



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)	
	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	
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)	
18:15	Duty O & Snr Duty Cadet - stand at COVID Screening station until 18:40 , ensure all members entering complete screening	
18:30	Safety Briefing & Opening Parade - Squadron falls in with 2m distancing	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	
18:50	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)	
19:00	PERIOD 1	N/A
19:25	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)	
19:30	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)	
19:35	PERIOD 2	N/A
20:00	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)	
20:05	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	
20:15	PERIOD 3	N/A
20:40	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

