

**Ontario Division**

**Navy League Cadet Corps Return to In-Person Training Plan**

This plan is an evolving document created to guide Commanding Officers as they resume in-person training this Fall. Corps will face ongoing challenges related to Public Health restrictions and new expectations around how NLCCs will operate.

The upcoming training session for officers and volunteers will assist in providing further direction regarding COVID planning and the hybrid training model that is anticipated for the early Fall. Information sessions may also be scheduled to assist Branches.

Commanding Officers should contact the Division Commander, Training Officer or DSOs with questions related to the cadet or officer training program and the VP Navy League Cadets or the Division Commander with questions related to operational concerns or administration.

Branch Presidents can direct their questions to the Division VP of Navy League Cadets, Eamonn Brennan or the Division office.

We must all remain vigilant in exercising caution with any in-person activities and be mindful that Navy League Cadets will not be vaccinated when in-person training may begin to resume this Fall. The Division team of Navy League Officers and Directors will work with our Navy League Corps to assist in planning and review/updating of safety protocols to protect our cadets and staff. These protocols will include reduced number of visitors to the Corps, mandatory contact tracing, appointment of a COVID safety officer, maximum use of outdoor gatherings to the extent possible, diligence and a high standard sanitization and cleaning, continued use of PPE as per local public health and school board guidance and other safety measures used to ensure all cadets and staff are comfortable and safe to return to in-person.

Although many Corps developed COVID safety plans for training in 2020/21, we have two new requirements, one, for the resumption of summer training activities which was sent

out previously, and two, a return to in-person Corps training in the Fall. These two periods will require new evaluations and separate submissions. All Ontario Division Navy League Cadet Corps are required to develop an in-person safety plan specific to their local situation to include considerations for on-going COVID protocols or restrictions to group gatherings, cleaning, mask wearing, screening, registration, uniform issue and exchange, training activities, etc. in accordance with their local Public Health authorities and the National and Divisional Navy League Cadet COVID – 19 Policies and Procedures documents found on the Division website in the COVID 19 Folder.

Wearing of non-medical masks or face visors and social distancing during in-person activities will likely continue for the near term based on direction for the return to schools but will also be dependent on the local Public Health Guidance and Protocols. Visitors to the Corps are to be kept to a minimum and screening and maintenance of a Contact Tracing Log is still mandatory.

The Corps COs are to ensure they have assigned a COVID 19 Safety Officer in accordance with the terms of references published last Fall and available on-line. A detailed ‘Return to In-person Plan’ must be sent by all Corps through their Branches to their Divisions for review, and final approval by the Division President, or their representative, prior to any in-person activities taking place. A change in circumstances within the local community that results in greater restrictions for in-person activities or moving to a new training location

will require an update of the plan by the Corps and/or Branch and review by the Division.

All Navy League Cadet Corps are required to submit their return to training plan to the Division Commander and Division Vice President of Navy League Cadets for approval by the Division, prior to resuming any in-person training. The plan must reflect public health restrictions/guidelines in place at the time of submission. **Final approval from the Division required to resume any in-person training for the 2021 - 2022 cadet year.**

The attached draft In Person Training Checklist will provide a guide for the type of items that must be considered in developing the more detailed plan for in-person training. This checklist should be completed and submitted with the more detailed plan for the event or return to in-person training and it must be reviewed and validated by the CO and the Branch President

Sea, Air, Army Cadets are not permitted to volunteer with Navy League Cadet corps at this time. Should the guidance around these volunteers change, the Division will provide an update to Branch Presidents and Commanding Officers.

Navy League Cadets are not permitted to participate with in-person fundraising or recruiting until otherwise directed. NLCC staff/officers and branch members may conduct in-person fundraising but anyone who is also engaged as an officer with the Sea Cadet program is still prohibited from in-person participation in these activities due to CAF direction.

The Return to In-Person Training and Recovery Plan for the Navy League Cadet Program at the National and Division levels will continue to evolve and there will likely be new direction, adaptations, and expectations for how the Corps may operate as we get more Provincial and local direction. The Corps must be able to adapt to what is likely to be the “new normal” for the immediate future planning for and implementing a hybrid method of engagement which will include in-person and virtual training.

