

THE C.L.B.

Eastern Diocesan Regiment Brigade Policies and Procedures

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Policy Title: **Operational Protocols During the COVID-19 Pandemic**

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Operational Protocols During the COVID-19 Pandemic

Overview

These operational protocols have been established for the purpose of controlling the transmission of the COVID-19 virus during CLB gatherings, for the safety of our members, their families and the communities in which we operate. This is consistent with the Brigade's commitment to put safety first and to ensure a high degree of social responsibility. The protocols apply to all types of CLB activities in which youth and/or adult members gather, including but not limited to: weekly parades, outings, camps, training, band practices, fundraising activities, church parades, and meetings.

These protocols are aligned with the provincial COVID-19 Alert Level 2 and are intended to meet or exceed the relevant guidance issued by the Government of Newfoundland and Labrador's Department of Health and Community Services (<https://www.gov.nl.ca/covid-19/alert-system/alert-level-2/>). Should there be any discrepancy between the CLB's protocols and those issued by health authorities, the more stringent requirement shall be followed.

It is important to recognize that the COVID-19 situation can change rapidly. Updated provincial guidance and special orders associated with Alert Level 2 may be issued at any time, or the province could revert to a higher (more restrictive) alert level. The Brigade will monitor and endeavour to update these protocols as necessary in a timely manner. However, it is important for all CLB leaders to monitor communications from the government health authorities to stay informed of any new or revised requirements. Current information is available at www.gov.nl.ca/covid-19.

Although the understanding of COVID-19 is evolving, health authorities have established scientifically based guidance on the safest and most effective ways to prevent the transmission of this virus in public settings. The Brigade has taken this guidance and built upon it to provide more specific direction for typical CLB activities. COVID-19 guidance documents from like organizations including the Church Lads and Church Girls Brigade in England, Scouts Canada, and Girl Guides Canada were also consulted in the development of these protocols.

Staged Approach

The Brigade has established a staged approach to the return to in-person gatherings during the ongoing COVID-19 pandemic and the operational protocols have been mapped against each stage:

- Stage 1 – Virtual
- Stage 2 – Outdoor
- Stage 3 – Indoor
- Stage 4 – Overnight

The Regimental Commander, in consultation with Brigade Council, will announce when the Brigade will move from one stage to the next. This will be communicated to all members and parents/guardians via email, Regimental Orders and a posting at www.theclb.ca.

Protocols for Stage 1 – Virtual

1. No in-person gatherings are permitted in this stage. All CLB gatherings are to be conducted virtually (on-line). This essentially eliminates the risk of COVID-19 transmission.
2. At least two approved adult leaders are required to be in attendance for all virtual gatherings, per the Brigade's *Put the Child First* policy requirements.

General Protocols for Stages 2, 3 and 4

3. All adult members and youth/parents/guardians must follow these general protection measures:
 - a. Stay informed and be prepared to follow public health advice. It is important to monitor the public health guidance from the Department of Health and Community Services as the COVID-19 situation can change quickly. Please visit www.gov.nl.ca/covid-19 for current information.
 - b. Individuals over 60 and those with chronic conditions listed on the provincial website (<https://www.gov.nl.ca/covid-19/resources/adults-over-60-and-individuals-with-chronic-conditions/>) are at higher risk of severe illness from COVID-19. These individuals are encouraged to speak with their health care provider about best practices for their individual health needs. Brigade units will implement additional risk mitigation steps where possible to support inclusion of these individuals. Any person who is vulnerable, or resides with a vulnerable person, may ultimately decide not to attend CLB gatherings and such decisions will be respected.
 - c. Every individual planning to attend an in-person CLB gathering must first complete a *Self-Screening Check List* on the day of the gathering, prior to entering the event. The check list is provided in Appendix A. It is not required to keep paper copies of completed check lists. Parents/guardians must assist their children in completing these checks. Ideally the self-screening will be completed just prior to traveling to the event location. Upon arrival at the event, an officer will confirm verbally that the check has been completed and that all responses are 'No', before admitting a member into the event. Any individual who answers 'Yes' to one of more questions shall not be permitted to attend a CLB gathering. Do not

attend a gathering if you or a member of your household are feeling sick, even if symptoms are mild. If you have COVID-19 symptoms, contact 811.

