



## RCSCC FALKLAND COVID-19 SAFETY PROTOCOLS



### Arrival/Entry:

1. Arrive on site via personal vehicle, bus etc.
2. Drop off is in the roundabout in front of HMCS Carleton. If there are any concerns please speak to the Duty staff outside the building.
  - Parents/Guardians are to drop off only. There is no parking. Traffic flow must be kept moving.
3. Adult staff and cadets will enter via the main door.
  - The front doors of HMCS Carleton will be LOCKED,
  - Entry will not be permitted before 1810, and
  - Only Falkland staff and cadets will be permitted to enter the premises.

### Initial Screening:

4. Before entering the building everyone must do the following:
  - Use the provided hand sanitizer, and
  - Ensure their mask is properly on their face.
5. An initial screening will be completed by the duty staff upon entry and the COVID attendance register will be completed in order to ensure all personnel entering the building understand the expectations of them and track individuals on site.

### Training/Classes:

6. As directed by the Training staff, cadets will go to a position on the Parade Square with their Phase or directly to an assigned classroom.
7. During Colours, the COVID-19 Safety briefing will be conducted by the COVID Safety Officer/Officer of the Day.
8. Following Colours, cadets will head directly to their assigned training locations.
9. At all times, cadets will maintain physical distancing, wear their masks, walk on the right hand side of hallways/stairwells, and follow all guidelines as dictated by the COVID Safety Officer, corps staff and senior cadets.

**Last Updated: 22 Sep 21**

**Signed: Lt(N) R. Capp  
COVID Safety Officer**



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10. Upon arrival to their training location cadets will go to their desk (as required) and wipe down their area/training equipment with the provided cleaning supplies.
11. Canteen will be provided to individual phase levels throughout the evening. Duty staff will retrieve each phase when it is safe for them to be on the deck. The Ship's Company will not have Stand Easy all at the same time.
12. Cadets will return to the same desk/space when returning from Stand Easy.
13. When classes are secured for the evening, cadets will wipe down their area and any equipment used with the cleaning supplies provided and make their way through the hallways back to their space on the parade square.
14. Upon the completion of sunset and announcements cadets will immediately exit the building via the front door. Duty personnel will remain to provide additional cleaning of specified areas. Duty staff shall position themselves at the doors/outside in order to ensure that all cadets maintain physical distancing, answer parent/guardian questions, and keep the flow of traffic in the roundabout moving.

### **Masks and Gloves:**

15. Masks must be worn at all times in the building.
16. Should cadets forget to bring a mask, a single use non-medical mask will be provided.
17. Gloves will NOT be provided by the RCSCC Falkland. Individuals that feel safer with gloves may do so, however proper hand washing/sanitization still apply.

### **Personal Belongings:**

18. Bags and coats will remain with cadets at all times.
19. During breaks:
  - Personal items will remain in the respective phase classrooms during Stand Easy. No cadets will be allowed to return to the classroom during Stand Easy unless supervised by a senior cadet to avoid any cross contamination concerns.
20. On parade, all personal items will be held in the cadet's left hand.
21. Cadets are strongly encouraged to bring a personal water bottle or money to purchase drinks/food from the canteen as water fountains within the building will not be utilized, with the exception of water bottle filling stations.

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### **Washrooms:**

22. A maximum of 2 people are to be in the washrooms at any given time. Washrooms are not a hangout spot.

### **Stand Easy:**

23. Opportunities to socialize outside the classroom will occur if social distancing rules can be maintained. For the most part all socialization will be done within the phase level.

### **Indoor/Outdoor Classrooms or Training Area:**

24. Physical distancing must be maintained at all times and to facilitate this, not all cadets will be present at one time for training.

25. When possible, training will be conducted outside.

### **Parade Square/Hallways/Staircases:**

26. Hallways are to be used to get from one place to another. They are not to be a gathering point/stopping place for socialization.

