

Regional Cadet Support Unit (Central)  
Canadian Forces Base Borden  
PO Box 1000, Station Main  
Borden ON L0M 1C0

1085-12-1 (J5 Plans O (Army Cdts))

1 October 2021

Distribution List

**OPERATION ORDER - CENTRAL REGION CADET  
ORIENTEERING SKILLS TRAINING - 2021-22 TRAINING YEAR**

References: A. CATO 11-03, *Cadet Program Mandate*  
B. CATO 11-04, *Cadet Program Outline*  
C. CATO 31-03, *Sea Cadet Program Outline*  
D. CATO 40-01, *Army Cadet Program Outline*  
E. CATO 51-01, *Air Cadet Program Outline*  
F. RCSU Central 2020-2021 Training Directive

**SITUATION**

1. In anticipation of a return to in-person training in the Fall, RCSU Central will conduct orienteering skills training as a discretionary Regionally Directed Activity (RDA). While it is not practical to resume our traditional series of orienteering competitions, single day clinics will provide cadets and staff an opportunity to receive instruction and practise orienteering skills that will better prepare them for competitions once they resume (anticipated for Fall of 2022).

**MISSION**

2. RCSU Central, in partnership with civilian orienteering clubs within Ontario, will conduct a series of geographically appropriate area-level orienteering skills training activities in the fall of 2021.

3. The main effort for the conduct of orienteering skills clinics is the active participation of cadets and staff in fun and engaging in-person activities while maintaining safety, COVID-19 protocols and conforming to local Public Health Measures (PHMs).

**EXECUTION**

4. General Outline: Operation will be conducted in three (3) Phases:

a. Phase 1 – Planning and Preparation, to include:

(1) activity promotion;

- (2) booking of facilities at clinic locations;
  - (3) cadet registration and adult staff selection;
  - (4) training schedule development; and
  - (5) logistics support completion to include contracting with orienteering service provider;
- b. Phase 2 – Conduct of the Area Skills Training:
  - c. Phase 2 – Conduct of the Area Skills Training:
    - (1) Central Ontario Area (COA) – Albion Hills CA, 31 Oct 2021. \*Note that clinics will be scheduled as either morning or afternoon sessions;
    - (2) Niagara and Greater Toronto Area (NGTA) – Claireville CA, 16 Oct 2021. \*Note that clinics will be scheduled as either morning or afternoon sessions;
    - (3) Northern Ontario Area (NOA) – Lake Laurentian CA, 24 Oct 2021. \*Note that clinics will be scheduled as either morning or afternoon sessions;
    - (4) Ottawa St Lawrence Area (OSLA) – Green’s Creek (Ottawa-East), 23 Oct 2021; Constance Bay (Ottawa-West), 6 Nov 2021;
    - (5) South-Eastern Ontario Area (SEOA) – Ganaraska Forest, 13 Nov 2021. \*Note that clinics will be scheduled as either morning or afternoon sessions; and
    - (6) South-Western Ontario Area (SWOA) – Pinehurst CA, 16 Oct 2021; and
  - d. Phase 3 – Post Orienteering Skills Training Activities, to include conducting post training meetings, return of equipment, finalizing pay and claim documents and submitting invoices for payment.
- 5. Groupings and Tasks. See Annex A.
  - 6. Coordinating Instructions:
    - a. Cadet corps/squadron participation. Each cadet corps/squadron (cc/sqn) may register up to six (6) cadets (three (3) males and three (3) females) to participate in a clinic. Fewer cadets than the six (6) identified above may be selected to participate due to training limitations at a particular clinic. An emphasis will be placed on maximizing the number of Corps and Squadrons that participate in these clinics.

- b. Restrictions. In line with para 6a. above and partly due to contractual and public health restrictions, there is a maximum number of participants/trainees that will be permitted at each Area skills training activity. This information will be passed on to each Area Office once the contract is finalized.
- c. Registration. All units that have cadets participating in orienteering training are required to register through the technical training section in FORTRESS. Each skills training activity has been assigned a Serial as follows:
- (1) SWOA - (SWOAORIENT21);
  - (2) COA - (COAORIENT21);
  - (3) NOA - (NOAORIENT21);
  - (4) SEOA - (SEOAORIENT21);
  - (5) NGTA – (NGTAORIENT21); and
  - (6) OSLA – (OSLAORIENT21)
- d. Parental Consent Forms. Serials will be opened to all cc/sqns within one hour of clinic locations. Unit COs are responsible to ensure that their participating cadets have been registered to attend their respective Serial and have validated the cadet medical conditions. Once the participating cadets have been identified by the Area, the corps/sqns will print the Parental Consent Form for signature by parents. This will allow the cadet to participate in the skills training. Corps/sqn OPIs should ensure they have a copy of this form with them at the skills training activity.
- e. COVID-19 Protocol and adherence to Local PHMs. Guidance on the conduct of orienteering skills training in a COVID-19 environment can be found at Annex B.
- f. Group composition. Orienteering training will be conducted in a small group model (cohort) with no more than 20 cadets in a cohort. This number may be adjusted based on local PHMs or other provincial or municipal guidelines.
- g. Notification. Area orienteering coordinators and/or area POC shall notify those Cc/sqns that have been selected to participate;
- h. Concept. Each Area is tasked to conduct independent orienteering training activities.
- i. Planning. Co-ordination meetings will be conducted by area staff with the assistance of OC Rgn Trg and J5 Plans O Staff, as required;
- j. Schedule. See Annex C for suggested schedule. Note that actual clinic timings will be determined largely by the civilian orienteering club and will be communicated to participating cadets once they are selected; and

- k. Dress: Cadets are authorized to wear appropriate civilian clothing during this skills training. Running shoes shall be worn for the activity. Cadets are to ensure that they are dressed according to the weather conditions. Raingear and a change of clothing (including a second pair of shoes and socks) should be brought. Dress for staff and escort officers is CADPAT / NCD.

