



# CADET TRAINING YEAR 2020/2021

AIDE MEMOIRE

**Conduct Training in a COVID-19 Environment**

Training, Administration, Supply, and Public Affairs Guidance



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## INTRODUCTION

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The purpose of this document is to help Corps / Squadrons (Corps/Sqn) staff navigate how the training, administration, and supply functions will be conducted during the 2020/2021 training year.

Flexibility to adapt to a COVID-19 environment and still deliver the intent of the cadet program is a key factor when looking at the upcoming training year. What we did and how we did it last year, will likely look very different to how we will be doing things this year. There is not one specific way to do training, and we all need to look outside of the box and adapt based on our unique situations.

Some of the key items to keep in mind as you start the planning process for the upcoming training year from the Commander are as follows:

- a. no in-person training will resume prior to 1 October 2020;
- b. any mitigation efforts are to avoid solutions that incur costs to our League partners and sponsoring committees;
- c. there shall be no overnight component to any training activities or programs until further notice;
- d. cadets and JCRs will not be disadvantaged for not completing aspects of the program due to physical distancing or public health measures;
- e. international travel will not be authorized, including travel to the United States prior to 21 August 2021, to include exchanges and recreational trips;
- f. an insurance waiver may need to be signed by all participants of the Cadet Program;
- g. no in-person fundraising activities involving cadets or adult staff will be authorized; and
- h. all training evenings/days 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.



**Tools can be found  
here:**

[Library – Natl CJCRC](#)  
[Sp Gp 2020-2021 Training](#)  
[Resources – Corps-Sqn](#)  
[Program Ops](#)

## CONDITIONS FOR TRAINING RESUMPTION



All Corps/Sqns will be required to adhere to local PHMs which will vary greatly from location to location. An asymmetrical approach to the resumption of training will be adopted.



Prior to commencing any training:

Complete pre-planning and administrative tasks	SOP002.1 – Prepare to Resume Corps/Sqn Trg in a COVID-19 Environment
Obtain approval to conduct virtual training	SOP002.2 – Conduct Virtual Training in a COVID-19 Environment
Obtain approval to conduct in-person training	SOP002.3 – Conduct In-Person Training in a COVID-19 Environment
Submit an updated supported day training plan, indicating related increased resource requirements, for approval; and	
Develop, based on current local PHM requirements, an updated unit training plan.	



WHEN IN DOUBT...

ASK!!



## SUPERVISION

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Due to PHMs, specifically limits on group size, corps/sqns may have to conduct training over multiple days or in multiple locations at the same time. Corps/sqns must adhere to the Natl CJCR Sp Gp policy on supervision at all times, however, when conducting training they should ensure that they assign staff based on the applicable supervision ratio, i.e. not all staff will be at all training activities. All corps/sqns are to ensure that minimum supervision ratios to conduct training are adhered to.

# PREPARE FOR TRAINING IN A COVID-19 ENVIRONMENT

As Corps/Sqns resume limited in-person activity, consideration must be given to the safe conduct of activities in a COVID-19 environment. All training nights/days 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.

Action	Recommended Approach		Comments / Suggestions	Completed Date
	In-Person	Virtual		
Coordinate meeting with all Adult Staff and staff cadets		X	Can be conducted together in one virtual staff meeting	
Assign positions to all Adult Staff as per Corps/Sqn Chain of Command		X		
Discuss how we will proceed this year with Adult Staff		X		
Distribute lessons to be taught by Adult Staff		X	Can be conducted together in one virtual staff meeting	
Coordinate meeting with all Staff Cadets		X		
Distribute lessons to be taught by Staff Cadets		X		
Assigning Staff Cadet positions for the year		X		
Discuss how we will proceed this year with Staff Cadets		X	Assistance may be able to be provided from RCSUs to export completion lists from DLN	
Ensure that all military personnel and Civilians Instructor (CI) staff complete the COVID-19 Awareness Course on DLN prior to 1 Sept 20. An alternative for civilian volunteers will be developed. All should consult the GoC website.		X		
Complete review of training facilities before start of training year.	X		Must wear PPE at all time IAW GoC regulation	
Put in place a detailed protocol for cleaning of facilities before and after each activity. This may be considered through lease if applicable.		X	Refer to both policy and regional direction for guidance	
Use signage to clearly indicate the maximum number of personnel permitted in each area at one time (i.e. offices, classrooms, supply, washrooms, etc.)	X		Must wear PPE at all time IAW GoC regulation	
Ensure that all participants have at least one non-medical mask (NMM) in their possession before training begins. All training will be conducted while maintaining	X		Must wear PPE at all time IAW GoC regulation	

## COVID-19 TRG YEAR CHECKLIST – SOP002.1 – Prepare to Resume Corps/Sqn Trg in a COVID-19 Environment

## IS EVERYONE READY?

All Staff COVID-19 Awareness Trained?

