



# RETURN TO OCCUPANCY PLAN

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ISSUED BY

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**SECTION 1**

**GENERAL**

1.1 All health and safety measures shall be in accordance with the Public Health Agency of Canada and the Province of Nova Scotia's guidelines during the COVID-19 pandemic.

1.2 In cases of conflicting orders, the more restrictive guidance shall be followed until the conflict is resolved.

**TERMINOLOGY**

1.3 Throughout the Return to Occupancy Plan the generic term cadet(s) is used and shall be assumed to include cadets of all ranks, except where the situation dictates.

1.4 The term Ship's Company shall be used in reference to the cadets, officers, CIs, and volunteers registered with 1 RCSCC NELSON.

**COMMAND AND CONTROL**

1.5 These orders are issued by the CO, 1 RCSCC NELSON under the consultation with the President – Navy League of Canada, Halifax Branch, and Command Team, RCSU(A).

1.6 The CO, 1 RCSCC NELSON is responsible for implementation of these orders.

1.7 These orders shall be read by all cadets, officers, CIs, and volunteers prior to coming aboard HMCS SCOTIAN for training.

**PERMITTED AREAS**

1.8 The following spaces are the only areas where the Ship's Company are permitted entry:

- a. Brow
- b. Parade Deck
- c. Downstairs Heads (both male and female)
- d. Classroom 1
- e. Classroom 2
- f. Trophy Area

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- g. Boatswains' Classroom
- h. Hallway to Training and Supply Office

1.9 All areas not listed are considered 'out of bounds' and shall not be used by the Ship's Company.

1.10 Cadet's parents and/or guardians shall not be permitted access to the building under any circumstances. All parents and/or guardians are to wait outside for their cadet.

**HEALTH AND SAFETY MEASURES**

1.11 The following health and safety measures shall be implemented to mitigate potential exposure.

- a. Every member of the Ship's Company shall wear a non-surgical mask at all times while training with 1 RCSCC NELSON. If a member forgets their mask, they will not be permitted entry into the building and be sent home.
- b. Alcohol-based hand sanitizer and a trash can shall be placed in every phase area and common area throughout the training evening.
- c. Every member of the Ship's Company shall adhere to the physical distancing recommendation of 2 meters (6 feet) at all times.
- d. No in-person music training (including percussion instruments) will be authorized until further notice.
- e. Stand-Easy shall be held in the cadet's respective classroom or training area until further notice. Weather permitting, Stand Easy can be held in the outdoor space beyond the garage doors.
- f. There will be no use of fitness equipment (i.e. basketballs) until further notice.

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**SECTION 2**

**OPENING AND SECURING PROCEDURES**

2.1 All opening and securing procedures shall be in accordance with the HMCS SCOTIAN direction.

2.2 For the purposes of COVID-19, the Officer of the Day (OOD) and COVID Safety Officer shall follow the below mitigation strategies:

- a. Arrive at NLT 1745hrs to open the building and complete securing rounds.
- b. Wearing a mask and gloves, the OOD shall use disinfectant to clean commonly touched surfaces (i.e. doorknobs and downstairs washroom handles and faucets).
- c. The COVID Safety Officer shall put up directional and out of bound signs where required.
- d. Open the building to the Ship's Company once all sanitation has been completed. To be completed NLT 1820hrs.
- e. Once the entire Ship's Company has departed, wearing a mask and gloves, the OOD shall use disinfectant to clean commonly touched surfaces (i.e. doorknobs and downstairs washroom handles and faucets).
- f. The COVID Safety Officer shall take down all signs put up for the purposes of cadet training.
- g. Complete securing procedures in accordance with HMCS SCOTIAN direction.

2.3 For the purposes of contact tracing, the following cadet sign-in procedure will apply.

- a. Upon entering the building, the Ship's Company must have their mask on. If no mask is worn, then the member of the Ship's Company will be denied access to the building.
- b. The following screening procedure will occur prior to members of the Ship's Company entering the building:
  - i. Weather permitting, the screening shall occur outside of the front doors to HMCS SCOTIAN building.
  - ii. Cadets will line up while keeping a 2 meter (6 feet) distance from each other.

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- iii. Members of the Ship's Company then must perform hand hygiene using provided hand sanitizer prior to entering the building.
- iv. Each cadet will be asked a series of questions pertaining to potential exposure to COVID-19 by the COVID Safety Officer and OOD. If a cadet answers yes to any of the questions, they will not be permitted access to the building and will be sent home.
- v. Once the screening questions are completed, then the cadet will move to the attendance station where they will be marked as present by the Quartermaster.

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**SECTION 3**

**TRAINING SPACES PROCEDURES**

3.1 The cleanliness and sanitization of each classroom will be the responsibility of the designated instructor and cadets contained therein.

3.2 All cadets training in a classroom will be required to adhere to the following procedure:

- a. Cadets entering a classroom shall be provided with a disinfectant wipe to clean their respective equipment (i.e. chair/desk)
- b. All chairs shall be placed at least 2 meters (6 feet) apart.
- c. Upon training completion, each cadet shall be provided with an additional disinfectant wipe to clean the equipment touched throughout the evening.
- d. Wipes shall be disposed of in accordance with garbage regulations.