## SERVICE SUPPORT

7. Transportation. Cadets and staff are required to travel to orienteering training locations by their own means. Buses may be provided on a case by case basis. In most cases, participants are to arrive at the training location NLT 0830 hrs and should plan to depart for the home unit NLT 1700 hrs. Firm timings shall be passed on to all participants once selection to attend a clinic is confirmed.
8. Rations. Cadets and staff are responsible for bringing their own lunches when attending orienteering skill training. A limited number of MREs may be available. Meals consumed on the economy will only be reimbursed if prior approval has been authorized.
9. Course Facilities. Area coordinators will liaise with the Contracted Orienteering Service Provider to prepare each venue in order to conduct the competition. The planned venues are identified in paragraph 4.b. **Note**: Area Coordinators shall forward exact training locations (by way of sending a map of the skills training site to the cc/sqn CO CCO Net email address) to teams once participation is confirmed.
10. Chemical Toilets. If required, Area Coordinators, in conjunction with their respective Area office, shall arrange for sufficient quantity of portable toilets to be ordered, delivered and picked up from the skills training site. **Note**: J4 warehouse staff shall be engaged to ensure that existing SOA/SLA are utilized.
11. Public Affairs. The PA approach for this event is active. RCSU Central PAO will coordinate PA support, leveraging new media and imagery to highlight the Cadet and participation to these opportunities. See Annex D for Public Affairs Plan. All members should become familiar with the themes and messages to be used for the conduct of the activity are detailed within the Annex.
12. Medical. Emergency medical services will be in accordance with current DND policy and first aid will be administered on-site by staff. Qualified staff members will be identified as First Aiders at the commencement of this activity.
13. Health Coverage. All cadets are to carry their Provincial Health Card. Escort officers shall be in possession of emergency contact information for their cadets.
14. Equipment. Participating units shall ensure that a compass, stopwatch or wristwatch, and a whistle is provided for each cadet. Maps will be provided by the Orienteering service provider.

15. Miscellaneous Stores. Each area coordinator will arrange to have miscellaneous stores on hand such as plastic bags, spare whistles, pencils, paper and supplies.

16. Safety: All personnel engaged in this activity will consider the safety and well-being of all members as the primary concern during the conduct of this activity. Any observations are to be directed to the Area Coordinators.

17. Finance: All expenses related to the conduct of area-level Orienteering skills training shall be funded by OC Rgn Trg. Designated RC Managers are authorized to initiate (Sec 32 of the FAA) or approve (Sec 34 of the FAA) expenditures for Mil Pay and O&M costs associated with the conduct of orienteering skills clinics, within the limits of their DoA. The RC Manager may designate employees under his/her chain of command to exercise these authorities within their delegations. Financial coding and commitment numbers as follows:

- a. Cost Centre: 55427A;
- b. Fund: C120;
- c. GL: As applicable;
- d. IO: 217610;
- e. Commitment Numbers:
  - 1) COA: AOR2261001;
  - 2) NGTA: AOR2261002;
  - 3) NOA: AOR2261003;
  - 4) OSLA: AOR2261004;
  - 5) SEOA: AOR2261005; and
  - 6) SWOA: AOR2261006.
- f. Line Numbers:
  - 1) Line 1 (GL 2222);
  - 2) Line 2 (GL 5201);
  - 3) Line 3 (GL 5801);
  - 4) Line 4 (GL 7100);
  - 5) Line 5 (GL 7217);
  - 6) Line 6 (GL 7404);
  - 7) Line 7 (GL 12401); and
  - 8) Line 8 (GL 13191).

## **COMMAND AND SIGNALS**

18. Regional OPI is Maj Peter Westlake, A/OC Rgn Trg / Trg O (RDA ND) – [Peter.Westlake@forces.gc.ca](mailto:Peter.Westlake@forces.gc.ca)


19. Area Office POCs are as follows:

- a. COA – Capt Sean Murray, Z Trg O – [Sean.Murray4@forces.gc.ca](mailto:Sean.Murray4@forces.gc.ca);
- b. NGTA – Capt Cuyler Hollands, Z Trg O – [Cuyler.Hollands@forces.gc.ca](mailto:Cuyler.Hollands@forces.gc.ca);

- c. NOA – Lt(N) Jean-Marc Leblond, Z Trg O – [Jean-Marc.Lebmond@forces.gc.ca](mailto:Jean-Marc.Lebmond@forces.gc.ca);
- d. OSLA – Capt Chris Johnston-Brown, Z Trg O – [Christopher.Johnston-Brown@forces.gc.ca](mailto:Christopher.Johnston-Brown@forces.gc.ca);
- e. SEOA – Capt France Lachapelle ([France.Lachapelle2@forces.gc.ca](mailto:France.Lachapelle2@forces.gc.ca)); and
- f. SWOA – Lt(N) Karl Vos – [Karl.Vos2@forces.gc.ca](mailto:Karl.Vos2@forces.gc.ca).

22. Area Orienteering Coordinators are as follows:

- a. COA – Capt Ashley Austin – [Ashley.Austin@cadets.gc.ca](mailto:Ashley.Austin@cadets.gc.ca);
- b. NGTA – Capt Joe Belansky – [Joseph.Belansky@cadets.gc.ca](mailto:Joseph.Belansky@cadets.gc.ca);
- c. NOA – Lt(N) Veronique Champoux - [Veronique.Champoux@cadets.gc.ca](mailto:Veronique.Champoux@cadets.gc.ca);
- d. OSLA – Lt Annick Valentine - [Annick.Valentine@cadets.gc.ca](mailto:Annick.Valentine@cadets.gc.ca);
- e. SEOA – Capt Robert Leduc – [Robert.Leduc@cadets.gc.ca](mailto:Robert.Leduc@cadets.gc.ca); and
- f. SWOA – Capt Lynne Riddell – [Carol.Riddell@cadets.gc.ca](mailto:Carol.Riddell@cadets.gc.ca).

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S.D. O'Leary  
Lieutenant-Colonel  
Commanding Officer  
Regional Cadet Support Unit (Central)

Annexes:

Annex A – Groupings and Tasks  
Annex B – COVID-19 Protocols  
Annex C – Sample Schedule of Events  
Annex D – Public Affairs Plan

Distribution List

Action

RCSU Central//J35 Ops & Plans O/OC Rgn Trg/Trg O (RDA-ND)//  
RCSU Central//OC/COA/NGTA/NOA/OSLA/SEOA/SWOA//  
RCSU Central//J4/Tech Svcs O/MCO/Mat Con Supr//  
PAO