We will watch closely what the CAF direction is for the Sea Cadet program as well as Education Ministries and School Board announcements and continue to conduct risk assessments and take a cautious approach to ensure the entire program can be conducted in a safe manner.

With the expectation that the COVID 19 vaccination program will continue, and that the Public Health Protocols will allow for a gradual expansion of in-person activities both outdoors and indoors, we are providing instructions based on the assumption that the Navy League Cadet program will be able to resume in-person training starting in the Fall. Since the Navy League Cadets have not received a vaccination, and there continue to be COVID variants of concern, we still must be very cautious and maintain several of the COVID 19 health and safety guidelines and protocols in place to ensure the health and safety of our members, volunteers, and cadets remains our top priority.

**National Navy League Cadet Program Policy on Vaccinations**

**Effective September 30, 2021, the policies related to Navy League Cadet Corps (NLCC) in person training and activities issued in the Navy League Cadet Program COVID 19 Policies and Procedures July 27, 2020 and the Navy League Cadet Program Return to In-Person Training and Recovery Plan July 29, 2021 (both available on the Division website) will now include a requirement of full vaccination for all Navy League officers, instructors, visitors, guests, and volunteers\* who will have direct contact with Navy League Cadets. (\* Note: While all Navy League Cadets and Instructors are “volunteers” we have used the term volunteers more broadly in this policy for the wider range of screened volunteers to include Branch Members, parents, and community members as well as Sea Cadets who may be assisting with Navy League Cadet Corps.)**

**The Province of Ontario is also implementing proof of vaccination requirements and many of the facilities we use for NL cadet training will require proof of vaccination to admit individuals to use the facility as of September 22nd.**

**As per the National Navy League of Canada policy, Branches and/or NLCCs should establish a method of screening to maintain the privacy of individuals and the information they provide. Even though many of the provincial certificates of vaccination only contain the individuals name and proof of vaccination, their vaccination status constitutes personal medical**

**information, so it is critical to ensure that this information is obtained in a private manner and is limited to only those who need to know. This information must be is safeguarded and properly secured and remain in the custody of the COVID-19 Safety Officer or their designate by any means that will ensure privacy and restricted access to the information.**

**The vaccination validation is only required once, and it is the responsibility of the COVID-19 Safety Officer and/or Commanding Officer to ensure that all those who are in direct contact with Navy League Cadets have been verified as being fully vaccinated in advance of any in person training or activity and that this is updated regularly as training continues. Where Provinces are using vaccination certificates or vaccination passports, the certificate or smartphone application will be sufficient proof for the Navy League of Canada. Until a provincial standard is confirmed for Ontario, proof of vaccination may include the electronic receipt or other means of recognized documentation from a pharmacy, physician, or Regional/Local Public Health system along with photo ID. Cadet Units are required to maintain a rigorous attendance records as training takes place, which will serve to assist with contact tracing.**

**Corps and Branches should report any local challenges or difficulties with the process or gathering of information to the Division President and/or Commander who will provide support and assistance in dealing with exemptions or refusals, and the requirement to impose limitations on participation or engagement by volunteers or officers.**

**Ontario Division will continue to ensure that Branches and Corps are diligent about adherence to Provincial, Regional, and local Public Health guidance and restrictions and make timely decisions when necessary to further restrict, limit, postpone or cancel in person training and activities and shifting to alternate plans to continue with only virtual options and online training and engagement as the situation changes. We will also monitor the direction provided to Sea Cadet Corps through the Formation and RCSU and make decisions for NLCCs accordingly.**

**The health and safety of our cadets and volunteers is our highest priority and we must be diligent and proactive to protect all participants, particularly at the local level within our Branches and Corps and prevent our youth program and our volunteers from becoming a vector of transmission of the virus in our communities. We all have a critical role to play in implementing and enforcing the highest possible standards of health and safety included in this policy and the advice of health and science professionals.**

**Note that Navy League of Canada and Ontario Division policies related to COVID 19 safety protocols, and in-person training policies are subject to change based on Health Canada, Provincial and Regional Public Health direction and restrictions.**