Contact all cadets with Training year Details?

Schedule and conduct an adult / volunteer meeting?

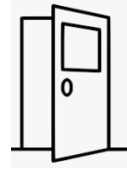
Schedule and conduct Senior Cadet meeting?

Coordinate meeting with the Parent Sponsoring Committee / Support Committee to discuss / advise of the following:

- confirm with their landlords that their Training facilities remain available to them considering COVID-19;
- discuss if there is a requirement to amend or change the term of lease (e.g. for increased use, more than one night, for cleaning services, additional costs, etc.) and report on outcome; and
- no in-person fundraising activities involving cadets and staff is authorized until future notice.

## Facilities & Equipment

Update Facility Incident Management Plan IAW CANCDTGEN 009/19 and regional direction.



Complete the RCSU Facilities Checklist by conducting a site visit of LHQ and other expected facilities that will be utilized, as possible, in order to determine:

- a. access points;
- b. direction of travel;
- c. screening areas; and
- d. cleanliness and sanitation protocols to include all general facilities and washrooms.



***RCSU FACILITIES CHECKLIST – SOP002.1 – Prepare to Resume Corps/Sqn Trg in a COVID-19 Environment***

# TRAINING PROGRAM

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As corps/sqns 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.

The cadet program training year typically commences on 1 September, with local in-person training commencing the 2<sup>nd</sup> week of September. In order to prepare for and to safely conduct training in a COVID-19 environment, the following will occur for the 20/21 TY:

- a. no virtual training will commence prior to 1 September 2020;
- b. no in-person training will commence prior to 1 October 2020; and
- c. corps/sqn's will complete the required pre-planning, IAW SOP002.1 – Prepare to Resume Corps/Sqn Trg in a COVID-19 Environment between 1 – 30 September 2020; and

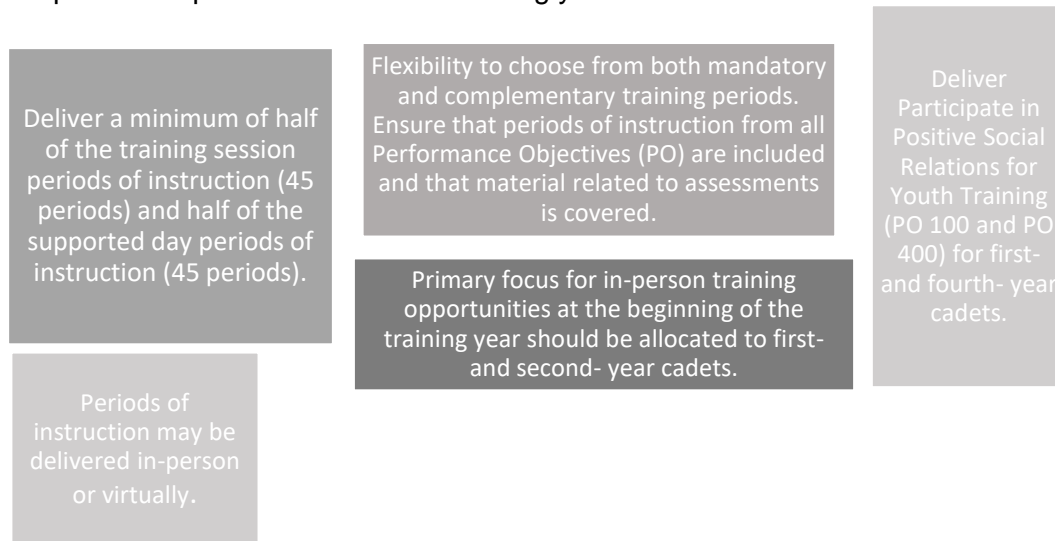


**Elemental specific training:** Cadet Nautical Sites, Cadet Expedition Sites and Cadet Flying Sites will continue to be delivered through those means. Further direction will be provided directly to corps/sqns reference the conduct of these activities.