Information

RCSU Central//DCO/COS/RSM//  
RCSU Central//J1/J6/J8//

<b>OC AREAS</b>	<b>ZONE TRG O (AREA POC)</b>	<b>RCN TRG O (RDA N-D)</b>
<p><b><u>Phase One: Planning &amp; Preparation</u></b></p> <ul style="list-style-type: none"> <li>• In consultation with the Rgn Trg O (RDA N-D), appoint an Area Orienteering Coordinator;</li> <li>• Appoint an Area Orienteering POC(s), who will be responsible for the planning and coordination of the orienteering competition in conjunction with Area staff;</li> <li>• In consultation with the Rgn Trg O (RDA N-D), booking of Area Orienteering Skills Training facility;</li> <li>• Conduct an exercise reconnaissance with sufficient lead-time to correct / request remedies to noted deficiencies;</li> <li>• Booking of R&amp;Q;</li> <li>• Confirming corps/sqn participants;</li> <li>• Oversee preparations;</li> <li>• liaising with J4 contracts section for any required support services contracts;</li> <li>• drafting of JIs;</li> <li>• Assign support staff to the Area Orienteering Skills Training;</li> </ul> <p><b><u>Phase 2: Conduct of Area Orienteering Skills Training</u></b></p> <ul style="list-style-type: none"> <li>• Provide oversight on the conduct of Area Orienteering Skills training;</li> </ul> <p><b><u>Phase 3: Post Orienteering Skills training activities</u></b></p> <ul style="list-style-type: none"> <li>• Host Area Level After Action Meeting</li> <li>• Prepare a Post Activity Report for submission to CO RCSU</li> </ul>	<p><b><u>Phase One: Planning &amp; Preparation</u></b></p> <ul style="list-style-type: none"> <li>• Assist the OC Area in booking of Area Orienteering Skills Training facility;</li> <li>• Assist the OC Area in exercise reconnaissance;</li> <li>• Assist the OC Area in booking of R&amp;Q</li> <li>• Assist the OC Area in confirming corps/sqn participants;</li> <li>• Assist the OC Area in the drafting of JIs;</li> <li>• Coordinating transportation to the venue;</li> <li>• Coordinating and securing necessary equipment to conduct Orienteering Skills Training;</li> <li>• Preparing of schedules for the Orienteering Skills Training;</li> <li>• Preparing terms of reference for support staff to the Area Orienteering Skills Training;</li> <li>• Preparing TD authorization attendees;</li> </ul> <p><b><u>Phase 2: Conduct of Area Orienteering Skills training</u></b></p> <ul style="list-style-type: none"> <li>• Conducting of the Area Orienteering Skills Training with assistance from all Area office staff;</li> <li>• Ensuring a schedule is available to all participants on arrival; and</li> <li>• Providing training and learning aids, as required.</li> </ul> <p><b><u>Phase 3: Post Orienteering Skills training activities</u></b></p> <ul style="list-style-type: none"> <li>• Attend and provided feedback to the Area Level After Action Meeting</li> <li>• Assist the OC Area to prepare a consolidated Post Activity Report for submission to CO RCSU;</li> <li>• Enter observation and supporting materials found on the Post Activity Report in to the Defence Lessons Learned System</li> </ul>	<p><b><u>Phase One: Planning &amp; Preparation</u></b></p> <ul style="list-style-type: none"> <li>• Assist the J5 Plans O in the drafting on the Op O;</li> <li>• In consultation with the J4 Contract O and J5 Plans O, secure an Orienteering Service Provider for all Orienteering skills training activities;</li> <li>• In consultation with the J3 OIC Areas, appoint Area Orienteering Coordinators;</li> <li>• Assisting Areas in the booking of Area Orienteering skills training</li> <li>• Conduct an exercise reconnaissance with sufficient lead-time to correct / request remedies to noted deficiencies;</li> <li>• Oversee preparations of the Area orienteering skills training;</li> <li>• liaising with J4 contracts section for any required support services contracts for Region Orienteering skills training;</li> <li>• drafting of JIs for Region Orienteering skills training;</li> <li>• Assign support staff to the Regional Orienteering skills training;</li> </ul> <p><b><u>Phase 2: Conduct of Area Orienteering Skills Training</u></b></p> <ul style="list-style-type: none"> <li>• Be prepared to (BPT) provide oversight on the conduct of all Area Orienteering skills training;</li> </ul> <p><b><u>Phase 3: Post Orienteering skills training activities</u></b></p> <ul style="list-style-type: none"> <li>• Host a RCSU Central After Action Meeting, following the Area AA Meeting;</li> <li>• Prepare a consolidated Post Activity Report for submission to CO RCSU</li> </ul>

<b>CONTRACTED ORIENTEERING PROVIDOR</b>	<b>AREA ORIENTEERING COORDINATOR</b>	<b>CORPS/SQN</b>
<p><b><u>Phase One: Planning &amp; Preparation</u></b></p> <ul style="list-style-type: none"> <li>No action until contract is in place;</li> <li>Once contract is awarded liaise with the Area Coordinators or Regional Coordinator to prepare venues in order to conduct the competition;</li> <li>Conduct planning IAW Statement of Work (SOW) as identified in the Contract;</li> </ul> <p><b><u>Phase 2: Conduct of Area Orienteering Skills Training</u></b></p> <ul style="list-style-type: none"> <li>Conducting of the Area Orienteering Skills Training with assistance from Area office staff;</li> <li>Satisfy requirements IAW SOW as identified in the Contract;</li> </ul> <p><b><u>Phase 3: Post Orienteering Skills Training activities</u></b></p> <ul style="list-style-type: none"> <li>Submit invoice for services rendered IAW SOW as identified in the Contract;</li> <li>BPT attend and provided feedback to the Area and Regional Level After Action Meetings;</li> </ul>	<p><b><u>Phase One: Planning &amp; Preparation</u></b></p> <ul style="list-style-type: none"> <li>Collaborate and assist with the Area POC in the planning and precreation of the Area-level Orienteering Skills Training;</li> <li>Identify up to four personnel (for a maximum of five total days pay) to work as support staff for their respective Skills Training and communicate with Area POC;</li> <li>Liaise with the Contracted Orienteering Service Provider to prepare venue in order to conduct the Skills Training;</li> <li>liaising with the Contracted Orienteering Service Provider and with the Rgn Trg O (RDA ND) on all Skills Training details;</li> <li>liaising with area staff and with the host Skills Training site to ensure that all support requirements are identified and met;</li> <li>In collaboration with the Area POC notify those units that have been selected to participate;</li> <li>In collaboration with the Area POC provide map / directions to the race location to units that have been selected to participate;</li> </ul> <p><b><u>Phase 2: Conduct of Area Orienteering Skills Training</u></b></p> <ul style="list-style-type: none"> <li>Conducting of the Area Orienteering Skills Training with assistance from all Area office staff;</li> <li>Providing training and learning aids, as required;</li> <li>Provide a complete nominal roll of all participants, coaches and competition staff within one week following the Skills Training of their respective activity to the Rgn Trg O (RDA-ND).</li> </ul> <p><b><u>Phase 3: Post Orienteering Skills Training activities</u></b></p> <ul style="list-style-type: none"> <li>Attend and provided feedback to the Area Level After Action Meeting</li> </ul>	<p><b><u>Phase One: Planning &amp; Preparation</u></b></p> <ul style="list-style-type: none"> <li>Assign a Escort O to attend Orienteering Skills Training and communicate that member to the Area Coord ASAP, so that Pay, Travel, R&amp;Q arrangements can be made;</li> <li>Nominate Cadets (Team(s) and Individuals) to the Area POC in both Fortress and on Annex B</li> </ul> <p><b><u>Phase 2: Conduct of Area Orienteering Skills Training</u></b></p> <ul style="list-style-type: none"> <li>Escort cadet to/from Orienteering Skills Training;</li> <li>Staff and Cadets BPT remain at Orienteering Skills Training for the entire duration;</li> <li>Secure Parental Consent Forms for participating cadets;</li> <li>Assist the Area Orienteering Coordinator, as required (i.e., registration, instruction, safety, meal preparation, etc);</li> </ul>



