



Air Cadet League of Canada
111 Pegasus Squadron Sponsoring Committee
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111 Pegasus Squadron Sponsoring Committee COVID-19 Safety Plan

The 111 Pegasus Squadron Sponsoring Committee (the “SSC”) is committed to a safe return to cadets for the 2020/21 training year. As a result, we have reviewed the Bessborough Armoury facilities (the “facility”) and have established the following safety protocols in accordance with relevant orders from the BC Public Health Officer and guidance from the BC CDC and WorkSafeBC. The SSC will continue to take direction from the PHO, the Provincial Government and any other relevant body.

1. Directional Markings

Directional markings are in place throughout the facility and must be followed at all times.

2. Facility Entrance and Exit

- (a) All attendees shall enter the facility through the West entrance.
- (b) All attendees shall exit the facility through the East entrance.
NOTE: The proper use of the East and West Entrances is mandatory and applies without exception to all persons using the facility including officers, cadets and squadron volunteers.
- (c) In no circumstances shall anyone congregate on the platform near the west entrance to the facility.
- (d) Everyone entering the facility shall take all appropriate measures to ensure they bring as few personal items as possible into the facility.
- (e) Cadets are not permitted to change into uniform in the facility.

3. Non-Participant Access

- (a) Under no circumstance will any parent or other individual not participating in Squadron activities on a training night be permitted to enter the facility, regardless of timing, during the parade.
- (b) Under no circumstance will any parent be permitted to enter the Armoury unless they have a pre-scheduled meeting with either one of the Squadron officers or a member of the SSC.

4. Hand Sanitization

- (a) Hand sanitizer shall be provided at a table near the entrance to the facility, in each office and classroom, and at conspicuous locations around the parade square.
- (b) All facility users **MUST** either wash their hands with soap and water or use hand sanitizer immediately upon entrance to the facility.

- (c) Frequent hand washing and use of hand sanitizer will be required during all cadet activities.

5. Contact Tracing

Everyone entering the facility shall be tracked and recorded in the book at the entrance to the facility. Contact information for cadets is already on file; therefore, their attendance shall be tracked on standard attendance sheets. All other persons entering the facility must provide a contact number in addition to their name for contact tracing purposes.

6. Facility Capacities

- (a) Based on the PHO order prohibiting gatherings in excess of 50 people the capacity of Bessborough Armoury is limited to 50 people participating in cadet activities. This total of 50 includes all officers, cadets and SSC members in attendance.
- (b) The total facility capacity of 50 people may only be exceeded if a secondary event not related to the regular training event is occurring in a room separated from the training night activities.
- (c) The maximum capacity of each classrooms is 14 people.
- (d) The maximum capacity of the SSC/Administration officer office is 3 people (one at the SSC desk, 1 at the Administration Officer desk and no more than one additional person in front of the Administration Officer desk).
- (e) The maximum capacity of the main office (including the storage area in the back) is 6 people and the storage area is limited to 2 people.
- (f) The maximum capacity of the CO's office is 2 people.
- (g) The maximum capacity of the anteroom on the second floor is 1 person.
- (h) The maximum capacity of each main floor washroom is 2 people.

7. Use of Masks/Physical Distancing

- (a) All activities within the facility shall be arranged in a manner to ensure no two individuals are within 2 metres of each other.
- (b) The use of masks is mandatory at all times within the facility.
- (c) A supply of disposable masks will be available at the facility entrance for any participants who have forgotten to bring their mask.

8. Stairwells

In order to promote physical distancing, the west stairwell shall be used for travelling to the second floor and the east stairwell shall be used for travelling from the second floor.

9. High Contact Surfaces

The following areas have been identified as high-contact surfaces and must be disinfected at a minimum at the beginning, mid-point and conclusion of each event in the Armoury or in accordance with the notes below:

- (a) Door handles – entry door, exit door, doors to both classrooms, both offices, the washrooms and the ante-room.
- (b) All railings in the facility.
- (c) Faucets in both washrooms.
- (d) Tables and chairs in the classrooms shall be disinfected before the first class of the night and after each class concludes.
- (e) Office workstations - staff are responsible to wipe down each office workspace each time they leave a workspace.
- (f) Squadron equipment will be disinfected after each use – this includes rifles, flagpoles, projectors, etc.

- (g) There shall be no sharing of personal items such as pens, clipboards, etc between cadets or between officers. In the event a “common use” personal item is used it must be disinfected prior to finishing use.

10. Water Fountain

The water fountain represents a high risk for spread and is not to be used during any cadet activity.