- d. To minimize washroom use at the location of the gathering, all members are encouraged to use the washroom at home prior to traveling to the gathering.
 - e. Handover of youth members at the beginning and end of each event will be conducted at a designated spot at the meeting location (preferably outdoors). People arriving at the gathering must observe signage and/or verbal instructions intended to ensure physical distancing by persons from different household bubbles. Only one adult from each household should bring the youth to the designated spot. At the conclusion of the event, members will be released one household bubble at a time, maintaining physical distancing, for collection at the designated spot.
 - f. All persons must thoroughly wash their hands with soap and water or use Health Canada approved hand sanitizer (which typically contains at least 60 per cent alcohol) upon entering and when exiting the gathering.
 - g. While attending the gathering, everyone must practice good hygiene (wash hands, avoid touching face, cough and sneeze into sleeve or a tissue).
 - h. During the event, physical distancing of at least 2 metres from everyone not in your household bubble is to be maintained. Use a non-medical or cloth mask when physical distancing can not be assured.
4. The officer in command of each CLB gathering must ensure the following protective measures are in place for in-person gatherings:
- a. A copy of the general protocols (Section 3. above) must be sent to all adult members and parents/guardians of youth members prior to commencement of any in-person activities. This need only be completed once. (It does not have to be repeated for every event.) A one-page document will be made available by Regimental Staff for this purpose.
 - b. It is recommended that the CLB not provide transportation to CLB gatherings, leaving that responsibility with parents/guardians. This includes travel in personal vehicles with members outside the driver's household bubble as well as any third party transportation services. If transportation is to be provided by the CLB, the following protocols are to be followed:
 - i. At least two approved CLB adult leaders must be in the vehicle when transporting youth, per *Put the Child First* program requirements.
 - ii. The *Self-Screening Check List* (Appendix A) must be completed for everyone planning to be in the vehicle. Anyone who answers 'Yes' to any check list question is not permitted to enter the vehicle, and is not permitted to attend the CLB gathering.
 - iii. The frequently contacted surfaces of the vehicle must be cleaned and disinfected prior to and following the trip.
 - iv. Non-medical masks that cover the nose and mouth must be worn by everyone in the vehicle unless an exemption applies. People who have a particular physical condition or mental health may prevent them from wearing a mask and they may be exempted from this requirement. Refer to the provincial guidance document on

masks for more information on exemptions and recommended alternative protective measures (<https://www.gov.nl.ca/covid-19/non-medical-masks-use-in-public/>).

- v. Travelers should have hand sanitizer available and sanitize prior to entering and after exiting the vehicle.
- c. A hand sanitizer station (Health Canada approved, often containing at least 60% alcohol) and tissues are to be provided at the entrance and exit for each gathering.
- d. If other groups are using the facility before and after the CLB event, ensure that start and finish times are coordinated to allow for one group to be vacated before the next group arrives. Consider establishing separate entrances and exits to further reduce the chance of cross flow of people, and ensure that signage is posted on both sides of doors to clearly distinguish entrances and exits.
- e. A plan is required for handover and collection of youth members to ensure that physical distancing can be maintained. A spot shall be designated for parents/guardians or their designate to hand over and collect their youth. Preferably this spot would be outdoors to minimize exposure. Use directional signs, pylons or similar tools to direct the flow of people. If the designated spot must be indoors, separate doors should be used for entering and exiting.
- f. At a designated spot for checking in members, an officer will ask the parent or adult member if the self-screening check has been completed with all questions being answered 'No', before admitting a member into the event. If the check was not completed prior to arrival, it may be completed at the designated check in spot.
- g. Physical distancing is to be maintained at all times during the gathering. All parade formations shall incorporate at least 2 metre dressing between ranks, files and section leaders. Diligent supervision of youth will be required to ensure physical distancing when members are moving about between activities.
- h. Adult leaders and W&NCOs are expected to practice, model and support youth members in good hand hygiene protocols, such as handwashing, covering a cough and use of tissues or crease of elbow for coughing and sneezing. Leaders should monitor adherence to requirements for physical distancing and other protocols put in place.
- i. A person must be designated to clean and disinfect surfaces that have frequent contact with hands, such as doorknobs, elevator buttons, light switches, toilet handles, counters, hand rails, touch screen surfaces and keypads. The minimum requirement for cleaning and disinfecting is twice per day and when visibly dirty. Cleaners break down grease and remove organic material from the surface while disinfectants have chemicals that kill most germs. Clean first and disinfect second, unless using a product that performs both functions at once, such as disinfectant wipes. Commonly used cleaners and disinfectants are effective against COVID-19. Use only disinfectants that have a Drug Identification Number (DIN), an 8-digit number given by Health Canada that confirms it is approved for use in Canada. Check the expiry date of products you use and always follow manufacturer's instructions. Disinfectant wipes should be discarded if they become dry, and they are not recommended for heavily soiled surfaces.