**Ontario Division**

**Navy League Cadet Program Planning Considerations and Return to in person Training Plan Template**

This section has been created to assist Ontario Division Branch members and Navy League Cadet Corps staff in creating their detailed Return to in person Training Plan. These considerations are provided 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 NL cadet training 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 any in-person training or events.
* A walk through of the training venue or facility must be conducted by the Branch and Corps CO prior to the start of training and the training check list must be completed and signed off by the Branch and the Corps then submitted with the more detailed plan for the safe return to in-person training.
* Parents/guardians of all returning cadets should receive correspondence or direct contact before registration 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 and the likelihood of a hybrid approach with a combination of in-person and on-line training.
* There is still no in-person fundraising or recruiting involving Navy League cadets.
* Access to training facilities must be restricted for parents/guardians and visitors will not be permitted to enter the building until further notice.
* Online training can continue and should be made available to all cadets.
* All Corps staff should have read the Return to In-Person Training Plan and have had an opportunity to ask questions or be involved in the planning.

SECTION 1

1.0 The following are actions to be taken in advance of any potential return to in-person training (indoors or outside):

* 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 a Staff Sign In Form and pre screening form prior 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 should 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 include information about access to the training facility and status of the facility as well as detail on the type of facility (owned, rented, leased, shared, public, etc) potential days/evenings and times of access and use.
* The plan should include the procedures to control drop off and pick up as well as special events like registration and uniform issue/exchange, information sessions or welcome back activities, sports
* The plan should detail which areas of the facility that cadets, staff, branch members and parent volunteers may access.
* The plan should detail any restricted areas, or plans to limit numbers inside, direction or flow as well as any safety concerns with a mitigation strategy.
* Sanitizing - The plan should detail which areas of the building will be sanitized and by whom. This means that training aids, equipment, high touch areas including door knobs, light switches, desks, chairs, and counter tops will be sanitized. Who is responsible for sanitizing? Are you going to create a sanitizing schedule?

A sanitizing/cleaning checklist should be used when cleaning and 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 and if temperature checks will be done.
* Physical Distancing –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/ clean the building or confirm this is completed prior to cadets arriving and after departure?
* Who will set up training areas for staff and cadets?
* How will staff screening be done? Who will control this?

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/screening – completed online day before or in person on the day of training? Content for questionnaire?
* Upon arrival, cadets should be asked to line up six feet apart with the parent/guardian along the sidewalk or drop off area beginning six feet away from the main entrance.
* Who will operate the entrance – attendance? Screening? Temperature check?
* What is the procedure if anyone is screened out upon arrival?
* Cadets must 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 a specified area. 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. Follow up will be required to determine if there has been a potential exposure or a positive test. The procedure for informing the Corps and Branch must be outlined in the plan with consideration of privacy and protection of personal information as well as safety of all cadets, staff, volunteers and family members.
* The plan and procedures should be updated to reflect the latest local public health guidance and local school board direction.
* 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 or local guidance on gatherings.
* Consider maximizing outdoor space for any training or administrative activities when and where possible.
* Have a plan in place in case a corps numbers exceed 50 cadets and staff.
* Plan for a hybrid approach with a combination of in-person and on-line activities and training and a transition plan as the local situation changes

2.3 Stand Easy:

* Can you have this outdoors?
* If you are going to have stand easy with refreshments for cadets, where will this take place?
* Paid Canteen will not be provided during stand easy until further notice.
* All cadets and staff would be expected to wash hands at the beginning and end of stand easy. This may require specific direction and control of the washrooms or hand sanitizer stations.
* Will cadets be permitted to bring a snack from home or will corps provide?
* Cadets will be instructed to bring a water bottle (labelled with their name) 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 and must check out.
* Cadets will line up six feet apart or be released at designated times in designated areas.
* Where will parents/guardians line up to collect their cadets?
* Who will operate the exit for cadets? Check out process?

