

Appendix 1

SOP 002.1 Prepare to Resume Corps/Squadron Training in a COVID-19 Environment

Date of Issue: 2020-08-17

References: A. Tasking Order 002 to Campaign Plan
B. Tasking Order 001 to Campaign Plan
C. Natl CJCR Sp Gp Summer 2020 Campaign Plan
D. CANCDTGEN 009/19
E. Natl CJCR Sp Gp Order 8012-1
F. COTM 05/18
G. SOP 002.2 Conduct Virtual Trg in COVID-19 Environment
H. SOP 002.3 Conduct In-Person Trg in COVID-19 Environment

1. Purpose

1.1 The purpose of this Standard Operating Procedure (SOP) is to outline the tasks that corps/squadrons (corps/sqns) should follow in order to resume local training in a COVID-19 environment for 2020/2021 training year (TY).

2. Abbreviations and Acronyms

Abbreviation	Complete word or phrase
Corps/Sqn	Corps/Squadron
CO	Commanding Officer
COVID-19	Coronavirus Disease-19
FTX	Field Training Exercise
LHQ	Local Headquarters
NMM	Non-Medical Masks
PHM	Public Health Measures
PPE	Personal Protective Equipment
RCSU	Regional Cadet Support Unit
SOP	Standard Operating Procedures
TY	Training Year

3. Definitions

3.1 Personal Protective Equipment (PPE): is equipment worn to minimize exposure to a variety of hazards. Examples of this type of equipment include, but are not limited to: non-medical face masks, gloves, foot and eye protection, protective hearing devices (earplugs, muffs) hard hats, respirators and full body suits.

4. General

4.1 As corps/sqns resume limited in-person activity, consideration must be given to the safe conduct of activities in a COVID-19 environment. All training shall be prepared and conducted by adhering to the most restrictive guidelines by all levels of government and public health directives of the specific province, region, city, or municipality.

4.2 As per Ref B of Appendix 1 to Annex C and updated in this Task Order, the Comd Natl CJCR Sp Gp has provided the following guidance, which will remain in place until August 2021:

- a. virtual activities may commence 1 Sep 20; however, no in-person activities will resume before 1 Oct 20;
- b. any mitigation efforts are to avoid solutions that incur costs to our league partners and sponsoring committees;
- c. there shall be no overnight component to any training activities or programs until further notice;
- d. cadets will not be disadvantaged for not completing aspects of the program due to physical distancing or public health measures;
- e. international travel will not be authorized, including travel to the United States prior to 31 Aug 21, to include exchanges and recreational trips;
- f. an insurance waiver may need to be signed by all participants of the Cadet Program; and
- g. no in-person fundraising activities involving cadets, military personnel or civilian instructors will be authorized.

4.3 The COVID-19 Training Year Checklist, located at Attachment i to Appendix 1 of Annex C-1, is a tool to assist corps/sqns with preparations for the 2020/2021 TY. Please note that this is a guide and that each corps/sqn will need to critically look at their individual situation to make the best possible plans.

5. Training

5.1 In accordance with (IAW) Ref A of Appendix 1 to Annex C, corps/sqns will be required to adjust the way in which they deliver training for the 2020/2021 TY. Training must be conducted IAW local PHMs and will be delivered through a combination of virtual and in-person training.

5.2 The applicable Approval Checklist (virtual or in-person), located at attachment iii and iv to Appendix 1 of Annex C, must be submitted to the Area OIC. Area OICs may approve virtual training; however, all in-person requests must be approved by the CO of the Regional Cadet Support Unit (RCSU) prior to corps/sqns conducting any training.

5.3 Corps/sqn COs are granted authority to approve virtual optional training activities for their unit provided the activity meets the aims of the cadet program and it does not require DND funding/support. All in-person optional training activities must be submitted to the Area OIC for review and coordination of RCSU CO approval, IAW regional SOPs.

5.4 Corps/sqns will be provided flexibility in the training which they deliver for the 2020/2021 TY. IAW Ref A of Appendix 1 to Annex C, corps/sqns must plan to deliver 50% of training sessions (two training periods per night) and 50% of supported training days (nine training periods per day). Templates and sample training plans can be found on COVID-19 SharePoint Resource Site.

5.5 Corps/sqns will be required to prepare / amend their training plan IAW Ref A of Appendix 1 to Annex C. The updated training plan will be reviewed by RCSU Area staff.

5.6 IAW Attachment ii to Appendix 1 of Annex C, corps/sqns will be required to submit for approval an updated supported training day plan. As no overnight training is authorized, all weekend training should be

planned to be conducted on one day (nine training periods). Depending on the size of the corps/sqn and the applicable PHMs, there may be a requirement to conduct a supported training day over multiple days while adhering to the no overnight restriction. An explanation of updated entitlements, due to COVID-19, for each element can be found at Attachment v to Appendix 1 of Annex C.