<b>J1 ADMIN SVC</b>	<b>J4 TECH SVC</b>	<b>J8 FIN SVC</b>
<p><b><u>Phase One: Planning &amp; Preparation</u></b></p> <ul style="list-style-type: none"> <li>Initiating pay documents as required for Class A staff;</li> </ul> <p><b><u>Phase 2: Conduct of Area Orienteering Skills Training</u></b></p> <ul style="list-style-type: none"> <li>Processing pay documents for Class A staff;</li> </ul> <p><b><u>Phase 3: Post Orienteering Skills Training activities</u></b></p> <ul style="list-style-type: none"> <li>Attend and provide feedback for the RCSU Central After Action Meeting, following the Area AA Meeting;</li> </ul>	<p><b><u>Phase One: Planning &amp; Preparation</u></b></p> <ul style="list-style-type: none"> <li>J4 Warehouse Staff BPT assist in coordinating bookings for facilities, meals and accommodation, if applicable;</li> <li>J4 Warehouse Staff BPT assist J3 Area Coord in securing necessary equipment to conduct Orienteering Skills Training;</li> </ul> <p><b><u>Phase 2: Conduct of Area Orienteering Skills Training</u></b></p> <ul style="list-style-type: none"> <li>J4 Warehouse Staff BPT assist Area Office in the intake, exhaust &amp; conduct of Orienteering Competition;</li> </ul> <p><b><u>Phase 3: Post Orienteering Skills Training activities</u></b></p> <ul style="list-style-type: none"> <li>J4 Warehouse Staff attend and provided feedback to the Area Level After Action Meeting;</li> <li>J4 Rgn Staff attend and provide feedback for the RCSU Central After Action Meeting, following the Area AA Meeting;</li> </ul>	<p><b><u>Phase One: Planning &amp; Preparation</u></b></p> <ul style="list-style-type: none"> <li>Initiating Claim documents as required for Class A staff;</li> <li>Initiate TD / transportation requirements (ground and air), as identified in the Travel Plans submitted by Area POCs;</li> <li>BPT assist Area POCs with financial requirements in preparation of the Area level Area Orienteering Skills Training;</li> </ul> <p><b><u>Phase 2: Conduct of Area Orienteering Skills Training</u></b></p> <ul style="list-style-type: none"> <li>BPT assist in processing Claim documents for Class A members;</li> </ul> <p><b><u>Phase 3: Post Orienteering Skills Training activities</u></b></p> <p>Attend and provide feedback for the RCSU Central After Action Meeting, following the Area AA Meeting;</p>

**RCSU CENTRAL – GUIDELINES ON THE CONDUCT OF IN-PERSON REGIONALLY DIRECTED ACTIVITIES IN A COVID-19 ENVIRONMENT**

- References: A. CJCR Directive for Sustained Training Activities in a COVID-19 Environment (2021 Posture), dated 17 Dec 20;  
 B. CJCR 2021 Spring and Summer Training Directive dated 9 Nov 20, including Frag O-001(14 Dec 20), -002(25 Mar 21),-003(26 Apr 21). -004 (8 Jun 21), and -005(27 Jul 21);  
 C. CJCR 2021/2022 Training Year – Annual Training Directive, dates 19 Apr 21, including Frag O-001(1 Jun 21), and -002(14 Jul 21);  
 D. RCSU Central Covid-19 Risk Assessment/Decision Tool; and  
 E. RCSU Central Job-Aid, How to use Point Prevalence and LMI Tool.

**PURPOSE**

1. The purpose of this SOP is to outline the procedures that should be followed in order to conduct RDAs in a COVID-19 environment.

**ABBREVIATIONS AND ACRONYMS**

<b>Abbreviation</b>	<b>Complete word or phrase</b>
ABHR	Alcohol Based Hand Rub
CFMAP	Canadian Forces Member Assistance Program
CoC	Chain of Command
CO	Commanding Officer
COVID-19	Coronavirus Disease-19
OIC	Officer in Charge
LMI	Likelihood of Missed Infection
MRE	Meals Ready to Eat
NMLO	National Medical Liaison Officer
NMM	Non-Medical Masks
PHM	Public Health Measures
PHU	Public Health Unit
PPE	Personal Protective Equipment
RMLO	Regional Medical Liaison Officer
RCSU	Regional Cadet Support Unit
RDA	Regionally Directed Activates
RMLO	Regional Medical Liaison Officer
SOP	Standard Operating Procedures
TOR	Terms of Reference
WRT	With Regards To

**DEFINITIONS**

2. PPE is equipment worn to minimize exposure to a variety of hazards. Examples of this type of equipment include, but are not limited to: NMM, face shields, gloves, foot and eye protection, protective hearing devices (earplugs, muffs) hard hats, respirators and full body suits.

### **COMMANDERS INTENT**

3. RCSU Central shall implement a planned, deliberate, and gradual resumption of in-person training when and where it can be accomplished safely and in keeping within local health guidelines.

### **CRITERIA FOR SUCCESS**

4. The success criteria for operating in-person RDAs are as follows:
- a. RDAs operate in such a way that all applicable PHMs and health authority restrictions are adhered to;
  - b. effective screening of cadets and staff; and
  - c. effectively manage suspected and confirmed COVID-19 cases including the ability to contribute to contact tracing and referral to local Health Services, as applicable;

### **CONDITIONS FOR TRAINING / ACTIVITIES**

5. Conduct of RDAs shall be asymmetrical based on the location(s) in which the training / activities is being conducted. Conditions to conduct training or activities in a COVID-19 environment are as follows:
- a. no prohibitions/restrictions from public health authorities which would preclude the conduct in-person training / activities;
  - b. no prohibitions / restrictions from facility operators / bases / landlords / contractors, etc. which would preclude the conduct of training / activities in the anticipated RDA location(s);
  - c. availability of sufficient staff, both adult and staff cadets to safely and effectively train, supervise and administer training or activities;
  - d. availability of sufficient PHMs to allow for the safe conduct of the training; and
  - e. ability to support an environment where cadets and staff can operate and train safely IAW current policies and direction.