11. Health Screening

- (a) Before entering the facility, and throughout the activity, users should self-monitor for symptoms associated with COVID-19 by using the BC Health COVID-19 Symptom Self-Assessment Tool located here: <https://bc.thrive.health/>.
- (b) Any individual (including cadets, officers and approved visitors) entering the facility will be required to verbally answer the following questions before being granted access:
 1. Are you experiencing symptoms consistent with COVID-19? (refer to the bc.thrive.health link for list of symptoms)
 2. In the past fourteen (14) days have you been outside of Canada or BC?
 3. In the past fourteen (14) days have you been in close contact with anyone who is symptomatic or has been diagnosed with COVID-19?If a user answers ‘yes’ to any of the above questions, they must stay home or leave the facility immediately.

12. SSC Activities

In order to minimize the risk of infection between members of the SSC and squadron officers or cadets SSC Meetings and other activities shall be scheduled offsite unless they can be held in a room entirely separated from the cadets.

11. Documentation

Each individual entering the facility must read and sign a copy of the attached declaration. In the event an individual using the facility is a minor (including a cadet) their guardian must discuss the declaration with them and sign on their behalf.

DECLARATION OF COMPLIANCE
111 Pegasus Squadron Sponsoring Committee COVID-19 Safety Plan

Name of Cadet or Individual declaring compliance:

111 Pegasus SSC require the disclosure of exposure or illness in order to safeguard the health and safety of all participants and limit the further outbreak of COVID-19. This *Declaration of Compliance* will be kept safely, and personal information will not be disclosed unless as required by law or with your consent.

An individual (or the individual's parent/guardian, if the individual is younger than 18 years old) who is unable to agree to the terms outlined in *SSC COVID-19 Facility Safety Plan* is not permitted to enter the Squadron facilities or participate in Squadron activities.

I, the undersigned being the individual named above and the individual's parent/guardian (if the individual is younger than 18 years old), hereby acknowledge and agree to the terms outlined in the *SSC COVID-19 Facility Safety Plan*.

- 1) The Novel Coronavirus, COVID-19, has been declared a worldwide pandemic by the World Health Organization and COVID-19 is extremely contagious. The SSC has put in place preventative measures to reduce the spread of COVID-19 and requires all individuals (or their parent/guardian, when applicable) to adhere to the compliance standards described in this document and the *SSC COVID_19 Facility Safety Plan*.
- 2) The individual has not been diagnosed with COVID-19 OR If the individual was diagnosed with COVID-19, the individual was cleared as noncontagious by provincial or local public health authorities.
- 3) The individual has not been exposed to a person with a confirmed or suspected case of COVID-19 OR If the individual was exposed to a person with a confirmed or suspected case of COVID-19, the date of exposure was more than 14 days prior to the date this Declaration of Compliance was signed.
- 4) The individual is attending or participating voluntarily and understands the risks associated with COVID-19. The individual (or the individual's parent/guardian, on behalf of the individual (when applicable)) agrees to assume those risks, including but not limited to exposure and being infected.
- 5) The individual has not, nor has anyone in the individual's household, experienced any signs or symptoms of COVID-19 in the last 14 days (including fever, new or worsening cough, fatigue, chills and body aches, respiratory illness, difficulty breathing, nausea, vomiting or diarrhea, pink eye, or loss of taste or smell).
- 6) If the individual experiences, or if anyone in the individual's household experiences, any signs or symptoms of COVID-19 after submitting this Declaration of Compliance, the individual will immediately isolate, notify the Organization, and not attend any of the SSC's facilities, activities, programs or services until at least 14 days have passed since those symptoms were last experienced.
- 7) The individual has not, nor has any member of the individual's household, travelled to or had a lay-over in any country outside Canada in the past 14 days. If the individual travels, or if anyone in the individual's household travels, outside of Canada after submitting this Declaration of Compliance, the individual will not enter any of the SSCs facilities until at least 14 days have passed since the date of return.

- 8) The individual is following recommended guidelines, including but not limited to practicing physical distancing, trying to maintain separation of six feet from others, adhering to recognized hygiene best practices, and otherwise limiting exposure to COVID-19.
- 9) The individual will follow the safety, physical distancing, and hygiene protocols of the SSC.
- 10) This document will remain in effect until the SSC, per the direction of the Provincial government and provincial and local public health authorities, determines that the acknowledgements in this Declaration of Compliance are no longer required.
- 11) The SSC may request the individual be removed from the facility or from participation in the activities, programs or services at any time and for any reason if the SSC believes, in consultation with the Squadron Commanding Officer, that the individual is no longer in compliance with any of the standards described in this document.

Signature of Individual or Parent/Guardian

Name of Parent/Guardian (if applicable)