5.7 Supervision of cadets is paramount. Supervision ratios must be maintained and where required, increased to ensure positive control of all personnel during both indoor and outdoor activities.

6. Facilities / Training Locations

6.1 Corps/sqns will be required to update their Facility Incident Management Plan IAW CANCDTGEN 009/19.

6.2 IAW Ref B of Appendix 1 to Annex C, in conjunction with their local sponsoring committee were directed to confirm availability, amend contracts and conduct recce(s) of training facilities. This must be completed prior to any in-person training being approved. A sample Facility Checklist can be found at Attachment vi to Annex C-1.

6.3 Attachment vi to Annex C-1 once approved authorizes corps/sqns to conduct in-person training at the specified local headquarters (LHQ). Any in-person training conducted in a facility / training location outside the LHQ must be approved by the Area OIC or designate.

6.4 IAW the approved Attachment iv to Appendix 1 of Annex C-1, corps/sqns must ensure that their facility is appropriately set-up, in order to adhere to PHM, each training session.

7. Supplementary Tasks

7.1 IAW ref A, corps/sqns must ensure that all personnel (military members, civilian instructors, and volunteers) have completed COVID-19 awareness training prior to attending any cadet program activity.

7.2 Corps/sqns must ensure that detailed briefings relating to COVID-19 directives, policies and how training will be delivered are conducted for all personnel, cadets, parent(s), and guardian(s).

7.3 Corps/sqns must develop a plan to complete general unit administrative tasks, while ensuring PHMs are adhered to, such as annual validation of returning cadets, enrollment of new cadets, attendance, pay for military personnel, etc.

7.4 Corps/sqns must develop a plan to safely issue and exchange uniforms, issue and return training equipment, and maintain items in their unit supply. The Logistik website provides instructions on how to measure for a uniform that can be sent to cadets / parent(s) / guardian(s).

7.5 IAW Ref A of Appendix 1 to Annex C, no in-person fundraising is authorized for cadets and military personnel. Therefore corps/sqns, in conjunction with their local support committee, should work together to identify alternate ways to fundraise for the 2020/2021 TY.

Attachments:

- i. COVID-19-Training Year Checklist
- ii. Decision Matrix – Corps/Sqn Training in COVID-19 Environment
- iii. Virtual Training Approval Checklist
- iv. In-Person Training Approval Checklist
- v. Supported Days – Training Entitlements

vi. RCSU Facilities Checklist

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		

#	Action	Recommended Approach		Comments / Suggestions	Completed Date
		In-Person	Virtual		
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		

#	Action	Recommended Approach		Comments / Suggestions	Completed Date
		In-Person	Virtual		
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. Parent(s)/ guardian(s) 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; 		X		

#	Action	Recommended Approach		Comments / Suggestions	Completed Date
		In-Person	Virtual		
	<ul style="list-style-type: none"> communications (email, phone call, social media, etc.); and 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 PHM.	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.	

#	Action	Recommended Approach		Comments / Suggestions	Completed Date
		In-Person	Virtual		
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		
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 	X			

#	Action	Recommended Approach		Comments / Suggestions	Completed Date
		In-Person	Virtual		
	<ul style="list-style-type: none"> reminders to staff and cadets as necessary for the safe conduct of activity. 				

Attachment ii – Decision Matrix: Corps/Squadron Training In A Covid-19 Environment

- Refs: A. Natl CJCR Sp Gp Order 8012-1, Supervision of Cadets
 B. Pacific Region Annual Training Directive 2019/2020
 C. COTM 05/18 Corps/Squadron Activity Approval
 D. Central Region Annual Training Directive 2019/2020
 E. Northwest Region Annual Training Directive 2019/2020

Type of Training	Description	Approval Mechanism	Approval Authority	Notes
Virtual Training (mandatory/complimentary)	<ul style="list-style-type: none"> Plan on how virtual training will be conducted by the corps/sqn. Virtual Training Approval Checklist must be completed before any virtual training is conducted. 	Virtual Training Approval Checklist	Area OIC	<ul style="list-style-type: none"> May only be conducted after approval granted by Area OIC through completion of Virtual Training Approval Checklist. Additional virtual training may be added by the corps/sqn as their schedule allows (updates should be documented as directed by their RCSU SOPs).
Virtual Training (Optional)	<ul style="list-style-type: none"> Virtual delivered - optional training activities. 	N/A	Corps/Sqn CO	<ul style="list-style-type: none"> New for 2020/2021 TY. Should be submitted by the corps/sqn to their J3 Zone Trg O after consultation with Local Sponsoring Committee.
In-Person Training (all)	<ul style="list-style-type: none"> Plan on how in-person training will be conducted by the corps/sqn. In-Person Training Approval Checklist must be completed before any in-person training is conducted. 	In-Person Training Approval Checklist	RCSU CO	<ul style="list-style-type: none"> May only be conducted after approval granted by RCSU CO (coordinated by Area OIC) through completion of In-Person Training Approval Checklist. Additional in-person training may be added by the corps/sqn as their schedule allows (updates should be documented as directed by their RCSU SOPs). Optional day training activities with no travel that meet aims of the cadet program
Supported Day Training (all)	<ul style="list-style-type: none"> Plan for 5 supported days of training. Details on training to be conducted, meals, facilities, etc. 	As directed by RCSU SOPs	RCSU CO	<ul style="list-style-type: none"> May only be conducted after approval granted by RCSU CO (coordinated by Area OIC) through completion of In-Person Training Approval Checklist. Due to COVID-19, corps/sqns will be given