### **GENERAL**

6. As RDAs are conducted, consideration must be given to the safe conduct of activities in a COVID-19 environment. All training / activities 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.

7. As the Province of Ontario has released their “Roadmap to Reopen”, this is depended upon the province meeting certain criteria in order to move forward in their step program. It is anticipated that when RDA commence, that the province will be in at a minimum of Step Three (3). Details regarding the “Roadmap to Reopen” can be found at <https://www.ontario.ca/page/reopening-ontario>.

### **IN-PERSON TRAINING APPROVAL**

8. All in-person RDAs must be approved by the RCSU Central Leadership. Factors that affect approval may include, but are not limited to:

- a. Point prevalence tools, which included the percentage within each health district population currently infected and who are potentially infectious or incubating;
- b. LMI calculator, which customizes point prevalence to group size and location;
- c. Active case rate in health district; and
- d. Type of activity, impact of cancellation, available alternatives

### **PLANNING**

9. Prior to conducting any in-person training / activities, the OIC or their designate, must:

- a. appoint a COVID-19 Safety Officer with a focus on COVID-19 safety and awareness and how it applies to the activity being conducted;
- b. review all current COVID-19 direction and guidance, both CJCR and provincial/municipal;
- c. review COVID-19 resources & tools found on the COVID-19 SharePoint Resource Site at <https://collaboration.cadets.gc.ca/layouts/15/start.aspx#/SitePages/En-TrainingManagement.aspx>;
- d. set up a COVID-19 Activity Contact Information Binder, to keep readily available key information, to include, but not limited to: contact information for all in attendance, screening questionnaire, and attendance register;
- e. conduct a site visit of the facility(s) that will be utilized, in order to determine:

- (1) access points, including drop-off points;
  - (2) direction(s) of travel;
  - (3) screening areas to complete in-routine (screening and attendance register);
  - (4) cleanliness and sanitation protocols to include all general facilities and washrooms;
  - (5) sufficient cleaning material is available or has been ordered and will be available; and
  - (6) signage is prepared and ready for posting;
- f. update training / activities schedule, as required, in order to ensure training / activities is conducted as per the COVID-19 restrictions, while also ensuring that supervision ratios are adhered to;
- g. develop an alternate plan for indoor / outdoor activities, if possible, that can be implemented immediately as needed, which adheres to COVID-19 restrictions, national / regional and provincial / municipal policies (should an alternate plan not be feasible, the activity would need to be cancelled);
- h. where applicable, develop a meal plan, which:
- (1) ensures participants are able to wash their hands before consuming any meals;
  - (2) ensures social distancing may be adhered to throughout the meal while masks are removed;
  - (3) if approved, provides individually wrapped/package food items, such as MRE; and
  - (4) does not include a buffet or haybox type meals;
- i. ensure all current infection prevention and control practices are adhered to prevent the spread of COVID-19. This includes, but is not limited to:
- (1) promoting and performing frequent, proper hand hygiene by handwashing with soap and water or using an ABHR (60% or higher);
  - (2) hand washing using soap and water is recommended over ABHR when hands are visibly soiled;

- (3) ensuring water fountain use is for refilling staff and cadet’s personal water bottles and disposable cups only;
  - (4) ensuring training / activities equipment is made of material that can be cleaned and disinfected or are single use and are disposed of at the end of the day (i.e. craft supplies);
  - (5) minimizing the sharing and frequency of touching of objects, equipment and surfaces, and other personal items; and
  - (6) cleaning and disinfecting frequently touched surfaces twice daily at a minimum, however, more frequent cleaning and disinfection may be necessary, depending on the frequency of use and extent of soil;
- j. brief cadets and parent(s) / guardian(s) on the activity-specific details, as well as any COVID-19 safety protocols that will be enforced during the conduct of the activity; and
- k. brief cadets on the action that will be taken should a participant, during the activity, become unwell, specifically display/complain of any symptoms related to COVID-19, to include:
- (1) separating the unwell participant from all other participants;
  - (2) moving all other participants to an alternate location;
  - (3) contacting the parent(s) / guardian(s) in the case of a cadet;
  - (4) informing the cadet and/or parent(s)/guardian(s) that they must be seen by a clinician and recommend a negative COVID-19 test before returning to any cadet activity;
  - (5) sending the participant home, as expediently as possible;
  - (6) sanitizing all equipment, materials, etc. that came in contact with the unwell participant;
  - (7) notifying the CoC; and
  - (8) notifying other participants, parent(s)/guardian(s).

## **ARRIVAL**

10. Prior to all daily in-person activity commencing, the OIC, must ensure the following is completed:

- a. preparation of the training / activities site / facility, to include pre-sanitization, posting of directional signs, establishment of screening area, etc.;
- b. conduct of the COVID-19 screening process with all participants, to include:
  - (1) asking the COVID-19 screening questions, and
  - (2) having all members sign the attendance register;
- c. confirmation that all participants have the required PPE, as applicable;
- d. ensuring that all participants sanitize their hands, prior to entering the training / activities site/facility; and
- e. conduct of the mandatory COVID-19 Safety Briefing to all participants.

11. Upon arrival to the training / activity facility, all cadets and staff must:

- a. ensure to wear NMM before entering any training / activity site / facility;
- b. sanitize their hands, prior to entering the training / activity site / facility;
- c. sign in with the staff, providing name, contact phone number and email for contact tracing;
- d. provide COVID-19 screening questionnaire; and
- e. ensure to maintain social distancing at all times, 2 metres.

## **SCREENING**

12. The primary focus of screening is to keep potentially infected people away. There are multiple layers of screening to reduce the LMI is present. As with all safety systems, screening relies on multiple redundancies, so a single failure is not catastrophic, to this end, both passive and active screening shall be used when conducting RDAs:

- a. Passive screening can be achieved by posting signs at the entrance/reception areas and should include:
  - (1) symptoms of or exposures to COVID-19;

- (2) actions to take if they have symptoms or exposures (i.e., screening is positive); and
    - (3) importance of public health measures; and
  - b. Active screening can be achieved by using an online (i.e., <https://covid-19.ontario.ca/school-screening/>), paper-based or in person screening tool and can be completed upon arrival at the RDA prior to start of training / activates.
13. Entry must be denied to any individual who screens positive for COVID-19 symptoms or exposures.
14. OICs must actively screen staff before they enter training / activities at the start of the day. OICs are required to maintain a record that screening has been completed for each staff member.