2.5 Staff Departure:

* Once all cadets have left the building, OOD will coordinate return of gear and training aids
* Administration Officer will secure documents and Ship’s Office (if applicable).
* There will be a designated cleaning schedule promulgated if staff or volunteers are responsible for cleaning. Branch will provide cleaning and sanitization products in accordance with Health Canada guidelines unless the facility is doing the cleaning.

2.6 Positive COVID-19 Test Result or suspected exposure:

Upon confirmation of a positive COVID-19 test result or exposure within 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 or potential exposure (to be followed up with testing).
* The CO or COVID-19 Coordinator will contact Ontario Division, notifying them of the positive test or potential exposure (to be followed up with testing).
* The CO or COVID-19 Coordinator will contact the Area Rep and Division Commander, notifying them of the positive test result or potential exposure (to be followed up with testing).
* The CO will notify parents/guardians of the positive test result or potential exposure (to be followed up with testing) keeping personal details private to the extent possible.
* All in-person training will cease for 14 days from notification of the positive test or potential exposure (to be followed up with testing).
* Training will change to online.
* Contact tracing will be provided to Ontario or Local Regional Public Health upon request.
* The Corps will follow any directions provided by Ontario or Local Regional 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.
* Corps should plan for the safe drop off and exchange of uniforms and the issue of uniforms to new cadets as well as the provision of masks.

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 by a specified date. 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 (you could consider outdoor, “drive through” or 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 is available to all Corps but you can also use other tools including Zoom, MS Teams, Google Meets, etc as long as access is restricted to those registered participants and adults are always monitoring the virtual training.
* Virtual training nights – COs rounds, check-ins, etc.
* Challenges via email, Instagram and Facebook groups. Kahoots, etc.
* 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 and regular contact should be maintained starting well in advance of the return to training and throughout the training year

SECTION 5 – Potential screening forms and questions

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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

(1) Are you experiencing symptoms of COVID-19 or are you unwell in any way? (you can provide a list of symptoms from the Health Canada or Provincial website)

(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?

SECTION 6 – Draft Corps COVID-19 Sanitizing Checklist

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Location | Arrival | Stand Easy | Exiting\*\* | Departure |
| Bathroom* Taps
* Counter
* Toilet
* Doors
 |  |  |  |  |
| Classrooms* Door knobs
* Training aids and equipment
* Desks
* Chairs
* Light Switches

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| Parade Deck* Training aids and equipment
* Door knobs
* Light switches
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| Ship’s Office* Door knobs
* All surfaces
* Pens or office supplies
* Light Switches
* Filing Cabinet
* Office equpiment
* Desks
* Key box
 |  |  |  |  |
| Entrance* Door knobs
* Light switches
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| 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 Contact Tracing

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 |  |
| Eamonn Brennan  | Ontario Division VP Navy League Cadets | vp.navyleague@navyleagueon.ca |
| CDR(NL) Michael | 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 or potential exposure (to be followed up with testing).

:

* 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 on-line training.
* Contact tracing to be provided upon request from Public Health.
* Follow directions from Public Health.

SECTION 8 – Suggested 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 can use the Ontario Self-Assessment link <https://covid-19.ontario.ca/self-assessment/> or create a version of the sign in form as an online 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? (you can provide a list of symptoms)

(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 is not permitted to participate at that time until cleared by a negative COVID test or 14 day quarantine period.

SECTION 10 - Facilities checklist

The following questions are to be considered in planning and executing any in-person training or activity

FACILITY

1 What is the location type that the corps utilizes for their in-person training? i.e. DND Facility, Branch owned building, School, Church, Rec Center, Municipal Facility, Legion etc.

2 Has the corps confirmed with the landlord or owner that the facility may be utilized? When will you have access and use?

3 Is there an increased cost to use the facility due to COVID-19?

4 Has the corps completed a recent recce of the facility?

5 Does the landlord or owner of the facility require one of their employees to be present while the facility is in use?

6 What is the maximum number of participants that can access the facility during the corps training session?

7 Is the facility shared with any other user groups?

8 If the facility is being used by another group, will it be cleaned prior to corps using it? Will that affect the time it is available for use?

