

Attachment i – COVID-19 Training Year Checklist

#	Action	Recommended Approach		Comments / Suggestions	Completed Date
		In-Person	Virtual		
Commanding Officer or designate					
1	Coordinate meeting with all adult staff, volunteers and senior cadets to outline COVID-19 directives, policies, and training for the 2020/2021 training year.		X		
2	Assign positions to all adult staff IAW corps/sqn chain of command with consideration to COVID-19 related tasks.		X		
3	Assign a COVID-19 Safety Officer and have that person sign provided TORs;		X		
4	Coordinate a briefing with all senior cadets to discuss training in a COVID-19 environment.		X		
5	Assign senior cadet positions for the year with consideration to virtual/ in-person training.		X		
6	Ensure that all military personnel and civilian instructors (CI) complete the COVID-19 Awareness Course on DLN prior to 1 Sep 20.		X		
7	Ensure that all volunteers complete the COVID-19 Awareness Course located in the Extranet under civilian volunteers tab prior to 1 Sep 20.		X		
8	Complete an inspection of the training facilities before 1 Sep 20, in order to determine: <ul style="list-style-type: none"> • access points, including drop-off points; • direction of travel; • screening areas to complete in-routine; and • location for COVID-19 directional signage. 	X		Must adhere to local PHMs.	
9	Update Facility Incident Management Plan IAW CANCDTGEN 009/19 and regional direction.		X		
10	Communicate with cadets, parent(s) and guardian(s), so that they can learn about the upcoming training year and what is expected, or has changed, as a result of COVID-19.		X	Suggested letter template will be provided by the CoC.	
Commanding Officer and Support Committee					
11	Complete the “RCSU Facility Checklist” and consider the following: <ul style="list-style-type: none"> • facilities availability for corps/sqn training in the COVID-19 environment; • number of rooms/areas available for cadet training; • number of cadets suitable for each room/area (maintaining 2m spacing); and • alternate locations that could be used to deliver Mandatory training (indoors/ outdoors). 	X	X X X	This task may have already been completed with the corps/sqn, RCSU and league/division.	
12	Identify staffing levels per parade night/activity in order to abide by PHM and IAW Natl CJCR Gp Order 8012-1 Supervision of Cadets.		X		
13	Identify cleaning supplies that will need to be purchased (not provided by DND) to ensure effective training such as: disinfectant wipes, hand sanitizer, etc.		X		

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14	Discuss if there is a requirement to amend, or change, the terms of the lease to maximize training opportunities, while ensuring the leagues/divisions and sponsoring committees are not burdened with extra costs. Things to consider include: <ul style="list-style-type: none"> • number of hours facilities is used; • increased/ reduced usage; • cleaning services; and • cleaning materials. 		X		
15	Discuss plans for fundraising in order to ensure there is no in-person fundraising activities involving cadets, military personnel or civilian instructors because it is not authorized until further notice.		X	Communicate with league/ division for ideas.	
16	Review annual corps/sqn budget to reduce unnecessary expenditures; as a result of anticipated fundraising challenges.		X		
17	Inventory supplies and equipment to identify training items that may need to be purchased to ensure effective flow of training such as: extra scissors, pens, etc. to reduce the amount of cleaning during the classes and to allow for effective flow of lesson content/activity.	X		Must adhere to PHMs.	
18	Identify training items that are hard to clean and may be given to the cadets to keep (e.g. knot tying rope).	X			
19	Identify other COVID-19 related tasks that the Sponsoring Committee can become responsible for in order to provide support to the corps/sqns.		X		
Administration Officer					
20	To assist with effective communication and virtual training, ensure email addresses for both cadets and parents are accurate in Fortress.		X	Fortress queries can assist with exporting lists.	
21	Prepare a digital recruiting package for new entries that can be send electronically to prospective cadets, parent(s) and guardian(s) to reduce the influx of visitors to the corps/sqn to include: <ul style="list-style-type: none"> • Welcome letter from the CO; • Application for Membership in the Canadian Sea, Army or Air Cadets, CF 1158; • Staff Cadet/ Cadet/ JCR Code of Conduct; • Searches and Inspection of Cadets Form, CATO 12-50; • Annual Basic Health Questionnaire, DND 2571 (09-2011); • Detailed Health Questionnaire, DND 2570 which must be printed from Fortress for all cadets who answered “YES” to Q1, 3, 4, 5 or 6 on DND 2571; and • Food Service form and other medical information as required by the RCSU RCMLO; and • NEW COVID-19 Waiver. 		X		

