

# STANDARD OPERATING PROCEDURES



## **354 RCSCC INVINCIBLE COVID-19 SAFETY PLAN Maple Ridge Fairgrounds**

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## 2020/21 COVID 19 SOP 354 RCSCC Invincible

### Introduction

Our first and foremost duty to all our Cadets, Staff and their families is health and safety. With that said, due to the ongoing COVID-19 pandemic, we have instituted new policies and procedures locally in accordance with the Department of National Defence, Province of British Columbia, and the City of Maple Ridge to help mitigate and minimize any type of exposure. All staff and cadets will be required to adhere to this Standard Operation procedure to help ensure the health and safety of everyone in the Unit. **These procedures are in effect at all times that personnel are on site at the LHQ.**

Masks will be worn by all personnel while on site. Hand washing and sanitization will be required. Supplies will be on hand for all personnel to use.

Once on site, there will be signage, roped areas, and duty personnel directing Cadets and Staff around the site to ensure procedures are being followed and personnel are keeping appropriate spacing.

A COVID safety briefing will take place at the beginning of each training activity.

Note: The **Duty Watch** each parade night consists of all the Chief's and Petty Officers. This is different than the **Duty Division** which changes from week to week.

**Please note: only Authorized Staff and Cadets are allowed on-site. Parents/Visitors will NOT be allowed entry to the facility without approval from the Commanding Officer or designate.**

### Sanitization

Sanitization of high touch areas and maintenance of physical distancing will be the top priority of all Staff and Duty Personnel this year. A thorough sanitization of all high touch surfaces will be completed once the Duty Officer arrives on site.

Once the entry point sanitization and the security/safety walk-through have been completed by the Officer of the Day (OOD), the OOD will receive the Duty Watch for the evening.

Once Duty Watch check-in procedures have been completed, Duty Personnel will work to Setup and sanitize all surfaces of Tables and Chairs. Hand Sanitizer Stations will be setup throughout the facility for all personnel to use.

At the close of the evening, the same will happen in reverse. All touch surfaces will be cleaned and equipment put away and stowed for the next meeting/training evening. The Duty Officer will confirm all check lists have been completed before the Duty Watch is dismissed.

## Training Supplies Required

All Cadets are to ensure they have the following when they attend training this year:

- Pen/Pencil (Eraser/white out if Cadets require)
- Duotang/Binder with blank paper. Cadets name to be written on the outside
- Water bottle
- Mask (Non-medical or medical)

Due to the pandemic, we are not providing a Canteen to purchase snacks from and stationary will not be shared this year in order to prevent cross contamination and spread of contagious germs/viruses.

## Officer of the Day (OOD) and Duty Watch

The OOD is the training session Safety Officer and will arrive first; conduct entry point cleaning procedures; unlock the main door; and conduct security rounds of the building.

The OOD will obtain the COVID safety bin which will contain the following:

- Hand sanitizer
- Wipes/paper towels
- Bleach mix spray bottles
- Gloves
- Spare masks and/or face shields
- Signage
- Measuring tape
- Tape
- Check in materials – attendance sheets, COVID questionnaire

The OOD will meet the Petty Officer of the Day (POOD) at the entry door and proceed with Screening and Check-In of the Duty Watch. The OOD will conduct a safety briefing for the Duty Watch.

The POOD will prepare the Check-In station by cleaning the tables and all the high touch surfaces. The POOD will mark the floors with an “X” every two metres for the correct spacing of Cadets. The Duty Watch will be responsible for cleaning and setting up learning stations prior to Cadets arriving on site. The Duty Watch, under the supervision of the OOD, will perform the check-in procedure.

Once setup is complete, there will be 2 Duty Watch cadets present at the check-in point, 1 Duty Watch cadet to monitor the upper deck and exit brow, and 1 Duty Watch cadet to monitor the gangway to the upper deck.

## Timings

Timings for the 2020/21 Training year are being changed to accommodate for more thorough and frequent sanitizing, and doing our part to mitigate contact. With that said the evening for both in-person and virtual training can be found in Annex A.

## Arrival on Site

Prior to attending for an in-person training session, cadets should conduct a self-assessment and only attend if they can answer NO to the following questions (Pre-screening information is located on the COVID-19 tab on the Corps Website):

- Are you experiencing symptoms consistent with COVID-19?
- In the past fourteen (14) days have you been outside of Canada or BC?
- In the past fourteen (14) days have you been in close contact with anyone who is symptomatic or has been diagnosed with COVID-19?

When arriving on site, the process will happen in three Phases:

- 1- Arrive during your designated time slot;
- 2- Duty Watch will take attendance and/or complete the COVID Contact Tracing form sheet; and
- 3- Participate in the Daily Safety Briefing before starting ANY activities.