				<p>flexibility in the conduct of supported days.</p> <ul style="list-style-type: none"> • Once approved, changes to submitted plan must go through their J3 Zone Trg O with as much lead time as possible as RCSU CO will have to approve change.
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Notes:

- All activities are to be conducted in accordance with local/provincial public health guidelines for maximum number of participants allowed.
- Training may be required to be completed on additional days, i.e. if your unit size is 80 cadets, and max participants is 50, training would need to be conducted over 2 separate days keeping in mind minimum supervision requirements.
- Maximum participants includes cadets and adult staff members.
- Supervision levels must be maintained to ensure the safety and health of all participants as per ref. A.

Attachment iii – Virtual Training Approval Checklist

Region:			
Zone:			
Corps/Sqn:		Corps/Sqn Location:	
Corps/Sqn CO:		J3 Zone Trg O:	
Questions:	Yes	No	Details:
Does the corps / sqn have a platform to conduct virtual training? If yes, what platform?			
Is there a cost associated with the platform? If yes, detail amount per month.			
What is the maximum number of participants allowed on the platform? Is this adequate for the corps/sqn?			
Does the corps/sqn have a plan to address accessibility issues for cadets that may not have devices or internet access?			
Does the corps/sqn have a plan for taking attendance via a sign in sheet for all cadets and adults and to input the data in Fortress during a training activity?			
Does the corps/sqn have a plan on how will each class/activity be supervised?			
Have security measures been taken to minimize risk (password protected, permission required to enter, frequently changing passwords, etc.)?			
Notes:			
Approval:	Name:	Signature:	Date:
Corps/Sqn CO Recommendation (Optional Trg) (Through ZTO)			
Area OIC Approval (Mandatory/Complimentary Trg)			

Attachment iv – In-Person Training Approval Checklist

Region:	Zone:		
Corps/Sqn:	Corps/Sqn Location:		
Corps/Sqn CO:	Name of Facility:		
Facility	Yes	No	Details:
What is the location type that the corps/sqn utilizes for their in-person training? I.e. DND Facility, School, Church, Rec Center, Municipal Facility, Legion etc.			
Has the corps/sqn confirmed with the landlord or owner that the facility may be utilized?			
Is there an increased cost to use the facility due to COVID-19?			
Has the corps/sqn completed a recce of the facility?			
Does the landlord or owner of the facility require one of their employees to be present while the facility is in use?			
What is the maximum number of participants that can access the facility during the corps/sqn training session?			
Is the facility shared with any other user groups?			
If the facility is being used by another group, will it be cleaned prior to corps/sqn using it? Will that affect the time it is available for use?			
Does the facility require additional cleaning protocols to be completed by the corps/sqn?			
Protocols & Safety Procedures	Yes	No	Remarks:
Has the corps/sqn identified a COVID-19 Safety Officer?			
Have the TOR for the COVID-19 Safety Officer been reviewed and signed by the individual?			
Has a protocol for safe cleaning and disinfecting procedure been documented for high touch areas, desk space, and classroom space?			
Has classroom space been assessed and adequate space planned to allow for participants to social distance?			
Has hallway space been assessed and planned to allow for traffic in one direction if possible?			
Have out-of-bound areas and accessible areas been established?			
Protocols & Safety Procedures, cont.	Yes	No	Remarks:
Has the screening area to complete in-routine (screening, attendance, NMM verification, hand sanitizing) plan been established and communicated to all corps/sqn staff?			
Is there a way for new recruits and family members to gather and socially distance while they are registering?			
Do office/work spaces need to be adjusted to ensure physical distancing?			
If people can drink directly from the water fountain, has a sanitization protocol been established?			

