

**Attachment vi - RCSU Facilities Checklist**

**Facilities Recce Checklist**

<b>Unit:</b>		<b>ASSESSMENT DATE</b>	
<b>LHQ Address:</b>			
<b>Facility Type (DND, School, Legion etc):</b>			
<b>Name/Rank of Officer Conducting Recce:</b>			
<b>Name of League Member (if present):</b>			

**Instructions:** This Checklist is provided to enable corps/sqn staff to assess the safety of your facility as the CCO plans for a potential resumption of in person cadet activities. It is recognized that facility types vary significantly across the region, and subsequent visits may be required to fully assess any given location. The Comments and Follow Up columns allow for elaboration of any challenges. (The Follow Up column may be used by the ZTrgO as required).

PROTECTIVE MEASURES	Select one			COMMENTS (include challenges, concerns, requirements, any items that require remediation before parading can occur safely )	FOLLOW UP (Action the landlord is required, or has agreed, to take to address concerns)
	YES	NO	N/A		
<b>A. ACCESS</b>					
1) i) Will the landlord or facility manager man the entrance ways and record attendance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
ii) If not, will the corps/sqn assign a senior cadet or staff member to the task? If yes, they must wear a NMM.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
2) Is there a limitation on the time and/or days that the cadet corps/squadron has access to the building due to COVID19 restrictions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
3) i) Do we have access to shared IT assets (i.e. telephones, computers, scanners, printers, smartboards, projectors, etc.)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

### Facilities Recce Checklist

PROTECTIVE MEASURES	Select one			COMMENTS (include challenges, concerns, requirements, any items that require remediation before parading can occur safely )	FOLLOW UP (Action the landlord is required, or has agreed, to take to address concerns in the preceding column)
ii) If yes, will these items be cleaned after every use (i.e. photocopier)? Comment on cleaning.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
4) Is there/or could there be separate entrance/exit to the facility?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>B. SIGNAGE/MARKING</b>					
5) Will there be Federal/Provincial COVID-19 guidelines posted at the front entrance or within the building? (Ex: promote physical distancing, hand washing, limit gathering spots etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
6) Are floor markings and/or floor signage posted to maintain 2 meters distancing in line ups and to restrict 2 way traffic, where feasible?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
7) Are water fountains clearly marked for water bottle filling use only?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>C. DISTANCING</b>					
8) Is there a maximum occupancy established for the facility as a whole and for each office/ classroom/space?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
9) i) Are all classroom and/or office desks/work stations at least 2 meters apart or more?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
ii) If not feasible, can non-porous barriers or dividers (such as glass or plastic) be installed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

### Facilities Recce Checklist

PROTECTIVE MEASURES	Select one			COMMENTS (include challenges, concerns, requirements, any items that require remediation before parading can occur safely )	FOLLOW UP (Action the landlord is required, or has agreed, to take to address concerns in the preceding column)
10) If office/work spaces need to be adjusted to ensure social distancing, is there sufficient Wi-Fi/connectivity and office space to allow for this?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
11) Is there a way for new recruit's and family members to gather and socially distance while they are registering?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>D. NMM</b>					
12) i) Will non- CCO users be using the facility?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
ii) Will non-CCO users be present in the facility while cadets are present?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
iii) Will the landlord or facility manager ensure non-CCO users wear masks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
iv) Are masks provided by the landlord to non-CCO users?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>E. SANITIZER/CLEANING</b>					
13) i) Has the landlord contracted cleaning and custodial services to a third party?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
ii) If yes, describe the cleaning and disinfecting procedures that will be implemented, or attach a cleaning protocol document from the landlord if one is available.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
iii) If not, does the cadet corps/squadron have access to the facility cleaning supplies?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

### Facilities Recce Checklist

PROTECTIVE MEASURES	Select one			COMMENTS (include challenges, concerns, requirements, any items that require remediation before parading can occur safely )	FOLLOW UP (Action the landlord is required, or has agreed, to take to address concerns in the preceding column)
iv) If the cadet corps/squadron is responsible and able to perform cleaning, describe procedures you will implement to ensure proper disinfecting and sanitizing of high touch areas such as doorknobs, light switches, shared tools, physical barriers and office equipment (or attach a cleaning protocol separately).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
14) i) If the facility is being used by another group before the cadet corps/squadron, will it be cleaned prior to the cadet corps/squadron using it?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
ii) If yes, will that effect the time allocated to the cadet corps/squadron?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
15) Are there items with soft surfaces (i.e. chairs, sofa with cloth coverings) in common areas of the facilities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
16) If so can these be covered with a non-porous material such as plastic which can be sanitized after use?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
17) Will hand sanitizer be available at every entrance, near shared spaces and common areas (i.e. photocopiers, mail counters, customer counters)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>F. REPORTING PROCEDURES</b>					
18) Does the landlord have procedures in place for non CCO users of the facility to sign into the building?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

### Facilities Recce Checklist

PROTECTIVE MEASURES	Select one			COMMENTS (include challenges, concerns, requirements, any items that require remediation before parading can occur safely )	FOLLOW UP (Action the landlord is required, or has agreed, to take to address concerns in the preceding column)
19) In the event COVID-19 symptoms or confirmed cases are reported by CCO members or other facility users, the protocol is to treat it like an SIR and report it through the chain of command immediately.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Reconnaissance Team General Comments:		
<b>Assessed by:</b>	<i>Unit Officer Signature (type name if signature not feasible)</i>	
<b>Reviewed by:</b>	<b>Area Zone Trg O</b>	<b>Follow Up Recommendations/Requirements</b>
<b>Recommended by: (Email RCSU CO for authority to start parading Not Before 1 Oct 20)</b>	<b>Area OIC</b>	