Annex C

Ontario Division

Navy League Cadet Program

COVID 19 Policies and Procedures

INTRODUCTION

This document has been created to assist Ontario Mainland Division Branch members and Navy League Cadet Corps staff in creating their Return to Training Plan. This Annex C is to complement and amplify the National COVID19 Policies and Procedures and may change at short notice depending on the Ontario Public Health current regulations and training venue requirements.

Key points to remember:

* Prior to the start of the 2020 – 2021 cadet year, all branch members, staff and parent volunteers will have completed the COVID-19 Awareness Training available through the DND Cadet Portal for Civilian Volunteers.
* Final approval of all Return to Training Plans must be given by the President of Ontario Division prior to the start of in-person training. A walk through of the Ontario must be conducted by the Branch and Corps CO prior to the start of training.
* Parents/guardians of all returning cadets will receive an email before registration night outlining procedures for cadets and parent/guardians. You are also encouraged to schedule a virtual meeting for parents/guardians of returning cadets prior to the start of training.
* Training times may need to be adjusted to reflect the unique environment we will be operating in this year.
* No in-person training will take place prior to 1 October 2020.
* No in-person fundraising involving Navy League cadets or adult staff will take place prior to 31 August 2021.
* Visitors, parents/guardians will not be permitted to enter the building.
* Online training was approved to commence 1 September 2020.
* All Corps staff should have read the Return to Training Plan and have had an opportunity to ask questions. All Corps staff will sign the Return to Training Plan Declaration. (Section 8)

SECTION 1

1.0 Prior to start of training year:

* Signage – signage including – how to use hand sanitizer, social distancing, how to properly wash your hands, wearing masks, directional arrows, enter/exit – will be posted throughout the training facility each training night.
* Floor markings – with the approval of your facility, directional floor markings will be put throughout the areas of the training facility that the corps will use. There may also be distance markings outside the training facility for cadet arrival procedure
* Attendance of cadets as well as details of all adult staff and volunteers at a cadet event is important. Nominal roles may be used for attendance. All staff and volunteers attending a training event must sign into the Ship’s Log and include a number where they can be contacted in the event of a positive COVID case at the corps. This information should be kept in a place that is easily accessible in the event Public Health contacts the Corps for contact tracing.
* All staff will be required to also sign in using the Staff Sign In Form (See Section 5) upon arrival at the training facility each week. This form will be used as staff confirmation of travel and COVID-19 symptoms and/or contact.
* Each corps will appoint a COVID-19 Coordinator and provide contact information to the Executive Director of Ontario Division, Kathy Stephen-Valiquette at ed@navyleagueon.ca
* A COVID-19 Contact List (See Section 7) will be posted at the training facility. This list is to be used in related to a COVID-19 concern.

1.1 TRAINING FACILITY:

* The plan should detail the days and times of access.
* The plan should detail which areas of the facility that cadets, staff, branch members and parent volunteers will access.
* The plan should detail direction of access.
* Sanitizing - The plan should detail which areas of the building will be sanitized and by whom. This means that door knobs, light switches, desks, chairs, counter tops will be sanitized. Who is responsible for sanitizing? Are you going to create a sanitizing schedule?

A sanitizing checklist (see Section 6) will be used when sanitizing. A record will be kept with the Ship’s Log for referral.

* The plan should detail who will provide cadets with masks and hand sanitizer upon entry to the building.
* Physical Distancing – Staff and cadets will not gather in groups. All staff and cadets will be reminded to maintain the 2m distancing via announcements and posters throughout the training facility.
* Stairwells – The plan should detail which stairs will be used to ascend and descend if applicable.

SECTION 2

2.0 Staff Arrival:

* Who will be responsible for opening the building.
* All staff entering the building will put on a mask and sanitize their hands.
* Who will sanitize the building.
* Who will set up training areas for staff and cadets.

2.1 Cadet Arrival:

* Due to COVID-19, parents/guardians will not be required to physically sign their cadets in and out each evening. What is the new process?
* Health questionnaire – completed online day before or in person on the day of training? Content for questionnaire? (See Section 9)
* Upon arrival, cadets should be asked to line up six feet apart with the parent/guardian along the sidewalk beginning six feet away from the main entrance.
* Who will operate the entrance – attendance? Health questionnaire? Temperature check? (See online health questionnaire Section
* Cadets will be asked to put on a mask and sanitize their hands as they enter the building.

