

243 Ogopogo Squadron
Royal Canadian Air Cadets
2704 East Kelowna Road
Kelowna, BC, V1W 4A5

1370-2 (OIC)

1 September 2021

Dist List

TRAINING NIGHT PROCEDURES - COVID-19 ENVIRONMENT

1. 243 Ogopogo Squadron will be operating in a COVID-19 environment for the foreseeable future and the following procedures MUST be followed. These requirements will apply for all activities at the training facility.
2. Beginning of each Training Night, before Cadets arrive (sixty minutes prior to first arrival of Cadets) a member of the Squadron Sponsoring Committee (SSC) and Duty Officer must arrive and wipe down all high touch surfaces (i.e. hand rails, door knobs) and ensure the building is empty from all other members of the public. Cleaning logs of each room shall be completed to indicate the time of cleaning and disinfection. All remaining staff should be at the hall 30 minutes before cadets arrive.
 - a. Cleaning protocols and log can be found in Annex A.
3. One senior cadet and Duty Officer must be at the door ten minutes before opening with the COVID-19 Attendance Register for signing in (including cadets and staffs phone number etc. for contact tracing) and hand sanitizer for each person to use. The senior cadet and Duty Officer MUST ensure all Cadets, staff, and SSC are wearing a non-medical mask (NMM) before entering the training facility, and read each member entering the COVID-19 Screening Questionnaire.
 - a. If the answer is 'yes' to any of the questions the member (Cadet, staff, SSC) will be sent home immediately and told to follow up with their family doctor or call 811. The COVID-19 Safety Officer must be notified right away.
4. All cadets and staff members MUST follow the procedure; late arrivals will be let into the building on a case by case basis by knocking or ringing the doorbell. They will go through the same process and be marked as late for that Training Night or event.
 - a. Based on British Columbia Public Health Measures, there will be a **maximum of 50 persons** permitted inside of the building at any one time.
 - b. Maximum room capacity limits are identified in Annex B and posted at each room entrance.
5. Only cadets and staff members will be allowed into the building or explicit SSC members with permission from the CO or the COVID-19 Safety Officer. All doors will remain closed for safety throughout the Training Night.

6. Once in the building physical distancing will be strictly observed and regular hand washing must be observed. Restrictions of only one person at a time in the washroom will be enforced.
 - a. Regular hand washing includes when entering the training facility, when moving locations within the training facility (i.e. office to classroom) or at least hourly, whichever is more frequent.
7. At the start of each activity, the COVID-19 Safety Officer (or delegate) must provide a COVID-19 briefing to all those in attendance (staff, Cadets, SSC).
8. All signage and classroom limits must always be followed (NO EXEPTIONS). See Annex B for floor diagram of training facility. NMM may not be removed at any point and will always be worn, unless drinking water or eating, in which case 2-meter distancing MUST be followed.
9. Throughout the Training Night a member of the SSC will periodically (hourly) wipe down all classrooms and high traffic touch spots and log the cleaning (Annex A).
10. At the end of the Training Night all cadets, staff members and SSC in the building must sign out, and the COVID-19 Attendance Register sheet must be turned in to the COVID-19 Safety Officer.
11. No Visitor will be allowed into facility without expressed permission from the Commanding Officer (CO) or COVID-19 Safety Officer. This includes parents and other family members.
 - a. Approval for visitation may be granted in advance by email or phone. All efforts will be made to carry out the meeting virtually (i.e. phone, online).
12. All persons must follow the directional arrows and signage in the facility.
13. Cadets, staff and SSC must clean their own items prior to putting back or giving to someone else (i.e. chairs, pens, technology equipment). This includes the cleaning of technology items (projectors, printer keys, laptops) immediately after use of the equipment.
14. COVID-19 Safety Officer must conduct periodic checks (every 30 minutes) to ensure proper sanitation protocols & physical distancing guidelines are adhered to within the facility.
15. All questions may be directed to the undersigned.

\\original signed\\

G Solomonides
Captain
COVID-19 Safety Officer
Gregory.solomonides@cadets.gc.ca
778-771-2771

Distribution List

Action

All cadets, Staff and SSC members

Information

CO 243

DCO 243

Trg O 243

243 Ogopogo Squadron Staff

SSC

Cadets of 243

Annex A: Cleaning Protocol & Log

Cleaning & disinfection must be done on an **hourly** bases (at minimum) by an **SSC member** on the following areas:

Main Hall, General, Entrance Way & Screening Area

- Doorknobs/frames/handles/other frequently touched areas on a door
- Desks/tables/chairs/counter tops
- Hand railings
- Light switches