3.3 Given the physical distancing requirement, the following cadet maximums shall be in place:

- a. Trophy Area: 13 cadets and one instructor.
- b. Classroom 2: 13 cadets and one instructor.
- c. Classroom 3: 13 cadets and one instructor.
- d. Boatswains' Classroom: six cadets in a three by two structure and one instructor
- e. Brow: one cadet or adult staff behind the Plexiglas at any time.

3.4 Should the maximum be reached in any classroom or area, training shall be moved to the parade deck while keeping in accordance with physical distancing.

3.5 Should we have any cadets who are at a higher risk of COVID-19, then appropriate material shall be provided to ensure success in their particular phase training.

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**SECTION 4**

**OFFICE SPACE PROCEDURES**

4.1 There shall not be more than two (2) persons in either the Training Office or Supply Office at any given time. These individuals shall maintain physical distancing of 2 meters (6 feet).

4.2 The following procedures are specific to accessing training equipment:

- a. Equipment in Training Office
  - i. Physical Equipment:
    - a. The Chief of Training or alternative staff member will coordinate the dispersal of training equipment to appropriate staff cadets and adult instructors. Those requesting equipment will pause at the threshold, knock, and make a request of a staff member within the office – they must remain outside the door at an appropriate physical distance.
    - b. The Chief of Training or alternative staff member in the Training Office will retrieve the item requested and bring it to the door.
    - c. The Equipment Sign-Out (Trg Office) Binder will be stored on the desk nearest the door, and any equipment item larger than a pencil/marker (such as a DVD player) must be signed in and out of this binder when being removed from the office.
    - d. When items are returned after use, the staff member overseeing sign-in will use disinfectant to sanitize the surface of larger items when appropriate. They will then make sure the Equipment Sign-Out (Trg Office) Binder is filled out with the time of return of the piece of equipment, and return it to its storage location.
  - ii. Paper Reference Materials

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- a. Instructors will be expected to make all reasonable efforts to access and use solely the digital copies of the IG's and QSP's which are easily accessible via [www.1nelson.ca](http://www.1nelson.ca), and prepare lesson plans based on those.
  - b. Items printed by the Admin Office may be retrieved by asking at the door of the Training Office for one of the staff members inside the office to bring the printout from the printer to the door.
- b. Equipment in the Band Box (Parade Deck)
- i. Only staff cadets and above will be permitted direct access to materials within the Band Box at any given time. Only one person should be within the area within 2 meters (6 feet) of the Band Box at any time.
  - ii. The Equipment Sign-Out Binder (Band Box) will be stored in the Band Box, and any equipment item larger than a piece of rope must be signed in and out of this binder when being removed from the office.
  - iii. When an item is returned, the returning staff member must record the time at which the item was returned and sanitize where possible.
- c. Sharing of Training Equipment
- i. All drill rifles will only be used for the purposes of colours and sunset. Each drill rifle shall be labelled with the name of the guard member who uses it, and that will be their rifle for the duration of their time in Guard.
  - ii. When issued a "small personal training item" such as a piece of rope, pencil, eraser, cadets will not swap, share, or otherwise touch each other's items during the duration of training.
  - iii. Participatory Bos'n Call classes will be cancelled until further notice.



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4.3 The following procedures are specific to the supply department while sizing cadets for uniforms:

- a. There shall be no more than one cadet in the Supply Office at any time.
  - i. All cadets shall sign up for a time to visit the Supply Office when required using a sign-up sheet at the Supply Office door.
  - ii. Another cadet may escort new cadets to the office but the escort shall remain outside until the cadet is finished.
  
- b. All cadets requiring supply services shall complete their own sizing in accordance with Annex A to this document. This document will be provided to all cadets during in-routine and will be placed on [www.1nelson.ca](http://www.1nelson.ca) under the supply department.
  - i. If it is determined that the Supply Officer or Supply PO must take measurements (boots), then physical distancing will be maintained and masks shall be worn.
  
- c. All clothing provided to the cadets shall be tried on at home. If any pieces need to be returned, cadets are required to return them in plastic bags. Prior to re-issuing, the equipment will be laundered.

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**SECTION 5**

**POTENTIAL EXPOSURE PROCEDURES**

5.1 Should there be a potential COVID-19 case or exposure from the Ship's Company, on or following a Tuesday training night, then the following procedure shall be followed:

- a. Notify the CO, 1 RCSCC NELSON immediately once exposure or a case is confirmed.
- b. The CO, 1 RCSCC NELSON shall inform the President, NL of Canada - Halifax Branch and AdminO, HMCS SCOTIAN of the areas potentially affected.
- c. The CO, 1 RCSCC NELSON shall notify all cadets, officers, CIs, and volunteers through email and the internal Facebook group.
- d. Department heads shall phone their respective subordinates to advise them of potential exposure.
  - i. Phase Os shall phone each of the cadets in their designated phase to advise of potential exposure.
- e. The CO, 1 RCSCC NELSON shall notify the ZTO, Lt(N) Corey Pickrem and request guidance on next steps.
- f. The CO, 1 RCSCC NELSON shall cancel training for a period of 14 days (2 training nights) and will monitor for any further cadets linked to a training evening.