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22	Prepare an administrative package for returning cadets from Fortress that can be provided to the cadets electronically, in order to reduce the influx of visitors to the corps/sqn to include: <ul style="list-style-type: none"> • Personal Information Validation form from Fortress for returning cadets; • Detailed Health Questionnaire (for applicable cadets); • Cadet Information Card to be reviewed by each returning cadet for any corrections; • Cadets Medical Information Summary to be reviewed with individual cadets and their parent(s)/ guardian(s), with a specific focus on Medical Limitations; and • NEW COVID-19 Waiver. 		X		
23	Complete Fortress new cadet registration and enrollment process.	X		Adhere to PHMs. Parents/guardians to arrive with completed documentation for submission. No visitors or guests are to enter the facilities.	
24	Updated TORs for staff and cadets to include changes due to the COVID-19 environment.		X		
25	Create COVID-19 Unit Contact Information Binder IAW SOP In-Person Training in COVID-9 Environment.		X		
26	Ensure that all attendance (i.e. virtual/in-person) is entered in Fortress weekly for every cadet for each activity. Maintain attendance registers for all adults including civilian volunteers for each activity;		X		
Training Officer					
27	Revise/create training plan and submit to RCSU for approval.		X	Sample Unit Training Plan Template may assist with this task.	
28	Submit Virtual Training Approval checklist IAW Attachment iii to Annex C.		X		
29	Submit In-person Training Approval checklist IAW Attachment iv to Annex C		X		
30	Submit Supported Day Training plan IAW Supported Day – Training Entitlement Grid – COVID-19 Environment.		X		
31	Establish a Plan B in case of inclement weather, facility access, etc. considering the following: <ul style="list-style-type: none"> • alternate training locations; • outside/inside; • limiting numbers/ ability to conduct shifts; • cancellation protocols (who, timelines, etc.); • risks, mitigations and desired outcomes; • communications (email, phone call, social media, etc.); and 		X		

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	<ul style="list-style-type: none"> the “Cadet Voice” or perspective, to ensure the cadets have an enjoyable experience. 				
32	Reflect upon the QSP Review and Optional Training – Risks, Mitigations and Limitations document with the staff and cadets in order to select the best EOs for delivery at the corps/sqn.		X		
33	Determine the training EOs that can be completed virtually vs. In-person.		X		
34	Conduct virtual training meeting with adult staff and senior cadets to discuss how virtual and in-person training will be conducted, distribute lesson assignments, and clearly identifying if the lesson is virtual or in-person.		X		
35	Review Fortress to ensure all cadets have been advanced into the correct training levels.		X		
36	Review all activities to find suitable training areas within 1 hr of the facilities in order to encourage parent/guardian drop-offs for all training/activities.		X		
37	Educate instructors on classroom management techniques that will ensure implementation of PHM and required cleaning.		X		
38	Review assessment as outlined in the Corps/ Squadron Program Ops within a COVID-19 Environment 2020/2021.		X		
39	Corps/Sqns to deliver X07.01 Participate in Discussion on X level/star training or provide information to cadets and parent(s)/ guardian(s) regarding the 2020/2021 training program, requirements and assessments.		X		
40	Review medical limitations and identify cadets who cannot participate in in-person training and attempt to utilize a virtual setting for these individuals.		X		
41	Establish and enforce maximum room capacity for indoor/outdoor areas that will ensure physical distancing can be maintained at all time IAW PH.	X			
42	Consider asking cadets to bring their own activity supplies, such as: pens, pencils, markers, scissors, etc. (no cadet will be excluded for lack of supplies).		X		
Supply Officer					
43	Create measuring packages for parent(s)/guardian(s) that include measuring instructions, size range chart and disposable Logistik Unicorp measuring tapes (as requested) IAW Annex F.		X		
44	Create a system for inspection of cadets uniform (virtual/in-person), in order to identify cadets who require exchanges, badges, parkas, etc.		X		
45	Review Fortress and provide cadets rank and performance level badges to the cadets for the 2019/2020 training year.	X		Must wear NMM at all time IAW PHMs.	
46	Create supply office processes to ensure PHM are always adhered to.		X		
47	Create a system for signing in/out training materials, which will ensure effective cleaning after each usage.		X		

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48	Create a by-appointment system for cadets to pick up/return uniform parts with the goal of limiting the number of persons in a small space.		X		
49	Prepare Temporary Issue card for verification of uniform issue.	X		Must wear NMM mask at all time IAW PHMs.	
50	Set up a quarantine area for the return/exchange/issue of cadet uniforms (recommended 3-day period).	X		Must wear NMM mask at all time IAW PHMs.	
51	Order extra measuring tapes/ packages from Logistik Unicorp for the measuring of cadets by their parent(s)/guardian(s).		X		
52	Identify items that can/ cannot be signed out and taken home for virtual training (training aids).		X		
COVID-19 Safety Officer					
53	Establish detailed protocol for cleaning of facilities before, during and after each activity.		X		
54	Use directional signage to clearly indicate the maximum number of personnel permitted in each area at one time (e.g. offices, classrooms, supply, washrooms, etc.).	X		Must adhere to PHMs.	
55	Clearly mark the direction of traffic in hallways and staircases within their facility in order to eliminate two-way foot traffic.	X		Must adhere to PHMs.	
56	Ensure that all participants have at least one non-medical mask (NMM) in their possession before training begins if required. Note: NCJCR Sp Gp intent remains to provide NMMs to all cadets and staff; however, in the interim, cadets and staff may use personally procured NMMs if they have them.	X		Must adhere to PHMs.	
57	Ensure everyone present signs the COVID-19 MONITORING REGISTER.	X		Required for contact tracing.	
58	If a participant is unwell, they are to be sent home immediately, parent(s)/guardian(s), and the CoC to be notified.	X			
59	Safety Officer will ensure the following: <ul style="list-style-type: none"> intermittent checks every hour and spot-checks every half hour to ensure proper measures WRT the 4Ps – PPE, Physical Distance, Physical Environment, and Personal Hygiene; ensure everyone is complying with the PHMs and frequent hand sanitizing; periodic checks to ensure sanitization protocols are being carried out on equipment and high touch surfaces, with a 10% bleach solution; ongoing monitoring and supervision for compliance WRT to social distancing and directional signage; and reminders to staff and cadets as necessary for the safe conduct of activity. 	X			