2.2 Training:

* Cadets will be directed to sanitize or wash their hands as they transition throughout the schedule.
* Cadets and staff are required to sanitize their hands upon entry and exit of all classrooms.
* Corps should address the fact that attendance is not mandatory this year.
* What happens if a cadet becomes ill during the training night? Example: If a cadet becomes ill during the training night they will be isolated in Classroom 1. Their parent/guardian will be contacted immediately for pick up. If the cadet has one or more COVID-19 symptoms, the parent/guardian will be asked to contact their local public health unit to determine if a COVID-19 test is required. The room will be thoroughly cleaned – all surfaces – prior to next use when cadet leaves.
* Announcements will be made throughout the night reminding staff and cadets to maintain the 2m distance.
* Training spaces such as classrooms – corps will have to determine how many cadets and staff members can be in an area while maintaining the 6ft spacing.
* Have a plan in place in case a corps numbers exceed 50 cadets and staff.

2.3 Stand Easy:

* Where will this take place?
* Paid Canteen will not be provided during stand easy.
* All cadets and staff would be expected to wash hands at the beginning and end of stand easy.
* Will cadets be permitted to bring a snack from home or will corps provide?
* Cadets will be instructed to bring a water bottle from home.
* Will those cadets that are eating be seated at a separate area from those cadets not eating?
* Stand Easy area will be sanitized at the end of the break period.

2.4 Cadet Departure:

* At the end of the night, all cadets will be directed to sanitize their hands prior to lining up.
* Cadets will line up six feet apart.
* Where will parents/guardians line up to collect their cadets?
* Who will operate the exit for cadets? Attendance?

2.5 Staff Departure:

* Once all cadets have left the building, OOD will put training aids in Ship’s Office.
* Administration Officer will secure documents and Ship’s Office.
* Individual on cleaning schedule will clean areas.

2.6 Positive COVID-19 Test Result:

Upon confirmation of a positive COVID-19 test result at the corps, the following shall take place:

* The CO or COVID-19 Coordinator will contact the Branch President, notifying them of the positive test result.
* The CO or COVID-19 Coordinator will contact Ontario Division, notifying them of the positive test result.
* The CO or COVID-19 Coordinator will contact the Area Rep and Division Commander, notifying them of the positive test result.
* The CO will notify parents/guardians of the positive test result.
* All in-person training will cease for 14 days from notification of the positive test.

Training will go online using Google classroom.

* Contact tracing will be provided to Ontario Public Health upon request.
* The Corps will follow any directions provided by Ontario Public Health.

SECTION 3

3.1 Supply:

* Corps must include a plan for handling uniforms and training aids.
* Corps should adhere to advising cadets/parents/guardians to sealing kit for 24 hours before handling items.
* Corps should be aware that cadets should not be trying on uniforms at the training facility.

Example of Corps plan for handling supply:

* All parents of returning cadets will receive an email asking them to have their cadet try on their uniform for the last week of September. Parents/guardians of any cadets requiring a larger size will be asked to send an email indicating the uniform part and size. They will then be instructed to seal the item they are returning in a plastic bag and label with their cadet’s name.
* Upon receipt of the sealed uniform part, a new part will be given to the cadet to take home in a sealed plastic bag.
* New cadets: Parents/guardians will receive an email at the fourth week that their cadet has attended training. The email will ask the parent/guardian to provide shirt, pants, belt and shoe sizing. Once that information is received the uniform parts will be sealed in a plastic bag and given to the cadet. The email will instruct the parent/guardian to have the cadet try everything on at home and send an email if anything does not fit. Any items that do not fit will have to be returned in a sealed bag.
* Cadets will complete the kit list when they received their sealed bag.
* Parents/guardians and cadets will be reminded to wash their masks each week prior to attending training.