### **COVID-19 SAFETY BRIEFING**

15. The following must be completed during the briefing:
- a. inform participants that they must immediately notify the COVID-19 Safety Officer of any new medical concerns once the COVID-19 Screening Questionnaire has been completed; and
  - b. emphasis the following key points:
    - (1) importance for everyone to ensure proper hand-washing hygiene, sanitizing frequently, including at the start of activity, throughout the activity and following the activity;
    - (2) importance of wearing a NMM if required;
    - (3) importance of maintaining the physical distancing (2-metre rule) and following directional signage;
    - (4) review the daily cleaning routine and sanitation WRT washrooms, other common high touch surfaces, etc.;
    - (5) identify out of bound areas and accessible areas;
    - (6) identify the alternate plan, for outdoor activities, should weather impact original plan;
    - (7) review expectations for behaviour, attitude as per CATO 15-22; and



- (8) review, with emphasis, reporting procedures, if anyone's medical situation changes or they are feeling unwell, specifically if displaying any symptoms of COVID-19.

## **VISITORS**

16. Visitors include anyone who is not a RDA cadet, a staff member, or an employee of the facility. Engagements with external organizations such as Contractors may be required in the course of resuming prioritized activities. Engagements and visits remain restricted and should continue to be conducted virtually to the maximum extent possible. However, if CAF and local PHMs can be strictly followed, face-to-face engagements and visits may be conducted by exception only and under the authority of RCSU Leadership.

## **PHYSICAL DISTANCING**

17. Physical distancing, with a minimum of 2-meters, is the primary layer of protection to prevent transmission by respiratory droplets. All training / activities should be planned, training areas setup and active supervision be in place to promote and maintain physical distancing. Enhanced distancing, with a minimum of 3-meters or more, should be applied for activities that increase respiratory droplet spread (aerobic exercise, calling drill commands, etc.).

## **MASK WEAR**

18. The NMM is now part of our uniform and must be worn within the CCO guidelines of uniformity, discipline and maintaining a positive public appearance. Two (2) NMMs shall be issued to all staff and cadets, so that a spare is available to replace damp or soiled NMM. NMM are required for all activities, both indoors and out.

19. NMM should consist of 2 (or preferably 3) layers of tight knit fabric and are to be properly worn so that they are close fitting, to cover the nose, mouth and chin. Cadets should be monitored and instructed to avoid touching mask, to clean hands prior to placing or removing masks.

20. Staff and cadets may choose to wear personal NMM; however, NMM while worn in uniform shall be conservative in design and colour, provide no overt support to industry and shall not include slang language or offensive content;

21. NMM breaks may be scheduled, in a well ventilated space with all participants seated, physically distanced, with a minimum of 2-meters and not face-to-face. NMM breaks, may be combined with time to have a drink or snack.

## **ATTENDANCE AND CONTRACT TRACING**

22. Attendance for cadets must be tracked for all training / activities and entered into Fortress within 24-hours.

23. Staff and visitor attendance must be tracked by sign-in sheet and retained in the event required for contact tracing.

## **CAPACITY LIMITS**

24. In most cases the limit on capacity will be that which allows physical distancing, with a minimum of 2-meters, to a maximum of 50% of the fire room occupancy. For indoor fitness and sports activities, allow for enhanced physical distancing of 3-meters

## **COHORTING**

25. The practice of cohorts is beneficial to reduce the extent of transmission in the event of a missed infection. Smaller cohorts, are an effective way to mitigate the point prevalence and the LMI. The benefit of cohorts is reduced where siblings are in different groups, or other intermixing occurs elsewhere, such as at school.

26. In order to minimize the chances for COVID-19 transmission, the practice of cohorts shall be used. This practice shall apply to all types of in-person training. Interactions between cadets and staff shall remain limited to individual groups, (i.e. divisions / platoon / flights groups, etc.). Formalized schedules for the use of common areas, recreational and messing facilities shall be established to ensure cohorts do not mix.

27. Further considerations with cohorts are as follows:

- a. maximum size of cohorts is **20 cadets**;
- b. where possible / practical and applicable, consider grouping cadets who are members of another cohort together outside of RDA (e.g., same class at school, same household, siblings);
- c. while brief close contact may be unavoidable between members of a cohort, physical distancing when practical / possible within the cohort, general infection prevention and control practices should be encouraged and prioritized;
- d. cohorts (cadets with their assigned staff) must not mix with other cohorts. (Including pick-ups and drop-offs, mealtimes, training, and outdoor activities);
- e. activities that use an indoor room/space that is shared by other cohorts (i.e. staff areas / rooms, tents, gymnasiums, hallways) or has other user groups (i.e. programs in museums, community centres) must ensure:
  - (1) the room / space is cleaned and disinfected before and after use. It is recommended that a log be posted and used to record cleaning and disinfecting; and

- (2) each cohort of cadets should have their own assigned indoor space separated from all other groups by a prominent visual cue (i.e. floor markings) or a physical barrier that does not interfere with airflow or ventilation or pose a safety / fire hazard issue (i.e. pylons) to reinforce physical distancing requirements between groups;
  - f. each cohort should have designated equipment for their use only (i.e. balls, loose equipment, etc.) or equipment that is cleaned and disinfected between cohort use;
  - g. personal belongings brought to RDA should be minimized and not shared between individuals. Personal items (i.e. backpack, clothing, towel, food, devices that support alternate communication methods, etc.) should be labeled, reserved for personal use only, and stored separately in an individual's designated space;
  - h. in shared outdoor space, cohorts must maintain a distance of at least 2-metres between groups and any other individuals outside of the cohort; and
  - i. plans should be made to prevent mixing of cohorts in washrooms/change rooms. Signage should indicate maximum capacity and a cleaning log be recorded.
28. Physical distancing of at least 2-metres should be maintained between cohorts. Ensure that physical distancing between cadets, parents / guardians and staff is enabled. Physical distancing between cohorts should be maintained by following the steps outlined below:
- a. placing cohorts into different areas;
  - b. placing training equipment and activity stations into different areas;
  - c. using visual cues (i.e. signs, posters, floor markings, etc.);
  - d. staggering or alternating mealtime to reduce number of individuals in eating area and to enable physical distancing of at least 2 metres between individuals while unmasked for lunch/nutrition breaks; and
  - e. incorporating more individual activities or activities that encourage more space between camp cohorts, and where possible, between individuals within a cohort.