Kitchen

- Food preparation areas and equipment
- Counter tops
- Fridge handles
- Microwaves
- Coffee pots/kettles
- Tables/chairs

Washrooms

- Stall door edges and locks
- Coat hooks
- Sanitary napkin dispensers
- Paper towel dispensers
- Soap dispensers
- Taps/faucets
- Flush handles
- Toilet seats

Staff and Cadets must clean and disinfect the following items after each use or hourly (whichever is less):

General

- Shared equipment
 - such as: sports equipment, musical instruments, training supplies
- Telephones/faxes/photocopiers/computers/keyboards

Offices

- Chairs
- Desktops
- High touch points
- Technology items
- Door Handles
- Light Switch

Classroom & Training Environment

- Chair
- Desktop
- Training supplies
- Technology items
- Door handle(s)
- Light switches

As practicable, all training supplies shall be single use by members (i.e. paper, writing supplies).

Important points to remember:

- Use single use cloth or disposable paper towels to clean sinks and toilets/urinals
- Ensure an adequate supply of hand sanitizer, paper towel and soap

- Do not top up partially empty dispensers; once empty, containers should be cleaned, disinfected, dried, and then refilled
- Soap/detergent must be rinsed off prior to disinfection
- Follow instructions of cleaning products. It might be tempting to mix cleaning products to make sure your facility is germ-free -- but do not. Mixing some cleaners and disinfectants (like chlorine bleach and ammonia) can be harmful, even deadly. Others can irritate your eyes, nose, or throat and cause breathing problems.

The following cleaning logs must be posted in each room of the LHQ and replaced at the start of each Training Night by the Duty Officer:

- [Washroom – Mens](#)
- [Washroom – Womens](#)
- [Kitchen](#)
- Classroom & Training Environment – [Sirius](#)
- Classroom & Training Environment - [Vega](#)
- Classroom & Training Environment – [Main Hall & General](#)
- Classroom & Training Environment - [Alpha](#)
- Classroom & Training Environment - [Rigel](#)
- [Entrance & Screening Area](#)
- [Offices – CO/Supply](#)

General cleaning & disinfection instructions:

- Perform hand hygiene before beginning to clean & disinfect
- Cleaning supplies used must be on the [Health Canada list of approved disinfectants](#)
- Personal protective equipment required for cleaning:
 - Safety glasses, non-medical mask, **nitrile** gloves (no latex)
 - Gloves should be changed in between rooms
- Follow all instructions on the product packaging
 - **Clean** surface with the cleaning solution to remove all visible surface contaminant
 - **Disinfect** surface by allowing surface to remain wet for the full contact time
 - See back of packaging for wet contact time (i.e. 5 minutes for 500ppm bleach solution)
- Once cleaning is complete:
 - Remove gloves, perform hand hygiene
 - Remove other PPE, perform hand hygiene
 - Complete below log

243 RCACS Cleaning Log								
Washroom - Mens								
Date:								
Time	Full name	Tick once complete						
		Stall door / door handles	Paper/TP dispensers	Taps/ faucets	Flush handles	Soap dispensers	Coat hooks	Light Switch

Completed Cleaning Logs must be collected and tracked by the COVID-19 Safety Officer on a weekly basis.

General cleaning & disinfection instructions:

- Perform hand hygiene before beginning to clean & disinfect
- Cleaning supplies used must be on the [Health Canada list of approved disinfectants](#)
- Personal protective equipment required for cleaning:
 - Safety glasses, non-medical mask, **nitrile** gloves (no latex)
 - Gloves should be changed in between rooms
- Follow all instructions on the product packaging
 - **Clean** surface with the cleaning solution to remove all visible surface contaminant
 - **Disinfect** surface by allowing surface to remain wet for the full contact time
 - See back of packaging for wet contact time (i.e. 5 minutes for 500ppm bleach solution)
- Once cleaning is complete:
 - Remove gloves, perform hand hygiene
 - Remove other PPE, perform hand hygiene
 - Complete below log

243 RCACS Cleaning Log								
Washroom - Womens								
Date:								
Time	Full name	Tick once complete						
		Stall door / door handles	Paper/TP dispensers	Taps/ faucets	Flush handles	Soap dispensers	Coat hooks	Light Switch

Completed Cleaning Logs must be collected and tracked by the COVID-19 Safety Officer on a weekly basis. Completed records must be kept on file for 6 months from date of cleaning.