Signage		Yes	No	Remarks:
Has signage been placed in the facility? For example: Physical distancing, Hand Sanitizing, Daily Cleaning, and Face Mask been put up in appropriate locations?				
Has signage been placed in the facility for floor markings and/or signage posted (temporary) to maintain the 2-meter distancing, where feasible?				
Have directional arrows been installed (temporary) to restrict 2-way traffic, where feasible? Taking into consideration emergency exits, egresses and traffic flow in case of an emergency.				
Are procedures and signage in place to restrict personnel from gathering (break rooms, conference rooms)?				
Is the capacity of the building/classroom clearly marked in order to maintain 2-metre distancing?				
Training & Equipment		Yes	No	Remarks:
Have all CIC officers, CIs and Civilian Volunteers completed their COVID-19 Awareness Course?				
Are all cadets and adult staff / volunteers at the corps/sqn in possession of NMM? If someone does not have a NMM and there are none available for issue then they must not be permitted to participate in the activity. Note: If not yet issued NMMs, cadets and staff may bring their own.				
Has the COVID-19 Aide-Memoire been sent to every cadet?				
Has every cadet been contacted by a corps/sqn staff member to go over COVID-19 protocols and to ensure they do not have any questions?				
Is the corps/sqn in possession of required cleaning supplies? Bleach, Spray bottle, Clean rag/paper towel, Latex / Nitrate gloves, Hand Sanitizer.				
Personnel		Yes	No	Remarks:
Are there concerns related to staff at the corps/sqn in terms of business resumption (don't include personal information)? Concerns may be related to health, work, family responsibilities, etc.				
Have participation limitations (PLs) for cadets in Fortress been checked and cadets that are not able to parade in person been informed?				
Notes:				
Approval:	Name:	Signature:	Date:	
Corps/Sqn CO Recommendation (through ZTO)				
Area OIC Recommendation				
CO RCSU Approval				

Attachment v - Supported Day Training Entitlements / Attributions pour les Journées d'entraînement avec soutien

CORPS / SQUADRON - SUPPORT TO TRAINING ENTITLEMENT GRID (TY 20/21)

1. Mandatory training activities should be conducted on a priority basis.
2. Mandatory training activities may be considered after all Corps/squadron mandatory training activities have taken place.
3. Activities are to be conducted in accordance with local/provincial health guidelines for maximum number of participants allowed. Training may be required to be completed on additional days, i.e. if your unit size is 80 cadets, and max participants is 50, this training would need to be conducted over 2 separate days keeping in mind minimum supervision requirements. Maximum participants includes cadets and adult staff members.

REF: A. CITO 31 48 AMICA A, APPENDIX 2

SEA CADET - SUPPORT TO TRAINING ENTITLEMENT GRID (TY 20/21)

Mandatory Training	Length	Safety / Support Vehicle	Transportation	Accommodation	Training Facility	Meals	Training & Learning Aids	Supervision	Notes / Suggestions
Combination of Mandatory Activities.	1 Day							Supervision levels must be maintained to ensure the safety and health of all participants as per REF B.	Break training into 1g levels / phase groups and conduct on multiple occasions depending on the number of participants. Rental of equipment/field house/locker may be required and may be claimed. Costs may increase as the Corp/squadron may need to rent space multiple times in order to operate under maximum participants allowed under provincial health guidelines.
Mandatory Activity 2 Combination of Mandatory Activities.	1 Day							Supervision levels must be maintained to ensure the safety and health of all participants as per REF B.	Break training into 1g levels / phase groups and conduct on multiple occasions depending on the number of participants. Rental of equipment/field house/locker may be required and may be claimed. Costs may increase as the Corp/squadron may need to rent space multiple times in order to operate under maximum participants allowed under provincial health guidelines.
Mandatory Activity 3 Relationship with Subgroup Competition.	1 Day (If feasible can be conducted over 2 Days with no overnight)					1 Meal per Day		Supervision levels must be maintained to ensure the safety and health of all participants as per REF B.	Break training into 1g levels / phase groups and conduct on multiple occasions depending on the number of participants. Rental of equipment/field house/locker may be required and may be claimed. Costs may increase as the Corp/squadron may need to rent space multiple times in order to operate under maximum participants allowed under provincial health guidelines.
Mandatory Activity 4 Squadship in the Division Competition	1 Day (If feasible can be conducted over 2 Days with no overnight)							Supervision levels must be maintained to ensure the safety and health of all participants as per REF B.	Break training into 1g levels / phase groups and conduct on multiple occasions depending on the number of participants. Rental of equipment/field house/locker may be required and may be claimed. Costs may increase as the Corp/squadron may need to rent space multiple times in order to operate under maximum participants allowed under provincial health guidelines.
Mandatory Activity 5 Squadship in the Corps Competition.	1 Day (If feasible can be conducted over 2 Days with no overnight)	Yes	Ground transport (bus) must be arranged and that ensures 2 metres physical distancing between passengers.	No overnight activities will be authorized. Training must be conducted over two separate days with no overnight from each night.	Yes			Supervision levels must be maintained to ensure the safety and health of all participants as per REF B.	Break training into 1g levels / phase groups and conduct on multiple occasions depending on the number of participants. Rental of equipment/field house/locker may be required and may be claimed. Costs may increase as the Corp/squadron may need to rent space multiple times in order to operate under maximum participants allowed under provincial health guidelines.
Mandatory Activity 6 Skill Training.	1 Day (If feasible can be conducted over 2 Days with no overnight)							Supervision levels must be maintained to ensure the safety and health of all participants as per REF B.	Break training into 1g levels / phase groups and conduct on multiple occasions depending on the number of participants. Rental of equipment/field house/locker may be required and may be claimed. Costs may increase as the Corp/squadron may need to rent space multiple times in order to operate under maximum participants allowed under provincial health guidelines.
To be defined by Skill Training Group									
Complementary Training									
Combination of Complementary Activities.	1 Day							Supervision levels must be maintained to ensure the safety and health of all participants as per REF B.	Break training into 1g levels / phase groups and conduct on multiple occasions depending on the number of participants. Rental of equipment/field house/locker may be required and may be claimed. Costs may increase as the Corp/squadron may need to rent space multiple times in order to operate under maximum participants allowed under provincial health guidelines.
Combination of Complementary Activities.	1 Day							Supervision levels must be maintained to ensure the safety and health of all participants as per REF B.	Break training into 1g levels / phase groups and conduct on multiple occasions depending on the number of participants. Rental of equipment/field house/locker may be required and may be claimed. Costs may increase as the Corp/squadron may need to rent space multiple times in order to operate under maximum participants allowed under provincial health guidelines.
Complementary Activity 9 Small Craft Operation.	1 Day (If feasible can be conducted over 2 Days with no overnight)	Yes	Ground transport (bus) must be arranged and that ensures 2 metres physical distancing between passengers.	No overnight activities will be authorized. Training must be conducted over two separate days with no overnight from each night.	Yes	1 Meal per Day		Supervision levels must be maintained to ensure the safety and health of all participants as per REF B.	Break training into 1g levels / phase groups and conduct on multiple occasions depending on the number of participants. Rental of equipment/field house/locker may be required and may be claimed. Costs may increase as the Corp/squadron may need to rent space multiple times in order to operate under maximum participants allowed under provincial health guidelines.
Complementary Activity 10 Small Craft Operation.	1 Day (If feasible can be conducted over 2 Days with no overnight)	Yes	Ground transport (bus) must be arranged and that ensures 2 metres physical distancing between passengers.	No overnight activities will be authorized. Training must be conducted over two separate days with no overnight from each night.	Yes			Supervision levels must be maintained to ensure the safety and health of all participants as per REF B.	Break training into 1g levels / phase groups and conduct on multiple occasions depending on the number of participants. Rental of equipment/field house/locker may be required and may be claimed. Costs may increase as the Corp/squadron may need to rent space multiple times in order to operate under maximum participants allowed under provincial health guidelines.