27. Stay to the right in any hallway or stairwell.

28. All parade formations will be double arms dressed with 1-inch between fists.

29. All adult staff are to park in the rear parking lot, by the curling club.

**Note 1:** All adult staff, volunteers and senior cadets of RCSCC Falkland are responsible to follow these same protocols and ensure their enforcement. The COVID Safety Officer will oversee supervision and enforcement of the protocols while on site. If the COVID Safety Officer is not available, the Officer of the Day will take on this responsibility.

**Note 2:** Everyone onsite plays an important role in maintaining a safe learning environment and a clean space while onboard.

**Note 3:** Signs are posted everywhere throughout the building indicating direction, number of personnel permitted in an area etc. All signage should be followed at all times.

### **What if someone catches COVID-19?**

If an adult staff member or cadet becomes unwell during an activity and/or displays any signs of COVID, they will be:

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COVID Safety Officer**



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- Separated from all other participants and all other participants moved to another sanitized location,
- Parent(s)/Guardian(s) will be contacted and the participant must be seen by a health care professional before returning to any further in person cadet activities,
- Participant must leave the building as soon as possible,
- All equipment/materials the individual was in contact with must be isolated and sanitized.
- The Chain of Command at the Area will be notified about the incident, and
- All other participants/parents/guardians will be notified without providing disclosure of who the participant was.

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**Signed: Lt(N) R. Capp  
COVID Safety Officer**



## RCSCC FALKLAND COVID-19 QUESTIONNAIRE

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

- Are you experiencing any severe difficulty breathing or severe chest pain?
- Are you experiencing any mild or moderate shortness of breath or unable to lay down due to being sort of breath?
- Are you experiencing any of the following symptoms:
  - New or worsening cough?
  - An increased temperature?
  - Feeling of fever or chills?
  - Experiencing muscle aches?
  - Loss of smell or taste?
  - Feeling unwell?
  - Have/had any upset stomach or diarrhea?
- Have you travelled outside the province of Ontario or Canada within the last 14 days (including the United States)?
- In the last 14 days, have you had close contact (which means lived with, provided care to or travelled in a vehicle) with a person with symptoms of COVID-19 or who has travelled outside Canada?

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

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**Signed: Lt(N) R. Capp  
COVID Safety Officer**



## RCSCC FALKLAND COVID-19 SAFETY BRIEFING

### **\*\*\*A COVID-19 safety briefing will be held prior to the start of all in-person training activities\*\*\***

- The COVID Safety Officer (SO) or Officer of the Day if she is not in attendance will conduct the COVID safety briefing immediately upon cadets entering the building/training facility.
- The COVID SO will:
  - Verify all participants have completed the COVID-19 attendance register.
  - Inform all participants that they must immediately notify the COVID-19 SO(Lt(N) Capp) of any new medical concerns once the COVID-19 Screening Questionnaire is completed.
  - Emphasize the following key points:
    - Importance of proper hand-washing hygiene, frequent hand sanitization – this includes upon entering the building, throughout the activity and following completion of the activity.
    - Importance of wearing a non-medical mask at all times, unless eating.
    - Importance of maintaining the physical distancing (2-M rule) and following all directional signage.
    - Review the daily cleaning routine and sanitization of spaces and equipment used.
    - Identify out of bounds areas and accessible areas.
    - Identify alternate plans for training, for outdoors activities, should the weather impact the original plan.
    - Review and re-emphasize that all participants should immediately report to the COVID-19 SO should their medical situation change throughout the activity, especially if they are displaying COVID-19 symptoms.

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**Signed:**

**Lt(N) R. Capp  
COVID Safety Officer**



# RCSCC FALKLAND NOTICE

As the province of Ontario still remains in a COVID-19 posture the only individuals permitted within HMCS Carleton are the staff and cadets of RCSCC Falkland. At this time, we ask parents/guardians to remain outside or in their cars when waiting to pick up their child(ren).

All adult staff and cadets must wear a non-medical mask and follow PHMs when in the building.

Thank you for your understanding and patience as we navigate our return to training.

**Last Updated: 22 Sep 21**

**Signed: Lt(N) R. Capp  
COVID Safety Officer**