## Phase 1 – Arrival on Site

All Cadets are going to be assigned to their Training Phase in which they will attend weekly training either In-Person or Virtually depending on their assigned schedule.

When attending In-Person, each level will be assigned a time slot in which they are to arrive on site for Check-In.

- All Cadets and personnel are asked to do a personal COVID self-review before arriving on site.
- We will do another review once on site to confirm personnel are not exhibiting symptoms before being allowed to proceed. A verbal questionnaire will be performed at this time. Once the verbal questionnaire is complete, you will either be permitted to come aboard or be asked to leave depending on your answers. They will be given hand sanitizer. We ask that their Parents wait in the parking lot for 5

minutes after dropping off in the event their Cadet(s) is/are asked to leave and self-quarantine. If the Cadet(s) passes the initial (verbal) screening, they move onto Phase 2.

### Phase 2 – COVID Check In and Attendance

Once cadets have been cleared to come aboard, their attendance will be taken.

Note: Parents bringing new entries or visitors will not be allowed aboard without completing the contact tracing form.

### Phase 3 – Daily Safety Briefing

Once everyone has completed the onboarding process, they will be moved to the upper deck while maintaining physical distancing. Once all training phases are aboard, the OOD will conduct a COVID-19 safety briefing.

## Classes

This training year, we will hold 2 Classes per evening in order to allow for physical distancing and proper sanitizing. The schedule pertains to both cadets attending in person and virtually. Classes will be shared with the cadets either In-Person or via our on-line training platform (Zoom at this time). For those Cadets without the ability to participate in virtual training, best efforts will be made to arrange accommodation.

## Facility Capacity

Facility Capacity is dictated by the Provincial Health Officer. At this time we will not allow more than 50 personnel to be in the facility at any time. Along with this comes individual area capacities and they are listed in Annex B. All Cadets will be a minimum of 2m apart.

## Facility Map

See Annex C

## Supply COVID Procedure

When a new Cadet joins, they will be directed to the ***how to measure information*** on the website and asked to send via email in the measurements. The Supply Officer will prepare the clothing items and notify the Cadet that their uniform is available for pick up on their next In-Person training night.

When a returning Cadet needs a different size than their current uniform, the Cadet will send the information via the website to the Supply Officer with their new measurements. The Cadet will bag up the items they are returning and bring them to the Corps. The Cadet will label the bag include their full name and telephone number and a description of the item(s) they are returning. The Cadet will drop the bag in the box provided in the Ship's Office. If the Cadet forgets a label there will be paper available in the Ship's Office where they can create a label and tape to the bag.

The Supply Officer will notify the Cadet when the items are ready to be picked up on the Cadets In-Person night at the Corps.

All uniforms being returned must be bagged and labelled. The Supply Officer or designate will pick up the box in the Ship's Office. The Supply Officer will ensure all items are cleaned prior to putting them into the supply room.

## Range Covid Procedure

Under Development.

## Annex A - Timings

18:00 hrs	OOD and Duty Watch arrive on site and setup
18:30 hrs	Phase 3 & 4 cadets arrive on site for Training
18:40 hrs	Phase 1 & 2 cadets arrive on site for Training
18:55 hrs	COVID-19 safety briefing
19:00 hrs	Period 1 starts
19:30 hrs	Cadets will get a break to eat their snack and stretch. Physical distancing will be upheld.
19:45 hrs	Period 2 starts
20:15 hrs	Class ends, sanitization of chairs and tables, put them away.
20:30 hrs	End of night announcements and departure.

