

IN-PERSON TRAINING NIGHT SAMPLE SCHEDULE

#	TIMING	OPI	ACTION REQUIRED	COMMENTS
1.	PRE-ARRIVAL	CO or designate	<ul style="list-style-type: none"> • Corps/Sqn CO shall review all relevant COVID-19 Safety directives and PHM. • Corps/Sqn CO shall ensure all personnel have completed the COVID-19 Awareness Course and are trained on the use of NMM/PPE. • Corps/Sqn CO to assign a unit COVID-19 Safety Officer to aid supervision and monitoring. • Ensure that all applicable signs are posted WRT to: Directional signage, Hand-Washing & Sanitizer, 2-meter physical Distancing, Daily Cleaning & the wearing of non-medical mask (NMM). • Establish the screening area and processes. • Conduct an inspection of all facilities and ensure sanitation of all areas to be utilized, washrooms, etc. • Establish how the training will be conducted, as per restrictions on limiting the number of participants to supervision ratios. • Ensure there are established daily cleaning routines & frequency. • Ensure there is wet weather plan if applicable. • Determine how meals & snacks will be conducted. No canteen services. • Have an action plan if someone’s medical situation changes or they become unwell, specifically if they display symptoms of COVID-19, as per local PHM. • Review reporting procedures for all illness concerns immediately to CO or Designate for accurate & immediate reporting to the RMLO for assessment of risk. 	
2.	ARRIVAL		<ul style="list-style-type: none"> • All adult staff to arrive one hour prior to arrival of cadets. • Assign a staff member to supervise and monitor the drop-off/parking lot point. • All adult staff to complete screening and apply NMM & hand sanitize. • CO or Designate to brief staff on specific tasks i.e. screening of participants, In-Routine including, Attendance Register COVID-19 Monitoring as per contract tracing regime, PA direction WRT to social media. • Ensure cadets are wearing a NMM, as required and hands sanitize upon arrival. • All cadets will conduct COVID-19 Screening Questionnaire. 	

			<ul style="list-style-type: none"> • Ensure each Instructor per Level or Phase Training group has clear direction and restrictions on interactions, they will stay in their isolated bubble to minimize contacts and cross contamination of space. • Conduct the COVID-19 Safety Briefing to all participants including staff, with emphasis on the following Key Points: <ul style="list-style-type: none"> ○ Verify that there are no NEW medical concerns since the screening questionnaire was completed. ○ Review the schedule and timings & how things will proceed, ○ Review Hand-Washing & Sanitizing frequency. ○ Physical Distancing 2-meter rule. ○ Daily Cleaning Routine WRT washrooms & other high touch surfaces. ○ Use of non-medical mask (NMM) and ensure all participants have NMM/PPE as required. ○ Identify Out of Bound Areas & Accessible areas including washrooms & other areas as applicable. ○ Identify a wet weather plan, if applicable. ○ Expectations for behaviour & attitude, any PA points for social media, etc. ○ Discuss reporting procedures if an adult staff or cadet’s medical situation changes or they are feeling unwell, specifically with displays of symptoms of COVID-19. 	
3.	PROCEDURES THROUGHOUT THE TRAINING SESSION		<ul style="list-style-type: none"> • Ensure areas are well ventilated, open a window, if possible, to allow fresh air flow. • COVID-19 Safety Officer conduct periodic checks to ensure proper sanitation protocols & physical distancing guidelines are adhered to. • Once in designated training areas, each Training Level or Phase and Instructor shall stay in their respective bubble, no interchanging or mixing of groups, or moving between the training spaces. • All in-person regular training sessions will be reduced to two schedule periods of instruction. • Breaks – Cadets can bring their own snacks. No canteen services. • Maintain ongoing monitoring and supervision. • Frequency of cleaning of high touch surfaces and the cleaning of bathrooms as per every 1-2 hours as recommended. • Monitor for anyone feeling unwell, specifically displaying symptoms of COVID-19. 	

4.	POST-DEPARTURE		<ul style="list-style-type: none">• CO or their Designate must verify that there are no new medical concerns since completing the screening questionnaire at the commencement of the activity.• Conduct a debrief.• Review reporting procedures should anyone experience a change in their medical status or are feeling unwell, specifically with displays of symptoms of COVID-19 as per local PHMs protocols.• Report all illness concerns immediately to CoC.	
----	----------------	--	--	--