

## Appendix 3 SOP 002.3 Conduct In-Person Training in a COVID-19 Environment

**Date of Issue:** 2020-08-17

**References:** A. SOP 002.1 Prepare to Resume Corps/Sqn Trg in a COVID-19 Environment  
B. Tasking Order 002 to Campaign Plan  
C. Tasking Order 001 to Campaign Plan  
D. Natl CJCR Sp Gp Summer 2020 Campaign Plan  
E. Natl CJCR Sp Gp Order 8012-1  
F. COTM 05/18

### 1. Purpose

1.1 The purpose of this Standard Operating Procedure (SOP) is to outline the procedures that should be followed in order to resume in-person training in a COVID-19 environment for the 2020/2021 training year (TY).

### 2. Abbreviations and Acronyms

Abbreviation	Complete word or phrase
Corps/Sqn	Corps/Squadron
CoC	Chain of Command
CO	Commanding Officer
COVID-19	Coronavirus Disease-19
LHQ	Local Headquarters
MRE	Meals Ready to Eat
NMLO	National Medical Liaison Officer
NMM	Non-Medical Masks
PHM	Public Health Measures
PPE	Personal Protective Equipment
RMLO	Regional Medical Liaison Officer
SOP	Standard Operating Procedures
TOR	Terms of Reference
TY	Training Year
WRT	With Regards To

### 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 (NMM), gloves, foot and eye protection, protective hearing devices (earplugs, muffs) hard hats, respirators and full body suits.

### 4. General

4.1 As corps/squadrons (corps/sqn) resume limited in-person training, 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. Corps/sqn Commanding Officer's (CO) shall ensure

that all conditions, as per Refs A, B, C, & D of Appendix 3 to Annex C, are met.

4.2 Corps/Sqn COs are to ensure approval to conduct in-person training has been received and is in line with national/regional directives and policies. Refer to ref A of Appendix 3 to Annex C for further information.

## 5. Pre-Planning

5.1 Prior to conducting any in-person training activity, corps/sqn COs or their designate, must:

- a. review the COVID-19 Safety Officer Terms of Reference (TOR), located at Attachment i to Appendix 3 of Annex C, with their appointed COVID-19 Safety Officer with a focus on COVID-19 safety and awareness and how it applies to the activity being conducted;
- b. review COVID-19 resources & tools provided by the National Medical Liaison Officer (NMLO) and Regional Medical Liaison Officers (RMLO), found on the COVID-19 SharePoint Resource Site;
- c. set up a COVID-19 Unit Contact Information Binder, to keep readily available key information, to include, but not limited to: contact information for all in attendance, screening questionnaire, and attendance register (samples can be found at Attachment ii and iii to Appendix 3 of Annex C);
- d. conduct a site visit of the facility(s) that will be utilized, in order to determine:
  - (1) access points, including drop-off points,
  - (2) direction(s) of travel,
  - (3) screening areas to complete in-routine (screening and attendance register),
  - (4) cleanliness and sanitation protocols to include all general facilities and washrooms,
  - (5) sufficient cleaning material is available or has been ordered and will be available, and
  - (6) signage is prepared and ready for posting;
- e. update training schedule, as required, in order to ensure training is conducted as per the COVID-19 restrictions, while also ensuring that supervision ratios are adhered to;
- f. develop an alternate plan for outdoor activities, if possible, that can be implemented immediately as needed, which adheres to COVID-19 restrictions and national/regional polices (should an alternate plan not be feasible, the activity would need to be cancelled);
- g. develop a meal plan, as required, which:
  - (1) ensures participants are able to wash their hands before consuming any meals,
  - (2) ensures social distancing may be adhered to throughout the meal while masks are removed,
  - (3) provides individually wrapped/packaged food items, such as individually wrapped sandwiches, box lunches or Meals Ready to Eat (MRE), and
  - (4) does not include a buffet or haybox meals;

- h. brief participants and parent(s)/guardian(s) on the activity-specific details, as well as any COVID-19 safety protocols that will be enforced during the conduct of the activity; and
- i. brief participants on the action that will be taken should a participant, during the activity, become unwell, specifically display/complain of any symptoms related to COVID-19, to include:
  - (1) separating the unwell participant from all other participants,
  - (2) moving all other participants to an alternate location,
  - (3) contacting the parent(s)/guardian(s) in the case of a cadet,
  - (4) informing the participant and/or parent(s)/guardian(s) that they must be seen by a clinician before returning to any cadet activity,
  - (5) sending the participant home, as expeditiously as possible,
  - (6) sanitizing all equipment, materials, etc. that came in contact with the unwell participant,
  - (7) notifying the Chain of Command (CoC), in most instances at corps/sqn level the Zone Trg O, and
  - (8) notifying other participants, parent(s)/guardian(s).

## **6. Arrival**

6.1 Prior to any in-person activity commencing, the corps/sqn CO or their designate, must ensure the following is completed:

- a. preparation of the training site/facility, to include pre-sanitization, posting of directional signs, establishment of screening area, etc.;
- b. conduct of the COVID-19 screening process with all participants, to include:
  - (1) asking the COVID-19 screening questions, and
  - (2) having all members sign the attendance register;
- c. confirmation that all participants have the required PPE, as applicable;
- d. ensuring that all participants sanitize their hands, prior to entering the training site/facility; and
- e. conduct of the mandatory COVID-19 Safety Briefing to all participants as per Attachment iv to Appendix 3 of Annex C.

