAL HYGIENE

All Cadets and Volunteers **are required** to practice safe personal hygiene.

These activities include regular hand washing and use of hand sanitizer when hand washing is not possible or after touching any surface in a high traffic area.

For LHQ Training, **ALL** the ships company **must** wash their hands upon arriving for work, before and after breaks, after handling cash, mail or other materials before and after handling common equipment.

The Navy League of Canada – Hand Washing Video:

<https://www.facebook.com/navyleaguecanada/videos/2656895061211273/>

Government of Canada – Hand Washing Video:

<https://youtu.be/o0P-0d1mJfA>

Hand sanitizer will be made available to all personnel and will be placed throughout the common areas and at individual workstations.

Other valuable links regarding COVID19 training:

<https://www.redcross.ca/how-we-help/current-emergency-responses/covid-19-%E2%80%93-novel-coronavirus/information-for-community-organizations-affected-by-covid-19>

Disposable Mask information:

<https://www.redcross.ca/how-we-help/current-emergency-responses/covid-19-%E2%80%93-novel-coronavirus/information-for-community-organizations-affected-by-covid-19>

PHYSICAL DISTANCING

Staff **will not** be permitted to congregate in groups. The ships office set up will be adjusted in such a way to maintain a 2-meter distance between Corps staff.

Restrictions are 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. As it relates to the washroom, can they be locked for only single occupancy?

Where maintaining physical distancing is not possible, non-medical face masks **shall** be worn.

CLEANING STATION PRACTICES

A cleaning schedule is to be in place to ensure all common areas are cleaned and disinfected on a routine basis. A record **shall** be kept of the cleaning.

Volunteers are required to keep their work area and any 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 are to be disinfected by Corps staff in order to ensure they are cleaned more frequently.

A garbage can **shall** 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 **shall** be used when cleaning surfaces.

All personnel **shall** adhere to the safety standards and safe use of all chemicals and cleaning agents within the office.

OTHER OFFICE PROCEDURES

Opening Mail or Cash Money

- The mail will be opened in the collaboration room or if possible, in an outdoor environment
- The personnel opening the mail will wear gloves and a non-medical mask
- The area in which the mail was opened **shall** be wiped down with a disinfectant wipe

POSITIVE COVID-19 TEST PROCEDURE

If anyone tests positive for COVID-19 the following steps **shall** be taken:

- Notify the Branch President immediately. All Parents are to be notified as well as the Division.
- LHQ Training will be immediately cease of a 14-day period.
- Investigate/review where the employee has been and notify any other parties they may have been in contact with
- All Volunteers who have been in contact with the affected person will immediately go home, self-isolate and contact the Provincial Health Authority.

MENTAL HEALTH CONSIDERATION

The Cadet League Board of Directors and Governors recognize that the pandemic can have an impact on mental health. We encourage personnel to access counselling services available in the community.

Here are a few additional resources that can provide support during these challenging times:

[Mental Health and Psychological Considerations during COVID-19 Outbreak](#)

[Mental Health and COVID-19](#) (Conference Board of Canada) – Videos on different aspects of mental health and the new normal

[Taking Care of your Mental Health](#)

[E Mental Health](#)

[Mental Health Commission](#)

OFFICE SIGN IN FORM (EXAMPLE)

By signing this form, you are acknowledging that you have not travelled outside of Canada, have not shown symptoms of COVID-19 and have not been exposed to someone who has tested positive for COVID-19 in the past 14 days.

Month: _____

<u>Name</u>	<u>Date</u>	<u>Time In</u>	<u>Time Out</u>	<u>Phone Number</u>

PANDEMIC CONTACTS

EXECUTIVE DIRECTORS

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Annex A

How to properly use facemasks or face-shield.

HOW TO PUT ON, USE, TAKE OFF AND DISPOSE OF A MASK

**Before putting on a mask,
clean hands with alcohol-
based hand rub or soap
and water**



HOW TO PUT ON, USE, TAKE OFF AND DISPOSE OF A MASK

**Avoid touching the mask
while using it;
if you do, clean your
hands with alcohol-based
hand rub or
soap and water**



HOW TO PUT ON, USE, TAKE OFF AND DISPOSE OF A MASK

Cover mouth and nose
with mask and **make sure**
there are no gaps
between your face and
the mask



HOW TO PUT ON, USE, TAKE OFF AND DISPOSE OF A MASK

To remove the mask: **remove**
it from behind (do not touch
the front of mask); **discard**
immediately in a closed bin;
clean hands with alcohol-
based hand rub or soap and
water



HOW TO WEAR A NON-MEDICAL FABRIC MASK SAFELY

Do's →



Clean your hands before touching the mask



Inspect the mask for damage or if dirty



Adjust the mask to your face without leaving gaps on the sides



Cover your mouth, nose, and chin



Avoid touching the mask



Clean your hands before removing the mask



Remove the mask by the straps behind the ears or head



Pull the mask away from your face



Store the mask in a clean plastic, resealable bag if it is not dirty or wet and you wish to re-use it