## **SHARED EQUIPMENT AND MATERIAL**

29. Although the transmission of COVID-19 from surface contact may poses a minimal risk, the use of individual equipment remains preferred. Where equipment must be shared, take precautions such as hand sanitizing before and after use. Cleaning of equipment, particularly touch points, between each use is mandatory. Isolating equipment for 72-hours is also an acceptable alternative

## **BREAKS, EATING AND REFRESHMENTS**

30. Extra precautions need to be taken for eating and drinking. Eating and drinking should take place in well ventilated spaces with personnel seated, physically distanced 2-meters or more, and not facing one another (staggered seating if necessary). Cadets should be reminded to wash or sanitize their hands before and after eating. Tables should be sanitized prior to seating.

31. Breaks shall be provided throughout activities, as required, and carried out in the following manner:

- a. provide an area in which 2-metres physical distancing can be maintained;
- b. cadets and staff may take off their masks when eating / drinking or on break; however, time with masks off should be limited and a physical distance of at least 2-metres should be maintained between cadets and staff members; and
- c. ensure cohorting is maintained.

## **TRANSPORTATION**

32. Due to the heightened risk that travel poses, the preference for transportation to and from RDAs remains for parent drop-off and pick up. Notwithstanding, when DND transport is arranged for RDAs, the following guidelines shall be adhered to when cadets and staff are being transported:

- a. NMMs shall be worn in all vehicles when there is more than one occupant in the vehicle;
- b. additional ABHR and disposable NMMs will be available on all vehicles used for the transportation of cadets and staff;
- c. cadets and staff shall sanitize hands and don NMMs (if not already donned) prior to loading vehicles and shall sanitize hands immediately after disembarking the vehicle and prior to removal of NMM;
- d. meals / snacks shall not be consumed in transit. If travelling over a meal hour, the trip should be planned so that the meal can be consumed outside the vehicle where physical distancing can be maintained;
- e. cleaning and sanitization of DND contracted vehicles used for passenger transportation shall be conducted IAW the most stringent current guidance issued by either TC, PHAC, Local Base Transportation section or applicable provincial / territorial health / transportation authority;

- f. on DND contracted buses (e.g. school / coach buses) capacity will be limited to ensure 2-meter physical distancing can be maintained. Loading of buses will commence rear to front and will unload front to rear to minimize close contact with passengers already seated; and
- g. seats for cadets will be assigned and mandatory, and cadets must not change seats at any time during the bus trip.

## **CONDUCT OF THE ACTIVITY**

33. For the duration of any in-person RDA, the OIC must ensure the following is completed:
- a. intermittent checks every hour and spot-checks every half hour to ensure proper measures are being adhered to with regards to (WRT) the 4Ps (PPE, Physical Distance, Physical Environment, and Personal Hygiene) by wearing NMMs, as required and hand sanitizing frequently;
  - b. periodic checks to ensure sanitization protocols are being carried out on equipment and high touch surfaces;
  - c. all cadets and staff are required to wear NMM;
  - d. staff must wear a surgical / procedure mask and eye protection (e.g., a face shield, safety glasses, or goggles) when unable to maintain physical distance of at least 2-metres or engaging with an individual who is not wearing a mask;
  - e. ongoing monitoring and supervision for compliance WRT social distancing, and directional signage; and
  - f. reminders to all participants as necessary for the safe conduct of activity.

## **DRILL AND CEREMONIES**

34. Drill may be conducted with physical distancing of 2-meters in place. Marching in two (2) or three (3) files is not recommended, due to the tendency to bunch up. Personnel calling commands must use enhanced physical distancing of 3-meters, or more.

35. Ceremonial parades such as Changes of Command, promotion and awards are an important part of the CCO culture; nonetheless, large gatherings represent a risk of virus transmission and therefor are only permitted under the following limitations:

- a. Where in-person activities are authorized, ceremonial events to be limited primarily to signing ceremonies, members involved. Organizers are to continue to leverage virtual tools to facilitate family and spectator participation; and

- b. The number of attendees will respect local PHM, physical distancing, and gathering restrictions;

36. There shall be no in-person music training / activities conducted until further notice;

### **OVERNIGHT ACCOMODATION**

37. Shared sleeping accommodations pose a higher risk of transmission / infection of the COVID-19 virus due to prolonged exposure in confined spaces with other staff or cadets; as such, day activities, even if they extend into the evening, is preferred choice. When necessary, overnight RDAs, may be approved; however, due to the heightened risk, the following guidelines will be adhered to:

- a. whenever possible staff and cadets shall be provided single accommodations (one person per room / tent). Where this is not possible, shared accommodations will be adapted to meet the following criteria:
  - (1) bed spaces must be separated by at least one empty bed, creating a separation of not less than 3 meters;
  - (2) beds will be oriented so that heads face away from the walkway; if bunk beds are used only one bunk may be occupied;
  - (3) furniture should be arranged to ensure maximum separation of beds between individual areas;
  - (4) with the exception of transiting through a shared accommodation, cadets and staff are not to loiter in each other's accommodation space (room / tent or allocated areas);
  - (5) whenever possible air flow through accommodations should be maximized by ensuring adequate ventilation / leaving windows and doors open; and
  - (6) where air flow through an accommodation room is poor, fans or air movers may be used to assist with adequately ventilating the areas provided they do not direct airflow from one individual's space to another; and zones,
- b. Cleaning and sanitization. Frequently touched surfaces (e.g. lockers, desks, bedposts, chairs, door handles, and window sills) in accommodation areas shall be cleaned at a minimum once per day or more frequently if directed by a local health authority. Bedding shall be laundered / replaced at least twice a week.

### **ABLUTION FACILITITES**

38. Ablution facilities (washrooms, showers, wash stations etc. are critical to the maintenance of good hygiene and, in turn, reduction in the risk of COVID-19 transmission. They are a high traffic environment where, due to the prevalence of warm moist air and surfaces, bacteria and viruses can thrive. Capacity in all ablution facilities shall be limited to ensure 2 meter physical distancing can be maintained. All ablution facilities should be cleaned at least twice a day with frequently touched surfaces such as lockers, benches and washing machines being wiped down before and after each use.

39. Cadets and staff should be encouraged to use tote style bags, containers or bins / baskets to bring items into ablution facilities in order to avoid contact between personal items and commonly touched surfaces.

## **DEPARTURE**

40. Upon completion of the training / activity, the OIC or their designate, must confirm and complete the following:

- a. verify with all participants that there are no new medical concerns since completing the screening questionnaire at the commencement of the activity;
- b. conduct a debrief to gain feedback from participants on what worked well and what can be improved upon for the training / activities delivery;
- c. review reporting procedures should any participant's medical status change or they begin to feel unwell after the training / activities activity, specifically relating to symptoms associated with COVID-19; and
- d. complete sanitization of all equipment, high touch areas, and the general facility.

