



243 Ogopogo Squadron

DUTY CHECKLIST

Training Date (DD-MMM-YYYY): _____

Duty Officer: _____ Senior Duty Cadet (Level 3): _____ Junior Duty Cadet (Level 2): _____

| TIME | TASK | ✓ |
|-------|---|-----|
| 17:45 | Duty Personnel arrival (Duty Officer & SSC member) | N/A |
| | Duty Officer - Unlock the building and the office, turn on the lights | |
| | Duty Officer - Put the Duty Officer tag on, over the RIGHT chest pocket (or equivalent) | |
| | Duty Officer - COVID-19 - New cleaning logs posted in all areas (use green painters tape only) | |
| | Duty Officer - COVID-19 - Put hand sanitizer bottles, cleaning spray and paper towel in each classroom | |
| | Duty Officer - COVID-19 - Screening area set-up (to include: Attendance Register, Screening Q's, PPE) | |
| | Duty Officer/SSC - COVID-19 - Clean all high-touch points throughout facility and note on cleaning log for each room time and items cleaned | |
| 18:00 | All staff arrive - help with building cleaning & set-up | N/A |
| 18:00 | Duty Cadets arrive (Sr & Jr) - Report to the Duty Officer for a quick briefing (only salute at the office door once for the night) - Briefing, receive opening announcement and clipboard. | |
| | Put the respective duty brassards on the LEFT shoulder (clips available in the duty pad if wearing civilian clothing) & take the duty pad (the Senior Duty Cadet keeps it) | |
| | During Winter, turn on the temperature to the minimum on the thermostat (located on the wall over the small office fridge downstairs) | |
| | Check the condition of premises and take note of any discrepancies in the comments section (flip the page) | |
| | - Cleanliness of the lobby (main entrance) | |
| | - Cleanliness and state of the washrooms (toilets not blocked - first ensure no one of the opposite gender is in the washrooms) | |
| | - Cleanliness and state of the classrooms (including the parade square) | |
| | Make sure all classroom doors are unlocked and put instructor kits in each classroom (located downstairs beside supply) | |
| | Ensure the training schedule is posted in the main hall (see Training Officer if copy of training schedule required) | |
| | Post doorbell on outside door and ensure speaker is plugged in downstairs (speaker is located under projector screen) | |
| 18:15 | Duty O & Snr Duty Cadet - stand at COVID Screening station until 18:40 , ensure all members entering complete screening | |
| 18:40 | Safety Briefing & Opening Parade - Squadron falls in | N/A |
| | Senior Duty Cadet - Get the opening announcements clipboard (typically with Duty Officer) | |
| | Opening parade (opening announcements, stand by the stage) | N/A |
| | Snr Duty Cadet - Announce messages listed on the opening announcements clipboard (make sure to be loud & visible) | |
| | Ensure that late cadets report to the COVID screening desk | |
| 19:05 | Transition (Direct cadets to class for Period 1 - they may need to setup tables & chairs) (Senior Duty Cadet to keep duty pad and follow timings to provide 5 minute warnings to instructors) | |
| 19:10 | PERIOD 1 (30 Minutes) | N/A |
| 19:35 | Senior Duty Cadet - Leave class & give a 5 minute warning to all instructors (ensure the instructors understand your signal, but keep it discreet - do not disturb the lesson) | |
| 19:40 | Transition & cleaning of classroom and high touch areas (direct cadets to class for Period 2 - be aware that a lesson may be 2 periods long in the same classroom) | |
| 19:45 | PERIOD 2 (30 Minutes) | N/A |
| 20:10 | Senior Duty Cadet - Leave class & give a 5 minute warning to all instructors (ensure the instructors understand your signal, but keep it discreet - do not disturb the lesson) | |
| 20:15 | BREAK + Cleaning of classroom and high touch areas (levels should clean their classrooms prior to break) | N/A |
| | Supervise cadets (office + break area) - Ensure cadets maintain 2m distancing at all times | |
| 20:25 | PERIOD 3 (30 Minutes) | N/A |
| 20:50 | Senior Duty Cadet - Leave class & give a 5 minute warning to all instructors (ensure the instructors understand your signal, but keep it discreet - do not disturb the lesson) | |
| | For CO's parades, place the podium (large stand for the MC) & the dias (large step for CO or Reviewing Officer) on the parade square | |

Switch duty checklist over to the reverse page for more action items