*** CORPS/SQUADRON ACTIVITY REQUESTS MUST BE SUBMITTED AS PER REGIONAL SOPS ***

CORPS / SQUADRON – SUPPORT TO TRAINING ENTITLEMENT GRID (TV 20/21)

- Mandatory training activities should be conducted on a priority basis.
- Complementary training activities may be considered after all Corps/Squadron mandatory training activities have taken place.
- Activities are to be conducted in accordance with local/provincial health guidelines for maximum number of participants allowed. Training may be required to be completed on additional days i.e. if your unit size is 80 cadets, and max participants is 50 this training would need to be conducted over 2 separate days keeping in mind minimum supervision requirements. Maximum participants includes cadets and adult staff members.

TABLE A: CATEGORIES A, B AND C, SUPERVISIONS CADETS

ARMY CADET – SUPPORT TO TRAINING ENTITLEMENT GRID (TV 20/21)

Mandatory Training	Length	Safety / Support Vehicle	Transportation	Accommodations	Training Facility	Ratios	Training & Learning Aids	Supervision	Notes / Suggestions
Mandatory Activity 1 Conducting of Mandatory Activities	1 Day					1 Male per Day			
Mandatory Activity 2 Conducting of Mandatory Activities	1 Day					1 Male per Day			
Mandatory Activity 3 Mandatory Activity 3 Mandatory Activity 3 Mandatory Activity 3 Mandatory Activity 3 Mandatory Activity 3	1 Day (If feasible can be conducted over 2 Days with no overnight)		Ground transport (that is carried out in a manner that ensures 2 zones between passengers)	No overnight activities will be conducted over two separate days with no separate return between passengers.	Yes	1 Male per Day	All training and learning aids are to be shared between units.	Supervision needs must be met in terms of safety and health of all participants as per HSE R.	Direct training and the direct 1:10 ratio must be maintained. Unit required training to local area to allow cadets investigations to develop. Therefore limiting the equipment required for activities may be considered. Cadets may increase as the Corps/Squadron may need to visit multiple times in order to complete training. Consideration of activities that require transportation to another location within the community or an adjoining community may be considered as a requirement for lunch only. An additional meal may be considered on a case by case basis, consult your Zone Training Officer for approval.
Mandatory Activity 4 Mandatory Activity 4 Mandatory Activity 4 Mandatory Activity 4 Mandatory Activity 4 Mandatory Activity 4	1 Day (If feasible can be conducted over 2 Days with no overnight)		Ground transport (that is carried out in a manner that ensures 2 zones between passengers)	No overnight activities will be conducted over two separate days with no separate return between passengers.	Yes	1 Male per Day	All training and learning aids are to be shared between units.	Supervision needs must be met in terms of safety and health of all participants as per HSE R.	Direct training and the direct 1:10 ratio must be maintained. Unit required training to local area to allow cadets investigations to develop. Therefore limiting the equipment required for activities may be considered. Cadets may increase as the Corps/Squadron may need to visit multiple times in order to complete training. Consideration of activities that require transportation to another location within the community or an adjoining community may be considered as a requirement for lunch only. An additional meal may be considered on a case by case basis, consult your Zone Training Officer for approval.
Mandatory Activity 5 Mandatory Activity 5 Mandatory Activity 5 Mandatory Activity 5 Mandatory Activity 5 Mandatory Activity 5	1 Day (If feasible can be conducted over 2 Days with no overnight)		Ground transport (that is carried out in a manner that ensures 2 zones between passengers)	No overnight activities will be conducted over two separate days with no separate return between passengers.	Yes	1 Male per Day	All training and learning aids are to be shared between units.	Supervision needs must be met in terms of safety and health of all participants as per HSE R.	Direct training and the direct 1:10 ratio must be maintained. Unit required training to local area to allow cadets investigations to develop. Therefore limiting the equipment required for activities may be considered. Cadets may increase as the Corps/Squadron may need to visit multiple times in order to complete training. Consideration of activities that require transportation to another location within the community or an adjoining community may be considered as a requirement for lunch only. An additional meal may be considered on a case by case basis, consult your Zone Training Officer for approval.