## **COVID-19 CASE MANAGEMENT**

41. If a person develops symptoms during an activity that would fail the screening questionnaire:

- a. the ill person shall report their symptoms to their supervisor;
- b. the supervisor shall isolate the ill person until they can safely return home. It is important to maintain supervision, physical distancing and wear PPE. Provide support for ill person and, in the case for a ill cadet, contact parent;
- c. there is no need to cancel activity, or to send others home, or to inform other cadets' parents, at this time;
- d. OIC to report case to OC Rgn Trg;

- e. ill person is to be instructed to contact their healthcare provider and follow directions WRT COVID-19 Testing;
  - f. ill person shall report test result to CoC, and the OIC or their Corps/Sqn CO shall advise OIC Rgn Trg or Area OC as applicable;
  - g. in the case of a positive COVID-19 test result, a CCIR, SIR, and COVID-19 Tracking shall be implemented, as required. Coordinate with PHU / RMLO regarding contact tracing and notification of other attendees / parents;
  - h. provide ill person with CFMAP information and maintain supportive contact with person and family; and
  - i. ill person is not to return to any training / activity until negative test received and / or they are cleared by healthcare provider.
42. If a person reports being infected / positive test for COVID-19:
- a. provide ill person with CFMAP information and maintain supportive contact with person and family;
  - b. review in-person attendance history in Fortress and staff and visitor attendance registry for any contact in past 14 days;
  - c. OIC to report case to OC Rgn Trg;
  - d. CCIR, SIR, and COVID-19 Tracking shall be implemented as required. Coordinate with PHU / RMLO regarding contact tracing and notification of other attendees / parents; and
  - j. the ill person is not to return to any training / activity until negative test received and / or they are cleared by healthcare provider.



**RCSU CENTRAL**

**AREA ORIENTEERING SKILLS TRAINING**

**SAMPLE SCHEDULE OF EVENTS**

<b>DATE:</b>	<b>TIME:</b>	<b>EVENT:</b>	<b>LOCATION:</b>	<b>OPI:</b>
	0830 – 1030 hrs	Registration	Registration Centre	Area Coordinator
	1030-1045	Safety Briefings	Skills Training Site	Area Coordinator
	1100 – 1200 hrs	Skills Training	Skills Training Site	Area Coord/Orienteering Service Provider
	1200 – 1300 hrs	Lunch	TBC	Area Coordinator
	1330 – 1600 hrs	Skills Training	Skills Training Site	Area Coord/Orienteering Service Provider
	1630 – 1700 hrs	Wrap-up	TBC	Area Coordinator
	1700 hrs	Dismissal	Skills Training Site	Escort Officers

## **RCSU CENTRAL - PUBLIC AFFAIRS PLAN ORIENTEERING SKILLS TRAINING**

### **SITUATION**

1. RCSU Central will host area level orienteering skills training in support of the Cadet Training Program. Dates and locations of each event are specified in the Op Order.

### **MISSION**

2. Using emotive storytelling to highlight our peer-led Cadet Program, which, through investments in youth, develops confident, self-sufficient leaders who strengthen their Canadian communities, the PA team will support RCSU-Central staff in increasing awareness of this event and highlighting its activities and successes during and after its execution.

### **KEY MESSAGES**

3. The following messages shall be used for event communications:
- a. Through the Cadet Program, we are strengthening Canadian communities by investing in youth across Ontario;
  - b. The Cadet Program develops confident, self-sufficient leaders who are engaged in their communities while promoting physical fitness and healthy, active living;
  - c. The Cadet Program is a peer-led program that is open to all youth, in a safe, yet challenging environment focused on unique activities that will leave a positive lifelong impact; and
  - d. The Cadet Program has contributed to the development of Canadians from all walks of life – building citizenship, leadership, service and other foundational life skills that benefit their communities and the civilian or military careers they pursue.

### **AUDIENCES**

4. PA activities will target the following external audiences:
- a. Non-cadet, cadet-aged youth and their parents. The purpose of targeting this audience is to increase awareness and potential attraction to the Cadet Program; and
  - b. Community leaders. The purpose of targeting this audience is to educate this audience about the local Cadet Program and how it ties into the community.
5. PA activities will target the following internal audiences:

- a. Cadets and Parents/Guardians. The goal of this target audience is to highlight the transition of the RCSU leadership and share with them a military tradition; and
- b. Defence community. The goal of targeting this audience is to broaden the understanding of the role of COATS members and the work of the RCSU.

## KEY DELIVERABLES

6. The public affairs plan for this event will be broken into three phases with the following responsibilities and deadlines:
  - a. preparation,
  - b. training activity, and
  - c. post-training activity.
7. Throughout the event, the following deliverables will be conducted as a minimum:

<b>Preparation</b>			
<b>Product</b>	<b>Description</b>	<b>OPI</b>	<b>Due Date</b>
Administration	Liaise with OPI in preparation for event	PAO	NLT 30 days before competition
Media Advisories	Invitation for media to attend	UPAR	NLT 72 hours before competition
Select Cadet Correspondents	Work with OPI to select Cadet Correspondent	PAO	NLT 15 days before competition
Content Plan	Develop social media content plan and submit to New Media & Prod O	UPAR	NLT 7 days before competition
PA Products	Draft backgrounder and event fact sheet	UPAR	NLT 7 days before competition

<b>Skills Training</b>			
<b>Product</b>	<b>Description</b>	<b>OPI</b>	<b>Due Date</b>
Capture Imagery	Capture still and video imagery required for social media plan and HTs	Cadet Correspondent	Day of competition
Social Media Posts	Post content according to approved social media plan	UPAR	Day of competition
Media Escort	Provide media escort	UPAR	Day of competition

<b>Post-Training</b>			
<b>Product</b>	<b>Description</b>	<b>OPI</b>	<b>Due Date</b>
Hometowners	Send out two hometowners for target communities	UPAR	NLT 48 hours after competition
Coverage Evaluation / overall AAR	Provide an overall PA AAR, including lessons learned, summary of coverage and any additional points of interest to PAO	UPAR	NLT 48 hours after competition
Archive Imagery	Archive imagery as per guidelines for future use.	UPAR	NLT 7 days after competition

**EVALUATION.**

8. Success of this plan will be assessed by the following criteria:
  - a. New media engagement. Social media platforms will be evaluated using reach, engagement and tone of comments; and
  - b. One news story in local area. News story will be evaluated for tone and content.
9. Questions regarding PA activities shall be directed to Capt M. Giles, Public Affairs Officer, 705-424-1200 x 7758.