## Training Management Details

Due to the challenges of delivering training in a COVID-19 environment it is understood that it may not be possible to deliver the cadet training program as directed in the applicable elemental and level Qualification Standard and Plan (QSP). The following provides a recommend outline that Corps/Sqns should plan to conduct this training year:



*QSPs have been reviewed for all elements recommending EOs for in person or virtual.*

*These tools can be found at:*

[Library – Natl CJCR Sp Gp 2020-2021 Training Resources – Corps-Sqn Program Ops](#)

## Cadet Evaluation

### **YEAR ONE & TWO**

- *No formal assessment required*
- *No requirement for successful completion of all POs (corps/sqn will identify what POs were completed on cadets training record);*
- *Corps/sqn staff shall request a waiver / exemption for those cadets that do not meet minimum standard for qualification, due to training in a COVID environment; and*
- *Minimum standard for qualification is 50% attendance in scheduled training (virtual or in-person).*

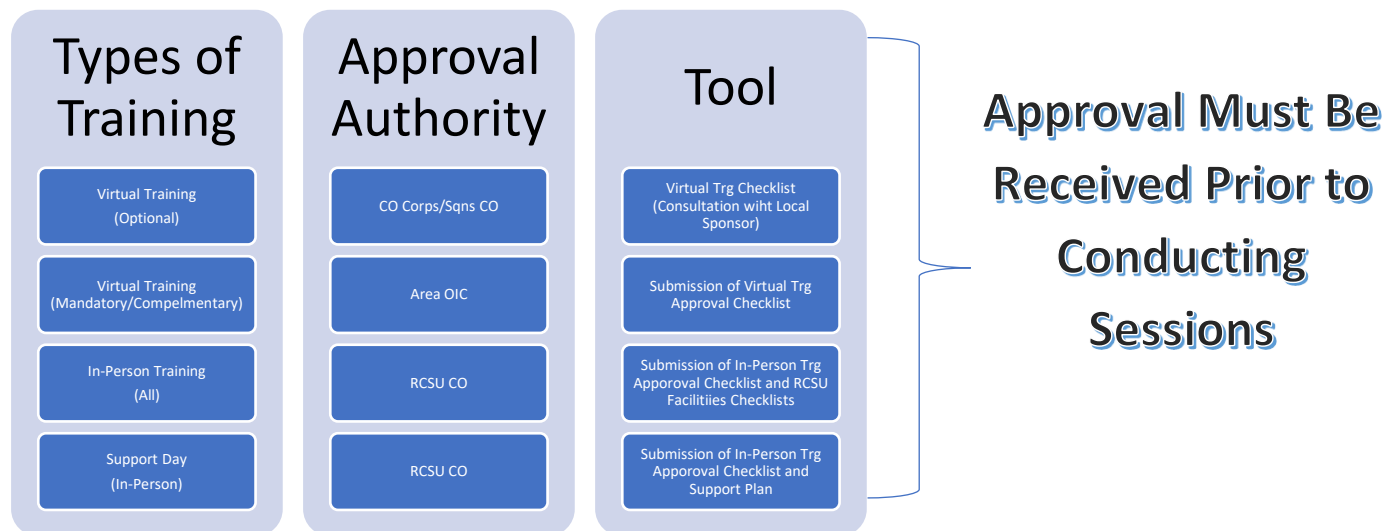
### YEAR THREE & FOUR

- No requirement for successful completion of all POs (corps/sqn will identify what POs were completed on cadets training record);
- Formal assessment will be limited to the following POs:
  - leadership (all elements), instructional techniques (all elements), personal development (all elements, year 5 only), ship operations (sea cadets), perform expedition skills (army cadets, year 3 and 4 only), and principles of flight, air navigation, meteorology, and propulsion (air cadets);
- Corps/sqn staff shall request a waiver / exemption for those cadets that do not meet minimum standard for qualification, due to training in a COVID environment; and
- Minimum standard for qualification is 50% attendance in scheduled training (virtual or in-person).