Mandatory Activity 6 Mandatory Activity 6 Mandatory Activity 6 Mandatory Activity 6 Mandatory Activity 6 Mandatory Activity 6	1 Day (If feasible can be conducted over 2 Days with no overnight)		Ground transport (that is carried out in a manner that ensures 2 zones between passengers)	No overnight activities will be conducted over two separate days with no separate return between passengers.	Yes	1 Male per Day	All training and learning aids are to be shared between units.	Supervision needs must be met in terms of safety and health of all participants as per HSE R.	Direct training and the direct 1:10 ratio must be maintained. Unit required training to local area to allow cadets investigations to develop. Therefore limiting the equipment required for activities may be considered. Cadets may increase as the Corps/Squadron may need to visit multiple times in order to complete training. Consideration of activities that require transportation to another location within the community or an adjoining community may be considered as a requirement for lunch only. An additional meal may be considered on a case by case basis, consult your Zone Training Officer for approval.
To be defined by Cadet Revision Sign Working Group									
Complementary Training									
Complementary Activity 1 Complementary Activity 1 Complementary Activity 1 Complementary Activity 1 Complementary Activity 1 Complementary Activity 1	1 Day					1 Male per Day			
Complementary Activity 2 Complementary Activity 2 Complementary Activity 2 Complementary Activity 2 Complementary Activity 2 Complementary Activity 2	1 Day					1 Male per Day			
Complementary Activity 3 Complementary Activity 3 Complementary Activity 3 Complementary Activity 3 Complementary Activity 3 Complementary Activity 3	1 Day (If feasible can be conducted over 2 Days with no overnight)		Ground transport (that is carried out in a manner that ensures 2 zones between passengers)	No overnight activities will be conducted over two separate days with no separate return between passengers.	Yes	1 Male per Day	All training and learning aids are to be shared between units.	Supervision needs must be met in terms of safety and health of all participants as per HSE R.	Direct training and the direct 1:10 ratio must be maintained. Unit required training to local area to allow cadets investigations to develop. Therefore limiting the equipment required for activities may be considered. Cadets may increase as the Corps/Squadron may need to visit multiple times in order to complete training. Consideration of activities that require transportation to another location within the community or an adjoining community may be considered as a requirement for lunch only. An additional meal may be considered on a case by case basis, consult your Zone Training Officer for approval.
Complementary Activity 4 Complementary Activity 4 Complementary Activity 4 Complementary Activity 4 Complementary Activity 4 Complementary Activity 4	1 Day					1 Male per Day			
Complementary Activity 5 Complementary Activity 5 Complementary Activity 5 Complementary Activity 5 Complementary Activity 5 Complementary Activity 5	1 Day					1 Male per Day			
Complementary Activity 6 Complementary Activity 6 Complementary Activity 6 Complementary Activity 6 Complementary Activity 6 Complementary Activity 6	1 Day					1 Male per Day			
Complementary Activity 7 Complementary Activity 7 Complementary Activity 7 Complementary Activity 7 Complementary Activity 7 Complementary Activity 7	1 Day					1 Male per Day			
Complementary Activity 8 Complementary Activity 8 Complementary Activity 8 Complementary Activity 8 Complementary Activity 8 Complementary Activity 8	1 Day					1 Male per Day			
Complementary Activity 9 Complementary Activity 9 Complementary Activity 9 Complementary Activity 9 Complementary Activity 9 Complementary Activity 9	1 Day					1 Male per Day			
Complementary Activity 10 Complementary Activity 10 Complementary Activity 10 Complementary Activity 10 Complementary Activity 10 Complementary Activity 10	1 Day (If feasible can be conducted over 2 Days with no overnight)		Ground transport (that is carried out in a manner that ensures 2 zones between passengers)	No overnight activities will be conducted over two separate days with no separate return between passengers.	Yes	1 Male per Day	All training and learning aids are to be shared between units.	Supervision needs must be met in terms of safety and health of all participants as per HSE R.	Direct training and the direct 1:10 ratio must be maintained. Unit required training to local area to allow cadets investigations to develop. Therefore limiting the equipment required for activities may be considered. Cadets may increase as the Corps/Squadron may need to visit multiple times in order to complete training. Consideration of activities that require transportation to another location within the community or an adjoining community may be considered as a requirement for lunch only. An additional meal may be considered on a case by case basis, consult your Zone Training Officer for approval.