## Annex B – Maximum Occupancy

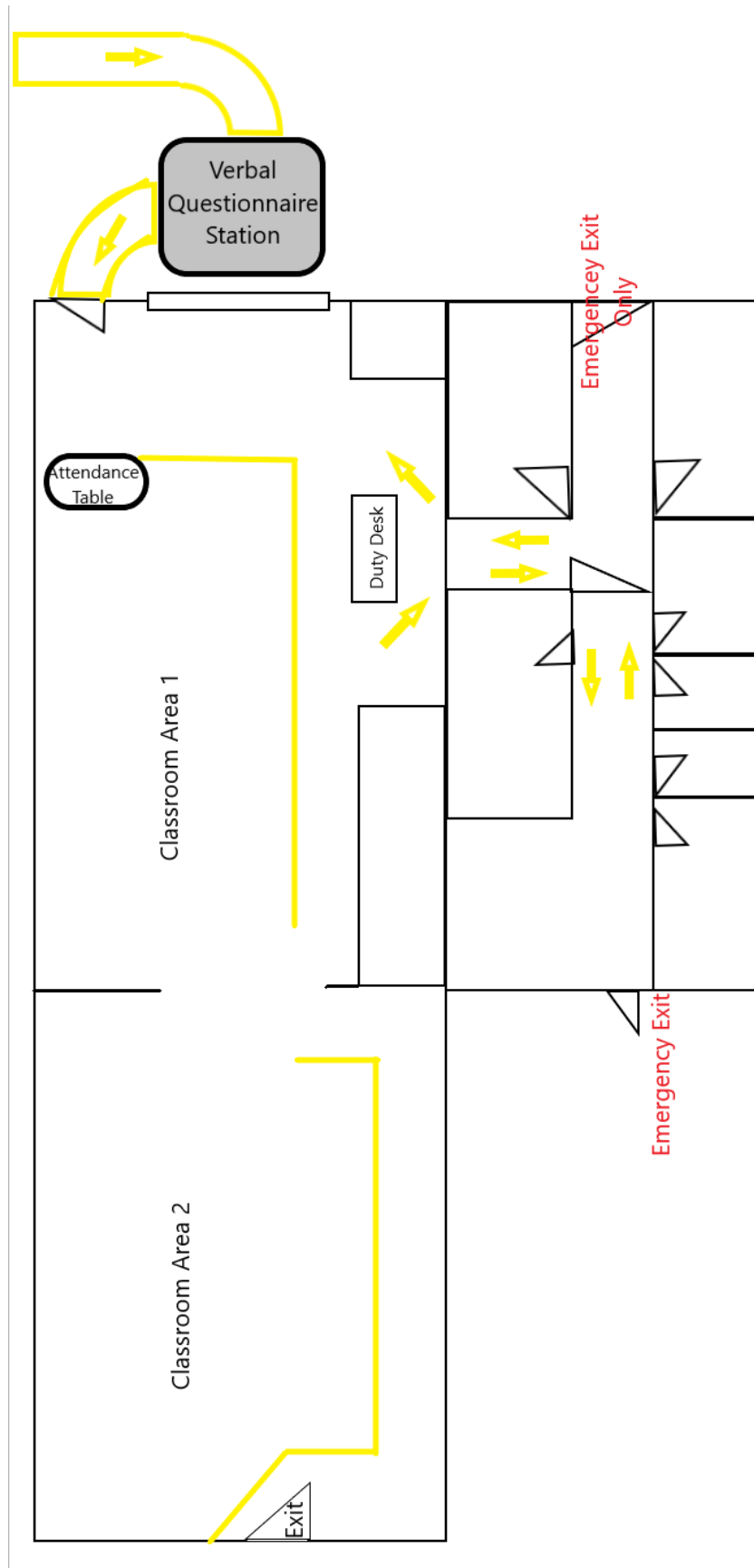
Classroom area

No More than 50 personnel

Washrooms

1 Person

# Annex C – Site Map



## Annex D - COVID-19 Safety Officer Terms of Reference

1. The corps/sqn CO or their designate will appoint a COVID-19 Safety Officer (SO) and review with them the Terms of Reference (TOR's) prior to any in-person training activity at the corps/sqn. Note: this duty may be shared amongst the adult staff so that the same person is not required to attend all training; however, the COVID-19 Safety Officer must be clearly identified prior to each activity.

### General Statement of Duties

2. The COVID-19 SO is responsible to the corps/sqn CO for all aspects of safety, command and control, welfare and good order of all adult staff, cadets and others in relation to safe operations in a COVID-19 environment as per Natl CJCR Sp Gp Orders and directives.

3. The COVID-19 SO shall implement all COVID-19 policies IAW NMLO and RMLO.

4. The COVID-19 SO is responsible for the set-up and execution of screening protocols, ensuring the completion of all documents required to ensure effective contact tracing, should it be required.

5. The COVID-19 SO will assume other duties as assigned by their corps/sqn CO.

### Duties and Responsibilities

6. The COVID-19 SO shall:

a. ensure all adult staff, cadets and other participants are complying with all Natl CJCR Sp Gp Orders;

b. monitor welfare and morale of participants; and

c. respond to emergencies and/or serious situations, specifically in response to anyone who is feeling unwell, specifically displaying/complaining of any symptoms related to COVID-19.

### Training

7. Ensure all personnel are trained on the use of PPE and procedures for personal sanitization and sanitization of materials and equipment.

8. Ensure all staff have completed the required COVID-19 Safety Awareness Course and other applicable training as required.

9. Conduct a COVID-19 Safety Briefing to all participants and other attendees prior to the commencement of any in-person training activity.

### Administration and Logistics

10. Assume the responsibility and be accountable to the corps/sqn CO for ensuring the COVID-19 Unit Contact Information Binder is accurate and up to date.

11. Ensure the accuracy and completion of COVID-19 Screening Questionnaire process and Attendance Register.