Training Schedule tools and sample plans following the outlined recommended training outcomes can be found at:

[Library – Natl CJCR Sp Gp 2020-2021 Training Resources – Corps-Sqn Program Ops](#)

### Activity Approval Process



A detailed **DECISION MATRIX** can be found in SOP002.1 – Prepare to Resume Corps/Sqn Trg in a COVID-19 Environment

## Virtual Training

Conducting virtual training is a reality of training in a COVID-19 environment and should be employed as necessary.

Corps/Sqns shall conduct all virtual training sessions with the same expectations WRT behaviour, supervision, adult presence, etc.

Virtual Training Approval Checklist

Region:			
Zone:			
Corps/Sqn:		Corps/Sqn Location:	
Corps/Sqn CO:		J3 Zone Trg O:	
Questions:	Yes	No	Details:
Does the corps / sqn have a platform to conduct virtual training? If yes, what platform?			
Is there a cost associated with the platform? If yes, detail amount per month.			
What is the maximum number of participants allowed on the platform? Is this adequate for the corps/sqn?			
Does the corps/sqn have a plan to address accessibility issues for cadets that may not have devices or internet access?			
Does the corps/sqn have a plan for taking attendance during a training activity?			
Does the corps/sqn have a plan on how will each class/activity be			

**Corps/sqns will be required to complete and submit the Virtual Training Approval checklist outlining the specific details (e.g. platform, accessibility, supervision, etc.)**

Prior to Conducting Virtual Training:



**Seek Approval**

Complete/submit to Chain of Command



**Determine an appropriate platform**

Check Security features, options, etc.



**Select a lesson**

Review QSP and ensure topics is conducive to a virtual setting.



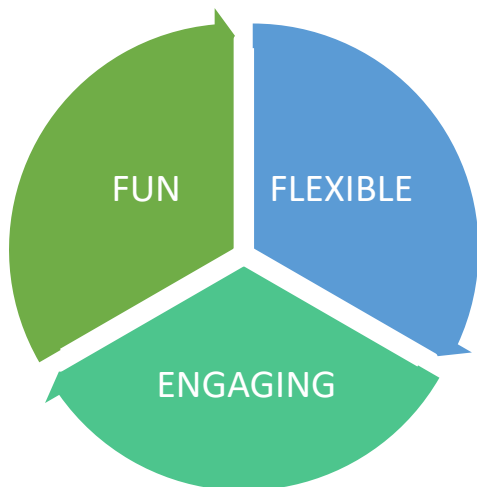
**Host a tutorial session**

Ensure all participants can access the platform and highlight important features

**VIRTUAL TRAINING APPROVAL CHECKLIST** can be found in SOP002.1 – Prepare to Resume Corps/Sqn Trg in a COVID-19 Environment

Details on conducting virtual training can be found in SOP002.2 – Conduct Virtual Training in a COVID-19 Environment

## In-Person Training



**FOCUS on  
YEAR 1 and  
YEAR 2  
CADETS**

**Corps/sqns will be required to complete and submit the RCSU Facilities Checklist and the In-Person Training Approval checklist outlining the specific details (e.g. signage, capacity restrictions, cleaning supplies, etc.)**

Prior to Conducting In-Person Training:



**Seek Approval**



**Review COVID-19 Safety**



**Conduct Site Visit**



**Back Up Plan**

**Facilities Recce Checklist**

Unit:	Click here to enter text.	ASSESSMENT DATE	Click here to enter a date.
LHQ Address:	Click here to enter text.		
Facility Type (DND, School, Legion etc):	Click here to enter text.		
Name/Rank of Officer Conducting Recce:	Click here to enter text.		
Name of League Member (if present):	Click here to enter text.		

Instructions: This Checklist is provided to enable corps/sqn staff to assess the safety of your facility as the CCO plans for a potential resumption of in person cadet activities. It is recognized that facility types vary significantly across the region, and subsequent visits may be required to fully assess any given location. The Comments and Follow Up columns allow for elaboration of any challenges. (The Follow Up column may be used by the ZTrgO as required).