**** CORPS/SQUADRON ACTIVITY REQUESTS MUST BE SUBMITTED AS PER REGIONAL SOPS ****

CORPS / SQUADRON - SUPPORT TO TRAINING ENTITLEMENT GRID (TY 20/21)

1. Mandatory training activities should be conducted on a priority basis.
2. Complementary training activities may be considered after all Corps/Squadron mandatory training activities have taken place.
3. Activities are to be conducted in accordance with local/provincial health guidelines for maximum number of participants allowed. Training may be required to be completed on additional days i.e. if your unit size is 80 cadets, and max participants is 50 this training would need to be conducted over 2 separate days keeping in mind minimum supervision requirements. Maximum participants includes cadets and adult staff members.

AIR CADET - SUPPORT TO TRAINING ENTITLEMENT GRID (TY 20/21)

Mandatory Training	Length	Safety / Support Vehicle	Transportation	Accommodations	Training Facility	Meals	Training & Learning Aids	Supervision	Notes / Suggestions
<p>Mandatory Activity 1 Combination of Mandatory Activities.</p> <p>Mandatory Activity 2 Combination of Mandatory Activities.</p> <p>Mandatory Activity 3 Inter-Squadron Competition.</p> <p>Mandatory Activity 4 Mandatory Training Exercises.</p> <p>Mandatory Activity 5 Field Training Exercise.</p> <p>Mandatory Activity 6 Familiarization Flight / Gliding.</p>	<p>1 Day</p> <p>1 Day</p> <p>1 Day</p> <p>1 Day</p> <p>1 Day</p> <p>1 Day</p>	<p></p> <p></p> <p></p> <p>Yes</p> <p></p>	<p></p> <p></p> <p></p> <p>Ground transport (bus) must be arranged and must be arranged to ensure 2 metres physical distancing between passengers.</p> <p></p>	<p></p> <p></p> <p>No overnight activities will be authorized. Training must be conducted over two separate days with participants returning home each night.</p> <p></p>	<p></p> <p></p> <p>Yes</p> <p></p>	<p></p> <p>1 Meal per day</p> <p></p>	<p></p> <p>All training and learning aids are to be sanitized between usage.</p> <p></p>	<p></p> <p>Supervision levels must be maintained to ensure the safety and health of all participants as per EF 8.</p>	<p>Break training into 1/2 lengths / Phase groups and conduct on multiple occasions depending on the number of participants. Rental of gymnasium/field house/rookie may be required and may be claimed. Costs may increase as the Corps/Squadron may need to rent space multiple times in order to operate under maximum participants allowed under provincial health guidelines. Occasionally a corps could select an activity or combination of activities that require transportation to another location within the community or an off-site community and/or rental of a facility (i.e. gym, hall, etc.) where an entry fee or user pay cost may be required. Consult your Zone Training Officer for further guidance.</p> <p>Break training into 1/2 lengths / Phase groups and conduct on multiple occasions depending on the number of participants. Rental of gymnasium/field house/rookie may be required and may be claimed. Costs may increase as the Corps/Squadron may need to rent space multiple times in order to operate under maximum participants allowed under provincial health guidelines. Occasionally a corps could select an activity or combination of activities that require transportation to another location within the community or an off-site community and/or rental of a facility (i.e. gym, hall, etc.) where an entry fee or user pay cost may be required. Consult your Zone Training Officer for further guidance.</p>
Complementary Training									
<p>Complementary Activity 7 Combination of Complementary Activities.</p> <p>Complementary Activity 8 Combination of Complementary Activities.</p> <p>Complementary Activity 9 Inter-Squadron Competition or Biennial Day or Field Training Exercise.</p> <p>Complementary Activity 10 Inter-Squadron Competition or Biennial Day or Field Training Exercise.</p>	<p>1 Day</p> <p>1 Day</p> <p>1 Day</p> <p>(if feasible can be conducted over 2 days with no overnight)</p>	<p>Complementary activity days are intended to be conducted at the HQ or within the local community.</p> <p></p> <p>Yes</p>	<p>Commuting</p> <p></p> <p>Ground transport (bus) must be arranged and carried out in a manner that ensures 2 metres physical distancing between passengers.</p>	<p>Commuting</p> <p>No overnight activities will be authorized. Training must be conducted over two separate days with participants returning home each night.</p>	<p>Commuting</p> <p>Yes</p>	<p>1 Meal per day</p>	<p>All training and learning aids are to be sanitized between usage.</p>	<p>Supervision levels must be maintained to ensure the safety and health of all participants as per EF 8.</p>	<p>Break training into 1/2 lengths / Phase groups and conduct on multiple occasions depending on the number of participants. Rental of gymnasium/field house/rookie may be required and may be claimed. Costs may increase as the Corps/Squadron may need to rent space multiple times in order to operate under maximum participants allowed under provincial health guidelines. Occasionally a corps could select an activity or combination of activities that require transportation to another location within the community or an off-site community and/or rental of a facility (i.e. gym, hall, etc.) where an entry fee or user pay cost may be required. Consult your Zone Training Officer for further guidance.</p> <p>Break training into 1/2 lengths / Phase groups and conduct on multiple occasions depending on the number of participants. Rental of gymnasium/field house/rookie may be required and may be claimed. Costs may increase as the Corps/Squadron may need to rent space multiple times in order to operate under maximum participants allowed under provincial health guidelines. Occasionally a corps could select an activity or combination of activities that require transportation to another location within the community or an off-site community and/or rental of a facility (i.e. gym, hall, etc.) where an entry fee or user pay cost may be required. Consult your Zone Training Officer for further guidance.</p>