Remove the mask by the straps when taking it out of the bag



Wash the mask in soap or detergent, preferably with hot water, at least once a day



Clean your hands after removing the mask

A fabric mask can protect others around you. To protect yourself and prevent the spread of COVID-19, remember to keep at least 1 metre distance from others, clean your hands frequently and thoroughly, and avoid touching your face and mask.

who.int/epi-win 

HOW TO WEAR A NON-MEDICAL FABRIC MASK SAFELY

Don'ts →



Do not use a mask that looks damaged



Do not wear a loose mask



Do not wear the mask under the nose



Do not remove the mask when there are people within 1 metre



Do not use a mask that is difficult to breathe through



Do not wear a dirty or wet mask



Do not share your mask with others

A fabric mask can protect others around you. To protect yourself and prevent the spread of COVID-19, remember to keep at least 1 metre distance from others, clean your hands frequently and thoroughly, and avoid touching your face and mask.

who.int/epi-win 

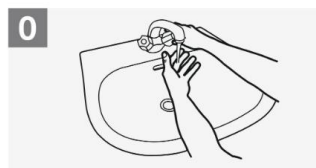
Annex B

How to properly use wash your hands or use hand rub

How to Handwash?

WASH HANDS WHEN VISIBLY SOILED! OTHERWISE, USE HANDRUB

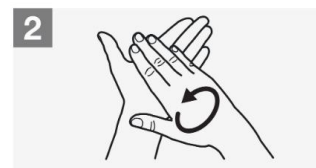
 **Duration of the entire procedure: 40-60 seconds**



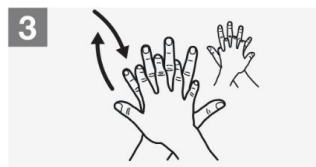
Wet hands with water;



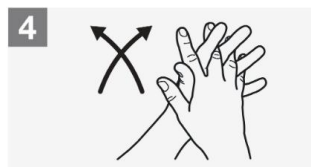
Apply enough soap to cover all hand surfaces;



Rub hands palm to palm;



Right palm over left dorsum with interlaced fingers and vice versa;



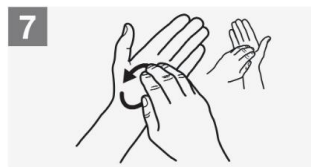
Palm to palm with fingers interlaced;



Backs of fingers to opposing palms with fingers interlocked;



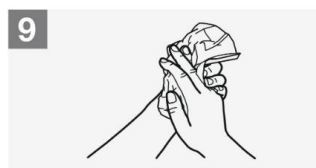
Rotational rubbing of left thumb clasped in right palm and vice versa;



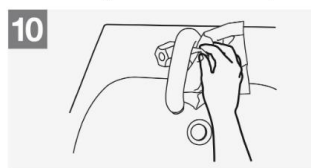
Rotational rubbing, backwards and forwards with clasped fingers of right hand in left palm and vice versa;



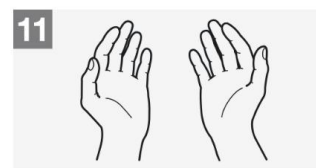
Rinse hands with water;



Dry hands thoroughly with a single use towel;



Use towel to turn off faucet;



Your hands are now safe.



World Health
Organization

Patient Safety

A World Alliance for Safer Health Care

SAVE LIVES

Clean Your Hands

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May 2009

How to Handrub?

RUB HANDS FOR HAND HYGIENE! WASH HANDS WHEN VISIBLY SOILED

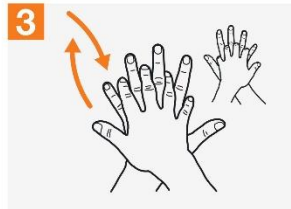
🕒 Duration of the entire procedure: 20-30 seconds



Apply a palmful of the product in a cupped hand, covering all surfaces;



Rub hands palm to palm;



Right palm over left dorsum with interlaced fingers and vice versa;



Palm to palm with fingers interlaced;



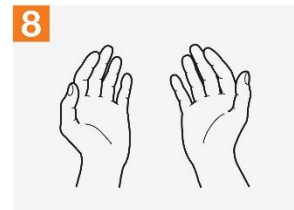
Backs of fingers to opposing palms with fingers interlocked;



Rotational rubbing of left thumb clasped in right palm and vice versa;



Rotational rubbing, backwards and forwards with clasped fingers of right hand in left palm and vice versa;



Once dry, your hands are safe.



World Health
Organization

Patient Safety

A World Alliance for Safer Health Care

SAVE LIVES

Clean Your Hands

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