PROTECTIVE MEASURES	Select one YES NO N/A	COMMENTS (include challenges, concerns, requirements, any items that require remediation before parading can occur safely)	FOLLOW UP (Action the landlord is required, or has agreed, to take to address concerns)
A. ACCESS			
1. Will the landlord or facility manager even tho		Click here to enter text	Click here to enter text

**In-Person Approval Checklist**

Region:			
Zone:			
Corps/Sqn:		Corps/Sqn Location:	
Corps/Sqn CO:		Name of Facility:	
Facility	Yes	No	Details:
What is the location type that the corps/sqn utilizes for their "guidance" training? i.e. DND Facility, School, Church, Rec Center, Municipal Facility, Legion etc.			
Has the corps/sqn confirmed with the landlord or owner that the facility may be utilized?			
Is there an increased cost to use the facility due to COVID-19?			
Has the corps/sqn completed a recce of the facility?			
Does the landlord or owner of the facility require one of their employees to be present while the facility is in use?			
What is the maximum number of participants that can access the facility during the corps/sqn training session?			
Is the facility shared with any other user groups?			
If the facility is being used by another group, will it be cleaned prior to corps/sqn using it?			

Complete/submit to Chain of Command

COVID-19 Safety officer TORs, expectations, briefing, etc.

Confirm access points, screening area, signage, cleaning, etc.

Develop a backup plan that can be implemented maintaining all PHMs

**Never hesitate to cancel!!**

**RCSU FACILITIES CHECKLIST** and the **IN-PERSON TRAINING APPROVAL CHECKLIST** can be found in SOP002.1 – Prepare to Resume Corps/Sqn Trg in a COVID-19 Environment

Details on conducting in-person training can be found in SOP 002.3 – Conduct In-Person Training in a COVID-19 Environment

## Training Schedule

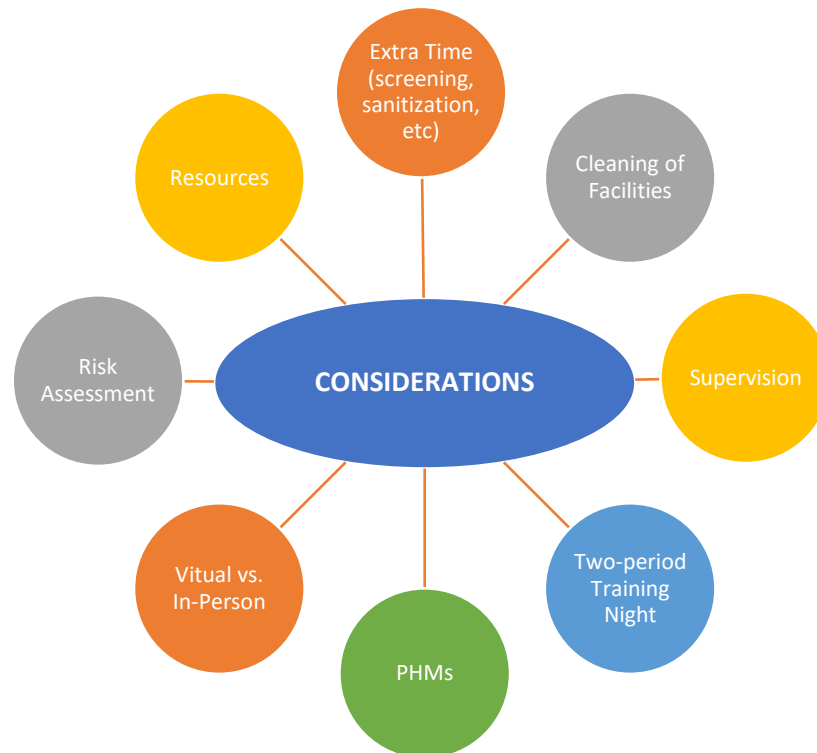
### Mandatory and Complementary Training Requirements

The cadet program is designed to be conducted over 30 training sessions and 10 supported days. This breakdown includes 18 complementary periods on training sessions and 16-20 complimentary periods on the 10 supported days. Corps/sqns will be required to plan to deliver a minimum of half of the training session periods of instruction (45 periods) and half of the supported day periods of instruction (45 periods).

The following resources / tools have been developed to assist Corps/Sqns with developing training plans. These can be located [Library – Natl CJCR Sp Gp 2020-2021 Training Resources – Corps-Sqn Program Ops](#).