3.2 Registration Night (you could consider on line registration as an alternative):

* Registration should take place outside if possible or in a separate area.
* All registration forms can be emailed prior to the event.
* Parents/guardians should be asked to have only one adult attend registration and to NOT bring children unless absolutely necessary.
* Signage will be posted to guide everyone.
* Direction should be given to parent/guardians on the process for lining up etc.
* Once the completed package is brought to the table it will be put in a ziplock bag and not handled for 24 hours.
* New cadets parents/guardians can be asked to complete the application package in their car and bring to the table. It will then be put in a ziplock bag.
* For new cadets: Parent/guardians will be asked to place their cadet’s ID in a ziplock bag. The bag will be taken just inside the doors to be copied on the printer. The bag will be wiped down with a wipe and returned to the parent/guardian.

SECTION 4

4.1 Online Training:

Depending on the course of the COVID-19 pandemic throughout the training year, the corps may shift from full time in person training to various other models.

* Google Classroom – this option can be used after 1 September 2020.
* Virtual training nights – COs rounds, check-ins, etc.
* Challenges via email, Instagram and Facebook groups.
* Branches and corps will have to address how to provide families without technology and/or Internet with training content.

4.2 Other:

* Parent Meetings should be held virtually

SECTION 5 – Corps Staff Sign in Form

By signing this form you are acknowledging that you have not travelled outside of Canada or Ontario, 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.

Training Night/Activity Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 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? |  |  |  |
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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?

At the end of each month, this form is filed by the Administration Officer. This form will be kept on file for future reference.

SECTION 6 – Corps COVID-19 Sanitizing Checklist

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Location | Arrival | Stand Easy | Exiting\*\* | Departure |
| Bathroom* Taps
* Counter
* Toilet
* Doors
 |  |  |  |  |
| Classrooms* Door knobs
* Desks
* Chairs
* Light Switches
 |  |  |  |  |
| Parade Deck* Door knobs
* Light switches
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| Ship’s Office* Door knob
* Light Switches
* Filing Cabinet
* Desks
* Key box
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| Entrance* Door knobs
* Light switches
 |  |  |  |  |
| Brow* Counter
* Desk
* Light switches
* Key box
* Chairs
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\*\*Areas of frequent traffic will be sanitized each time a class or group of cadets/staff leave said area.

Training Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sanitizer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This form is to be given to the Administration Officer for filing at the end of each night.

SECTION 7 – COVID-19 Contacts

The following information is for staff to use to follow the reporting chain in the event that there is an issue related to COVID-19 at the corps.

|  |  |  |
| --- | --- | --- |
| Name  | Position | Email/contact info |
|  | Branch President |  |
| Anita Gault | Ontario Division VP Navy League Cadets | vp.navyleague@navyleagueon.ca |
| CDR(NL) Steven Drury | Division Commander | ontario.commander@navyleague.ca |
| Jennifer Bennett | Ontario Division President | president@navyleagueon.ca |
| Wayne Davis  | Ontario Division Vice President | wayne.davis@navyleagueon.ca |
| Kathy Stephen-Valiquette | Ontario Division Executive Director | ed@navyleagueon.ca |

COVID-19 protocol is as follows for a positive test:

* Contact the Branch President
* Notify Division Vice President of Navy League Cadets
* Notify Division Commander
* Notify Parents via letter/email
* All in person training ceases for 14 days. Whole Corps will go to Google classroom training.
* Contact tracing to be provided upon request from Public Health.
* Follow directions from Public Health.

SECTION 8 – Return to Training Plan Declaration

All \_\_\_\_\_\_\_\_\_ Staff and Volunteers are required to read the \_\_\_\_\_\_\_\_ Return to Training Plan. Having read the plan and given an opportunity to ask questions, all staff and volunteers are asked to acknowledge that they understand and will follow the guidelines contained in the plan.

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| --- | --- | --- |
| Name | Date  | Signature |
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SECTION 9 – Online Health Questionnaire

You should create a version of the sign in form as on line health questionnaire for parents/guardians to ask the three key questions as a minimum:

Health Screening Questions

(1) Is anyone in your family/household experiencing symptoms consistent with COVID-19 or are they unwell in any way?

(2) In the past fourteen (14) days, has anyone in your family/houshold been outside of Canada, Ontario or the Region?

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

Parents/guardians are asked to complete by 9pm the night BEFORE training. For example, if a Corps trains on Monday night, the form would be required to be submitted by 9pm on Sunday night.

The day of training, parents/guardians and cadet would be asked upon arrival at facility if anything from the health questionnaire has changed from the time of submission. If no, then the cadet may attend. If yes, then the cadet cannot attend.