***** CORPS/SQUADRON ACTIVITY REQUESTS MUST BE SUBMITTED AS PER REGIONAL SOPS *****

Attachment vi - RCSU Facilities Checklist

Facilities Recce Checklist

Unit:	Click here to enter text.	ASSESSMENT DATE	Click here to enter a date.
LHQ Address:	Click here to enter text.		
Facility Type (DND, School, Legion etc):	Click here to enter text.		
Name/Rank of Officer Conducting Recce:	Click here to enter text.		
Name of League Member (if present):	Click here to enter text.		

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		
A. ACCESS					
1) i) Will the landlord or facility manager man the entrance ways and record attendance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Click here to enter text.	Click here to enter text.
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"/>	Click here to enter text.	Click here to enter text.
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"/>	Click here to enter text.	Click here to enter text.
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"/>	Click here to enter text.	Click here to enter text.

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"/>	Click here to enter text.	Click here to enter text.
4) Is there/or could there be separate entrance/exit to the facility?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Click here to enter text.	Click here to enter text.
B. SIGNAGE/MARKING					
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"/>	Click here to enter text.	Click here to enter text.
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"/>	Click here to enter text.	Click here to enter text.
7) Are water fountains clearly marked for water bottle filling use only?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Click here to enter text.	Click here to enter text.
C. DISTANCING					
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"/>	Click here to enter text.	Click here to enter text.
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"/>	Click here to enter text.	Click here to enter text.
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"/>	Click here to enter text.	Click here to enter text.

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"/>	Click here to enter text.	Click here to enter text.
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"/>	Click here to enter text.	Click here to enter text.
D. NMM					
12) i) Will non- CCO users be using the facility?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Click here to enter text.	Click here to enter text.
ii) Will non-CCO users be present in the facility while cadets are present?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Click here to enter text.	Click here to enter text.
iii) Will the landlord or facility manager ensure non-CCO users wear masks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Click here to enter text.	Click here to enter text.
iv) Are masks provided by the landlord to non-CCO users?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Click here to enter text.	Click here to enter text.
E. SANITIZER/CLEANING					
13) i) Has the landlord contracted cleaning and custodial services to a third party?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Click here to enter text.	Click here to enter text.
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"/>	Click here to enter text.	Click here to enter text.
iii) If not, does the cadet corps/squadron have access to the facility cleaning supplies?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Click here to enter text.	Click here to enter text.

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"/>	Click here to enter text.	Click here to enter text.
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"/>	Click here to enter text.	Click here to enter text.
ii) If yes, will that effect the time allocated to the cadet corps/squadron?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Click here to enter text.	Click here to enter text.
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"/>	Click here to enter text.	Click here to enter text.
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"/>	Click here to enter text.	Click here to enter text.
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"/>	Click here to enter text.	Click here to enter text.
F. REPORTING PROCEDURES					
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"/>	Click here to enter text.	Click here to enter text.

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"/>	Click here to enter text.	Click here to enter text.

Reconnaissance Team General Comments:

Click here to enter text.

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