1. *Decision Matrix: Corps/Squadron Training in a COVID-19 Environment*
2. *QSP Review – Risks, Mitigations, and Limitations (by element)*
3. *Optional Training Review – Risks, Mitigations, and Limitations*
4. *Evaluation of Cadets – Required Evaluation*
5. *Training Sessions – Priority of Training (by element)*
6. *Unit Training Plan Template*
7. *Supported Days – Training Entitlements (by element)*
8. *Supported Day Planning Template*
9. *Samples – Unit Training Plan and Supported Day Training*

Corps/Sqns will be required to amend training plans as per regional direction. When developing a training plan some things to consider:



### Supported Days and Weekends

Supported days and weekends will look very different this training year. When completing your scheduling remember to take into consideration the following:

No overnight activities.	
Any combination of mandatory and complementary training can be conducted always ensuring it is <b>FUN, FLEXIBLE AND ENGAGING!!!</b>	
Activities are to be conducted in accordance with local/provincial health guidelines for maximum number of participants allowed. Training may be required to be completed on additional days.	
Maximum participants includes all cadets and adult staff members.	Break training into Trg Levels / Phase groups and conduct on multiple occasions.
Utilize an in-house FTX vs field and therefore reducing costs associated with transport.	Limit required training to local area to allow cadet parent/guardians to drop off.

[illegible]

[Library – Natl CJCR Sp Gp 2020-2021 Training Resources – Corps-Sqn Program Ops](#)

**In-person** optional training activities must be submitted through the chain of command to the RCSU CO for review/approval.

[Library – Natl CJCR Sp Gp 2020-2021 Training Resources – Corps-Sqn Program Ops](#)

15/20

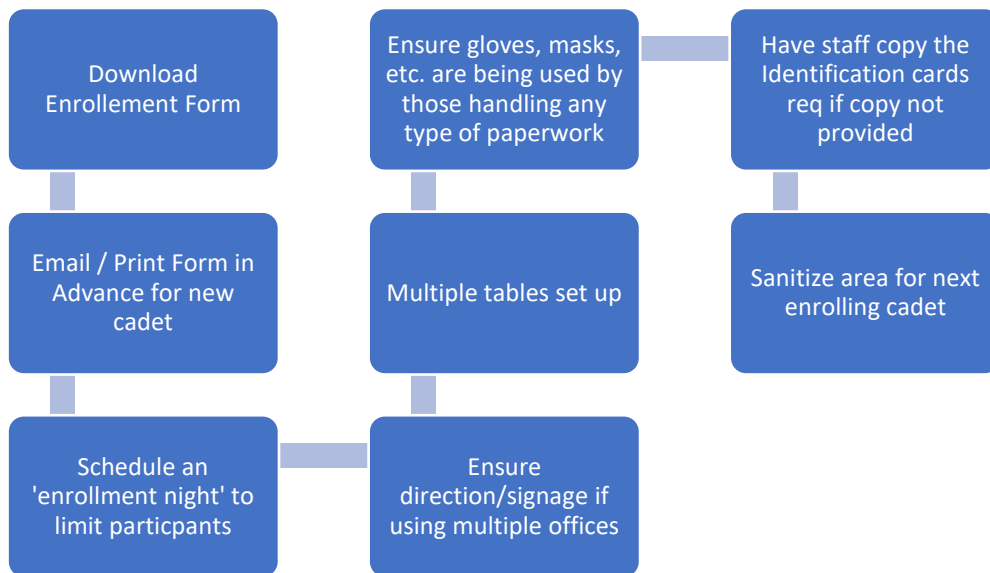
## Administration

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### Enrollment

Enrollment for new cadets at your corps/sqn will again require flexibility in operation. You should consider the methods of how you have completed the enrollment process for your new cadets and adapt your methods to operate for the upcoming training year.

Suggestions to consider:



### Annual Validation Process

Annual validation includes both validation of personal information and verification of medical information. Annual validation must be done no later than November 30.

The new training year with COVID-19 protocols may require us to change the way we operate depending on whether you will be parading in-person, virtually, or a combination of both. To that end, Corps/Squadrons may choose to export an individual cadet Annual Validation form, and e-mail this to the parent/guardian for completion.