General cleaning & disinfection instructions:

- Perform hand hygiene before beginning to clean & disinfect
- Cleaning supplies used must be on the [Health Canada list of approved disinfectants](#)
- Personal protective equipment required for cleaning:
 - Safety glasses, non-medical mask, **nitrile** gloves (no latex)
 - Gloves should be changed in between rooms
- Follow all instructions on the product packaging
 - **Clean** surface with the cleaning solution to remove all visible surface contaminant
 - **Disinfect** surface by allowing surface to remain wet for the full contact time
 - See back of packaging for wet contact time (i.e. 5 minutes for 500ppm bleach solution)
- Once cleaning is complete:
 - Remove gloves, perform hand hygiene
 - Remove other PPE, perform hand hygiene
 - Complete below log

243 RCACS Cleaning Log									
Kitchen									
Date:									
Time	Full name	Tick once complete							
		Food areas	Counter tops	Fridge / Oven handles	Microwave	Coffee pot/ kettle	Utensils	Tables/ Chairs	Light Switch

Completed Cleaning Logs must be collected and tracked by the COVID-19 Safety Officer on a weekly basis. Completed records must be kept on file for 6 months from date of cleaning.

General cleaning & disinfection instructions:

- Perform hand hygiene before beginning to clean & disinfect
- Cleaning supplies used must be on the [Health Canada list of approved disinfectants](#)
- Personal protective equipment required for cleaning:
 - Safety glasses, non-medical mask, **nitrile** gloves (no latex)
 - Gloves should be changed in between rooms
- Follow all instructions on the product packaging
 - **Clean** surface with the cleaning solution to remove all visible surface contaminant
 - **Disinfect** surface by allowing surface to remain wet for the full contact time
 - See back of packaging for wet contact time (i.e. 5 minutes for 500ppm bleach solution)
- Once cleaning is complete:
 - Remove gloves, perform hand hygiene
 - Remove other PPE, perform hand hygiene
 - Complete below log

243 RCACS Cleaning Log							
Classroom & Training Environment							
SIRIUS – 12 persons MAX							
Date:							
Time	Full name	Tick once complete					
		Chairs	Desktops	Training Supplies	Technology items	Door Handles	Light Switch

Completed Cleaning Logs must be collected and tracked by the COVID-19 Safety Officer on a weekly basis. Completed records must be kept on file for 6 months from date of cleaning.

General cleaning & disinfection instructions:

- Perform hand hygiene before beginning to clean & disinfect
- Cleaning supplies used must be on the [Health Canada list of approved disinfectants](#)
- Personal protective equipment required for cleaning:
 - Safety glasses, non-medical mask, **nitrile** gloves (no latex)
 - Gloves should be changed in between rooms
- Follow all instructions on the product packaging
 - **Clean** surface with the cleaning solution to remove all visible surface contaminant
 - **Disinfect** surface by allowing surface to remain wet for the full contact time
 - See back of packaging for wet contact time (i.e. 5 minutes for 500ppm bleach solution)
- Once cleaning is complete:
 - Remove gloves, perform hand hygiene
 - Remove other PPE, perform hand hygiene
 - Complete below log

243 RCACS Cleaning Log							
Classroom & Training Environment							
VEGA – 8 persons MAX							
Date:							
Time	Full name	Tick once complete					
		Chairs	Desktops	Training Supplies	Technology items	Door Handles	Light Switch

Completed Cleaning Logs must be collected and tracked by the COVID-19 Safety Officer on a weekly basis. Completed records must be kept on file for 6 months from date of cleaning.

General cleaning & disinfection instructions:

- Perform hand hygiene before beginning to clean & disinfect
- Cleaning supplies used must be on the [Health Canada list of approved disinfectants](#)
- Personal protective equipment required for cleaning:
 - Safety glasses, non-medical mask, **nitrile** gloves (no latex)
 - Gloves should be changed in between rooms
- Follow all instructions on the product packaging
 - **Clean** surface with the cleaning solution to remove all visible surface contaminant
 - **Disinfect** surface by allowing surface to remain wet for the full contact time
 - See back of packaging for wet contact time (i.e. 5 minutes for 500ppm bleach solution)
- Once cleaning is complete:
 - Remove gloves, perform hand hygiene
 - Remove other PPE, perform hand hygiene
 - Complete below log

243 RCACS Cleaning Log							
Classroom & Training Environment							
MAIN HALL – 34 persons MAX							
Date:							
Time	Full name	Tick once complete					
		Chairs	Desktops	Training Supplies	Technology items	Door Handles	Light Switch

Completed Cleaning Logs must be collected and tracked by the COVID-19 Safety Officer on a weekly basis. Completed records must be kept on file for 6 months from date of cleaning.