## **7. Conduct of the Activity**

7.1 For the duration of any in-person training activity, the corps/sqn CO or their designate must ensure the following is completed:

- a. intermittent checks every hour and spot-checks every half hour to ensure proper measures are being adhered to with regards to (WRT) the 4Ps (PPE, Physical Distance, Physical Environment, and Personal Hygiene) by wearing NMMs, as required and hand sanitizing frequently;

- b. periodic checks to ensure sanitization protocols are being carried out on equipment and high touch surfaces IAW Annex A of Ref B to Appendix 3 of Annex C;
- c. ongoing monitoring and supervision for compliance WRT social distancing, and directional signage; and
- d. reminders to all participants as necessary for the safe conduct of activity.

## **8. Departure**

8.1 Upon completion of any in-person training activity, the corps/sqn CO or their designate, must confirm and complete the following:

- a. verify with all participants that there are no new medical concerns since completing the screening questionnaire at the commencement of the activity;
- b. conduct a debrief to gain feedback from participants on what worked well and what can be improved upon for the training delivery in a COVID-19 environment;
- c. review reporting procedures should any participant's medical status change or they begin to feel unwell after the training activity, specifically relating to symptoms associated with COVID-19; and
- d. complete sanitization of all equipment, high touch areas, and the general facility, if required.

### **Attachments:**

- i. COVID-19 Safety Officer TORs
- ii. COVID-19 Screening Questionnaire
- iii. COVID-19 Attendance Register
- iv. COVID-19 Safety Briefing

## **Attachment i – COVID-19 Safety Officer Terms of Reference**

1. The corps/sqn CO or their designate will appoint a COVID-19 Safety Officer (SO) and review with them the Terms of Reference (TOR's) prior to any in-person training activity at the corps/sqn. Note: this duty may be shared amongst the adult staff so that the same person is not required to attend all training; however, the COVID-19 Safety Officer must be clearly identified prior to each activity.

### General Statement of Duties

2. The COVID-19 SO is responsible to the corps/sqn CO for all aspects of safety, command and control, welfare and good order of all adult staff, cadets and others in relation to safe operations in a COVID-19 environment as per Natl CJCR Sp Gp Orders and directives.

3. The COVID-19 SO shall implement all COVID-19 policies IAW NMLO and RMLO.

4. The COVID-19 SO is responsible for the set-up and execution of screening protocols, ensuring the completion of all documents required to ensure effective contact tracing, should it be required.

5. The COVID-19 SO will assume other duties as assigned by their corps/sqn CO.

### Duties and Responsibilities

6. The COVID-19 SO shall:

- a. ensure all adult staff, cadets and other participants are complying with all Natl CJCR Sp Gp Orders;
- b. monitor welfare and morale of participants; and
- c. respond to emergencies and/or serious situations, specifically in response to anyone who is feeling unwell, specifically displaying/complaining of any symptoms related to COVID-19.

### Training

7. Ensure all personnel are trained on the use of PPE and procedures for personal sanitization and sanitization of materials and equipment.

8. Ensure all staff have completed the required COVID-19 Safety Awareness Course and other applicable training as required.

9. Conduct a COVID-19 Safety Briefing to all participants and other attendees prior to the commencement of any in-person training activity.

### Administration and Logistics

10. Assume the responsibility and be accountable to the corps/sqn CO for ensuring the COVID-19 Unit Contact Information Binder is accurate and up to date.

11. Ensure the accuracy and completion of COVID19 Screening Questionnaire process and Attendance Register.

## Attachment ii – COVID-19 Screening Questionnaire

Every participant attending the in-person training activity must, prior to entering the facility or training area, read these questions and acknowledge on the COVID-19 Activity Register that they have **NONE** of the following symptoms:

If there are any concerns (i.e. they respond yes to any of the questions) the individual(s) shall be sent home immediately and told to follow up with their family doctor.

1. Are you experiencing any severe difficulty breathing or severe chest pain?
2. Are you experiencing any mild or moderate shortness of breath or unable to lay down due to being short of breath?
3. Are you experiencing any of the following symptoms?
  - a. new or worsening cough?
  - b. an increased temperature?
  - c. feeling of fever or chills?
  - d. experiencing muscle aches?
  - e. loss of smell or taste?
  - f. feeling unwell?
  - g. Have/had any upset stomach or diarrhea?
4. Have you travelled outside your province or Canada within the last 14 days (including the United States)? (Exception: Atlantic Canada – replace “province” with “Atlantic Provinces.”)
5. In the last 14 days, have you had close contact with a person with symptoms of COVID-19 or who has travelled outside Canada?

**(Close contact means lived with, provided care to, or travelled in a vehicle with)**

**Reference:** *Health Canada COVID-19 Self-assessment – <http://ca.thrive.health>*



#### **Attachment iv – COVID-19 Safety Briefing**

1. A COVID-19 safety briefing will be held prior to commencing of all in-person training activities.
2. The following must be completed during the briefing:
  - a. inform participants that they must immediately notify the COVID-19 SO of any new medical concerns once the COVID-19 Screening Questionnaire has been completed; and
  - b. emphasis the following key points:
    - (1) importance for everyone to ensure proper hand-washing hygiene, sanitizing frequently, including at the start of activity, throughout the activity and following the activity;
    - (2) importance of wearing a NMM if required;
    - (3) importance of maintaining the physical distancing (2-metre rule) and following directional signage;
    - (4) review the daily cleaning routine and sanitation WRT washrooms, other common high touch surfaces, etc.;
    - (5) identify out of bound areas and accessible areas;
    - (6) identify the alternate plan, for outdoor activities, should weather impact original plan;
    - (7) review expectations for behaviour, attitude as per CATO 15-22; and
    - (8) review, with emphasis, reporting procedures, if anyone's medical situation changes or they are feeling unwell, specifically if displaying any symptoms of COVID-19 as outlined at ref H.