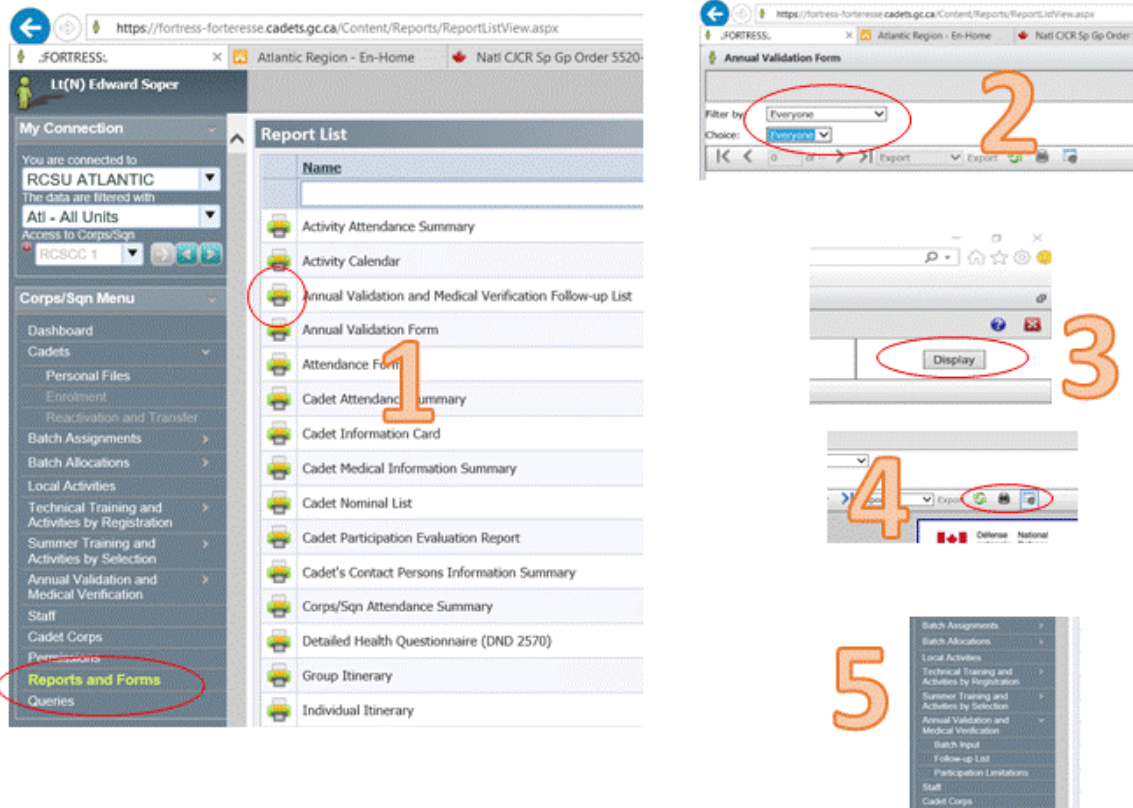
How you choose to have the information returned from the parent is up for you to decide. It might be as simple as a return e-mail acknowledging no change to personal information, and no change to Health Information. Or you may wish to have the parents, print, update, scan / take a photo and return the completed form via e-mail.

Once your Administration Officer has reviewed the Health Information section, if there is a change to the details, a Detailed Health Questionnaire will need to be generated and e-mailed to the parent for completion.



It is also suggested that you pay close attention to the tombstone data of both the cadet and the parent/guardian. Make sure you highlight if an e-mail address is missing or suggest that the phone number for the cadet be updated to their cell number vs their home number.

## Annual Validation – Print Method



## Annual Validation – E-mail Method:

- annual Validation from Reports and Returns;
- filter by specific cadet, select the specific cadet in the choice selection field and click display;
- in the export drop down list, select PDF;
- click export, click open on the bottom pop up menu;
- in the PDF menu, click File and then Attach to E-mail; and
- complete your e-mail details and send.