General cleaning & disinfection instructions:

- Perform hand hygiene before beginning to clean & disinfect
- Cleaning supplies used must be on the [Health Canada list of approved disinfectants](#)
- Personal protective equipment required for cleaning:
 - Safety glasses, non-medical mask, **nitrile** gloves (no latex)
 - Gloves should be changed in between rooms
- Follow all instructions on the product packaging
 - **Clean** surface with the cleaning solution to remove all visible surface contaminant
 - **Disinfect** surface by allowing surface to remain wet for the full contact time
 - See back of packaging for wet contact time (i.e. 5 minutes for 500ppm bleach solution)
- Once cleaning is complete:
 - Remove gloves, perform hand hygiene
 - Remove other PPE, perform hand hygiene
 - Complete below log

243 RCACS Cleaning Log							
Classroom & Training Environment							
ALPHA – 10 persons MAX							
Date:							
Time	Full name	Tick once complete					
		Chairs	Desktops	Training Supplies	Technology items	Door Handles	Light Switch

Completed Cleaning Logs must be collected and tracked by the COVID-19 Safety Officer on a weekly basis. Completed records must be kept on file for 6 months from date of cleaning.

General cleaning & disinfection instructions:

- Perform hand hygiene before beginning to clean & disinfect
- Cleaning supplies used must be on the [Health Canada list of approved disinfectants](#)
- Personal protective equipment required for cleaning:
 - Safety glasses, non-medical mask, **nitrile** gloves (no latex)
 - Gloves should be changed in between rooms
- Follow all instructions on the product packaging
 - **Clean** surface with the cleaning solution to remove all visible surface contaminant
 - **Disinfect** surface by allowing surface to remain wet for the full contact time
 - See back of packaging for wet contact time (i.e. 5 minutes for 500ppm bleach solution)
- Once cleaning is complete:
 - Remove gloves, perform hand hygiene
 - Remove other PPE, perform hand hygiene
 - Complete below log

243 RCACS Cleaning Log							
Classroom & Training Environment							
RIGEL – 8 persons MAX							
Date:							
Time	Full name	Tick once complete					
		Chairs	Desktops	Training Supplies	Technology items	Door Handles	Light Switch

Completed Cleaning Logs must be collected and tracked by the COVID-19 Safety Officer on a weekly basis. Completed records must be kept on file for 6 months from date of cleaning.

General cleaning & disinfection instructions:

- Perform hand hygiene before beginning to clean & disinfect
- Cleaning supplies used must be on the [Health Canada list of approved disinfectants](#)
- Personal protective equipment required for cleaning:
 - Safety glasses, non-medical mask, **nitrile** gloves (no latex)
 - Gloves should be changed in between rooms
- Follow all instructions on the product packaging
 - **Clean** surface with the cleaning solution to remove all visible surface contaminant
 - **Disinfect** surface by allowing surface to remain wet for the full contact time
 - See back of packaging for wet contact time (i.e. 5 minutes for 500ppm bleach solution)
- Once cleaning is complete:
 - Remove gloves, perform hand hygiene
 - Remove other PPE, perform hand hygiene
 - Complete below log

243 RCACS Cleaning Log							
Classroom & Training Environment							
Entrance Way – No Standing/Loitering							
Date:							
Time	Full name	Tick once complete					
		Chairs	Desktops	High touch points	Technology items	Door Handles	Light Switch

Completed Cleaning Logs must be collected and tracked by the COVID-19 Safety Officer on a weekly basis. Completed records must be kept on file for 6 months from date of cleaning.

General cleaning & disinfection instructions:

- Perform hand hygiene before beginning to clean & disinfect
- Cleaning supplies used must be on the [Health Canada list of approved disinfectants](#)
- Personal protective equipment required for cleaning:
 - Safety glasses, non-medical mask, **nitrile** gloves (no latex)
 - Gloves should be changed in between rooms
- Follow all instructions on the product packaging
 - **Clean** surface with the cleaning solution to remove all visible surface contaminant
 - **Disinfect** surface by allowing surface to remain wet for the full contact time
 - See back of packaging for wet contact time (i.e. 5 minutes for 500ppm bleach solution)
- Once cleaning is complete:
 - Remove gloves, perform hand hygiene
 - Remove other PPE, perform hand hygiene
 - Complete below log

243 RCACS Cleaning Log							
Classroom & Training Environment							
Offices – CO/Supply							
Date:							
Time	Full name	Tick once complete					
		Chairs	Desktops	High touch points	Technology items	Door Handles	Light Switch

Completed Cleaning Logs must be collected and tracked by the COVID-19 Safety Officer on a weekly basis. Completed records must be kept on file for 6 months from date of cleaning.

Annex B: Floor Diagram of East Kelowna Hall