9 Does the facility require additional cleaning protocols to be completed by the corps?

PROTOCOLS & SAFETY PROCEDURES

10 Has the corps identified a COVID-19 Safety Officer?

11 Have the TOR for the COVID-19 Safety Officer been reviewed and signed by the individual?

12 Has the Branch purchased or contracted a supply company for appropriate cleaning supplies and is PPE available for those who do not provide their own?

13 Has a protocol for safe cleaning and disinfecting procedure been documented for high touch areas, desk space, and classroom space?

14 Has classroom space been assessed and adequate space planned to allow for participants to social distance?

15 Have staircases and hallway spaces been assessed and planned to allow for traffic in one direction if possible? Have signs or directional arrows been posted?

16 Have out-of-bound areas and accessible areas been established?

17 Has the screening area to complete in-routine (screening, attendance, contact info, PPE, hand sanitizing) plan been established and communicated to all corps staff and parents?

18 Do you have a plan for safe registration and uniform issue/exchange? Is there a way for new recruits and family members to gather and socially distance while they are registering or returning/exchanging uniforms?

19 Do office/work spaces need to be adjusted to ensure physical distancing?

20 If people can drink directly from the water fountain, has a sanitization protocol been established or do you have other options available?

SIGNAGE

21 Are there posters or reminders about: Physical distancing, Hand Sanitizing, Daily Cleaning, and Face Masks, drop off and pick up?

22 Has signage been placed in the facility for floor markings and/or signate posted (temporary) to maintain the 2 - meter distancing, indicate direction or flow where feasible? Taking into consideration emergency exits, egresses and traffic flow in case of an emergency.

23 Are procedures and signage in place to restrict personnel from gathering or limit the number indoors for training spaces, break rooms, conference rooms, washrooms, etc?

24 Is the capacity of the building/classroom clearly marked in order to maintain 2-metre distancing and meet local guidelines?

TRAINING & EQUIPMENT

25 Have all Navy League Officers, CIs and Civilian Volunteers completed their COVID-19 Awareness Course?

26 Are all cadets and adult staff / volunteers at the corps in possession of appropriate PPE? If someone does not have a mask and there are none available for issue, then they must not be permitted to participate in the activity. Note: If not yet issued masks provided by NLC, cadets and staff may bring their own.

27 Has CO/staff scheduled or conducted a virtual parent/guardian meeting to review COVID 19 protocols as it pertains to attending in-person Navy League Cadet training?

28 Is the corps in possession of required cleaning supplies and are these available in training and high traffic areas but safeguarded from cadet use? (Spray bottle, clean rag/paper towel, latex / nitrile gloves.)

PERSONNEL

29 Is there a screening and contract tracing process in place? Who will control the communications in the event of a suspected exposure or confirmed positive test? What will be required for a return to in person training following a potential exposure or positive test?

30 Are there concerns related to staff or volunteers at the corps in terms of training resumption (don't include personal information)? Concerns may be related to health, work, family responsibilities, vaccinations, etc.

**VACCINATIONS - New requirements as of 30 September 2021, in accordance with the National Policy on Vaccinations and the Ontario Provincial requirement as of 22 September 2021**

Effective September 30, 2021, the policies related to Navy League Cadet Corps (NLCC) in person training and activities issued in the Navy League Cadet Program COVID 19 Policies and Procedures July 27, 2020 and the Navy League Cadet Program Return to In-Person Training and Recovery Plan July 29, 2021 (both available on the Division website) will now include a requirement of full vaccination for all Navy League officers, instructors, visitors, guests, and volunteers\* who will have direct contact with Navy League Cadets. (\* Note: While all Navy League Cadets and Instructors are “volunteers” we have used the term volunteers more broadly in this policy for the wider range of screened volunteers to include Branch Members, parents, and community members as well as Sea Cadets who may be assisting with Navy League Cadet Corps.)

**31. Does your training facility require proof of vaccination for access and use?**

**32. If not, has the Corps established a process to verify vaccination status and collect information?**

**33. Who will be collecting and safeguarding the information?**

 APPROVAL Date Signature

 Branch President

 Division Vice-President Navy League

 Division Commander

 Division President