## Detailed Health Questionnaire

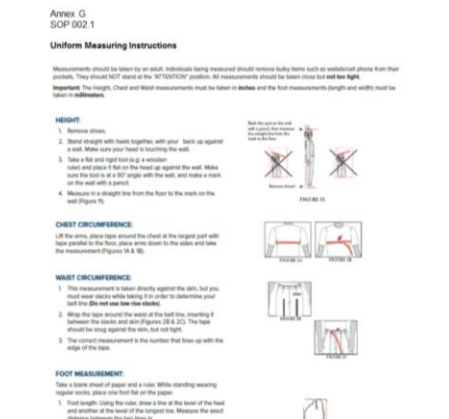
Those returning cadets who require a Detailed Medical Verification must complete a DND 2570, Detailed Health Questionnaire (DHQ) and submit that form to the RMLO. The following points are to be noted about DHQs being submitted to the RMLO:

- a. the due date for all DHQs for returning cadets is 30 Nov. Although the RMLO will continue to process late returns up to 31 Jan, it must be noted that after that date, only DHQs for new enrollees or for current cadets reporting a new medical condition will be accepted;
- b. DHQs must be printed from FORTRESS so that the “tombstone” data is printed onto the form – those that have handwritten information in sections 1 and 2 will not be processed as they are too frequently incomplete or illegible;
- c. DHQs must be signed by the parent/guardian and not the cadet. There are no exceptions, regardless of the age of the cadet;
- d. only the current version of the DHQ will be accepted;
- e. complete the form using a blue or black pen, and ensure that all the information is clear and legible;
- f. photocopies, scanned or faxed versions of the DHQ will not be accepted;
- g. if corps/squadron staff become aware of a new medical condition, a new DHQ will be required; and
- h. if possible, corps/squadron staff should provide a pre-addressed envelope with the DHQ so parents/guardians may mail the DHQs directly to the RMLO.

# Supply

## Measuring and Issuing of Uniforms

The measures for supply are different for each and every location. Flexibility in how you operate your supply are paramount when you are putting a plan into place. Below are some suggestions for you to utilize when you prepare your supply area to operate during the coming training year.



### UNIFORM MEASURING INSTRUCTIONS: TECHNICAL INSTRUCTIONS FOR TAKING MEASUREMENTS –

[Library – Natl CJCR Sp Gp 2020-2021 Training Resources – Corps-Sqn Program Ops](#)

Supply areas:

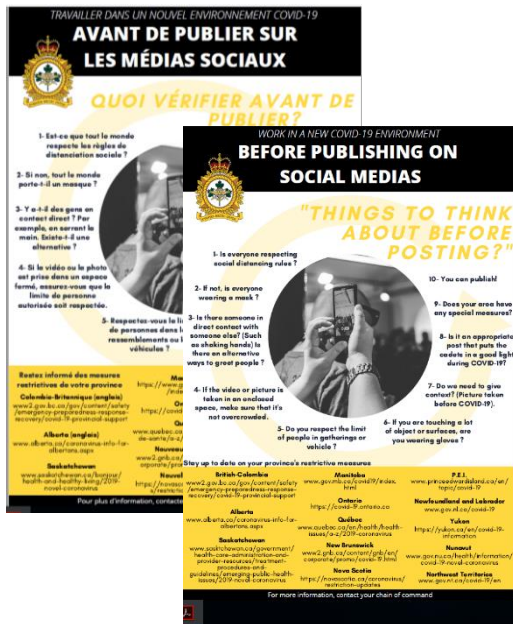
SUPPLY AREAS (PERMANENT / TEMPORARY / ETC)	
All persons to wear PPE	Limit the number of persons in the area
Identify an area for the cadets to come into and remain	Post signage to notify people of supply rules/ processes / direction
Hand sanitizer to be placed on the counter for regular usage	Cadets to be measured at home
Consider using an on-line form that can be downloaded to assist parents;	Supply officers would gather or order uniform parts and arrange for delivery or exchange
<b>Appointment only</b>	Cadet can go home try it on and if it does not fit return it for exchange
Worn clothing (even when trying on) must be set aside	Have cadets bring their own pen
No visitors / guest permitted	Regular cleaning of supply area

## Public Affairs

Please direct all questions to the RCSU Public Affairs Office. Always consult with the Chain of Command if you have issues or concerns.

When dealing with social media posts ask yourself the following questions:

- Is everyone respecting social distancing rules? If not, is everyone wearing a mask?
- Is there someone in direct contact with someone else?
- Is the picture/video taken in an enclosed space (i.e. not overcrowded)?
- Do we need to give context?
- Does your area have special measures?



### BEFORE PUBLISHING ON SOCIAL MEDIA GUIDELINES –

[Library – Natl CJCR Sp Gp 2020-2021 Training Resources – Corps-Sqn Program Ops](#)