- j. For washroom use, adhere to the protocols put in place by the facility being utilized (i.e. number of people permitted at a given time, stalls/urinals to be used, sinks to be used). “One in, one out” might be the easiest and most effective strategy to implement.
- k. You should devise a program of games and activities that are non-contact. While it is acknowledged that this is a challenge and incredibly limiting, it is necessary to protect our members and their families. Limit and, if possible, completely avoid the need for members to share equipment of any kind. For arts and crafts, consider whether members can bring in their own labelled pencil cases.
- l. Eliminate or minimize the provision of food and drink. Self-serve buffet-style meals and sharing of food and drink are prohibited. Consider asking members to bring their own drinks and/or food. If food is provided, clean and disinfect eating and cooking equipment after use. Hands must be washed or sanitized before and after eating and/or drinking.
- m. Rather than dismiss the entire unit or a whole squad at the end of each event, dismiss one household bubble at a time.
- n. If a youth member displays symptoms of concern during an in-person event, the following steps must be taken:
 - i. contact parent/guardian immediately and have them come to retrieve their child;
 - ii. seek support from a second leader;
 - iii. move the individual to a safe, physically distant location, with physically distant supervision; such space should be identified in advance of any gathering; per *Put the Child First* policy, avoid one-on-one situations;
 - iv. practice good hand washing for the youth member with symptoms and leaders tending to them;
 - v. wear gloves and masks, both the leaders and youth; a small supply of disposable masks and gloves will need to be available;
 - vi. remove any materials used by the youth member and sanitize them according to sanitization guidelines; sanitize surfaces that may have been touched by the individual; and
 - vii. advise parent/guardian to complete the online self-assessment tool at <https://www.811healthline.ca/covid-19-self-assessment/> or call 811.
- o. Leaders who present with COVID-19 symptoms during an event should be removed from the area and must return home to self-isolate, and complete the online self-assessment tool at <https://www.811healthline.ca/covid-19-self-assessment/> or call 811. Please keep in mind that the Brigade’s *Put the Child First* policy requires a minimum of two adult leaders, or one adult leader plus a warrant officer or non-commissioned officer over the age of 18, to be present at all events. Therefore, if an event is supervised by just two leaders and one presents with symptoms, parents/guardians must be contacted immediately for pick up of members and closure of the event.
- p. Accurate attendance (roll cards) and contact information (registration forms) must be kept for all youth, adults and any visitors. This is very important as the information will have to

be provided expeditiously to health authorities in the event that contact tracing is required. Registration information must include the names and current contact information for parents/guardians.

- q. Should contact tracing become necessary, commanding officers shall comply with direction from health authorities. Commanding officers are asked to inform, without delay, up through the chain of command (Battalion Commander, Regimental Commander and Governor and Commandant) if such situations arise.
- r. The following protocols apply to indoor and outdoor sporting activities:
 - i. The potential risk of COVID-19 spread is highest when individuals are indoors, within 2 metres of each other, for more than 15 minutes, in a small space with limited ventilation, sharing equipment or food, and/or taking deep breaths (ex. while singing, shouting or exercising). Therefore, indoor and/or high contact sports are considered high risk, while outdoor and/or low contact sports are considered to be low or medium risk.
 - ii. The Brigade will permit moderate and brief contact sports at a Company level, indoors and outdoors. Full/frequent contact sports are not permitted. For a list of sports that fall into these categories, please see <https://www.gov.nl.ca/covid-19/information-sheets-for-businesses-and-workplaces/sport-guidance/>.
 - iii. Battalion sports tournaments are prohibited.
 - iv. While non-medical masks are required for indoor gatherings, participants may remove their masks once a sport activity commences. Participants are not required to wear masks in the team bench area, as long as physical distance is maintained. Coaches and referees should continue to wear their masks.
 - v. Sporting equipment (balls, etc.) must be sanitized before and after the activity.
 - vi. Participants must maintain physical distance in common team spaces, such as team bench areas. Group huddles between players, or players and coaches, are not permitted.
 - vii. Physical gestures, such as high fives or handshakes, are not permitted.
 - viii. When undertaking indoor sports activities, ventilation should be maximized and maintained for 1-hour following the activity.
- s. The following protocols apply to singing and playing wind/brass instruments:
 - i. Participants/parents/guardians must be made aware that returning to in-person singing and playing is voluntary and at their own risk.
 - ii. Large indoor facilities with high ceilings and good ventilation, or outdoors (weather permitting) are recommended. Singing/wind playing should be avoided in unventilated rooms. Facility ventilation systems should be both operational and appropriate for the activities. Where mechanical ventilation is not present, natural ventilation (open windows and doors, high ceilings) should be present and employed. Ventilation should be maximized and maintained for 1-hour following the activity.

- iii. A minimum of 2 metres between individuals should be maintained at all times.
- iv. Participants should sing or play forward-facing (uni-directional).
- v. Singers must wear well-fitting masks while singing indoors. Consider singing in smaller groups and at lower volumes whenever possible.
- vi. Wind players should play with a combination of recommended bell coverings, physical distancing or partitions, and wear masks when they are entering, exiting, or moving around any facility.
- vii. Conductors/instructors must wear well-fitting masks and, where possible, stand behind a shield and/or use a microphone.
- viii. Chairs should be appropriately spaced, stacked, roped off, or removed from the area to promote physical distancing. Chairs and tables may only be used if they can be spaced properly to maintain physical distancing, and the equipment should have regular cleaning/disinfection protocols implemented.
- ix. Music, stands, chairs, pencils, water bottles, and food items should not be shared.
- x. Group singing/wind sessions should be no longer than 60 minutes with a maximum of 30 minutes of singing/wind playing in total, ideally only occurring during the second half of the session.
- xi. If equipment (stands, instruments) is supplied to participants, all equipment should be sanitized before and after the activity using Health Canada approved products. Contactless pick up and return should be available through the use of clearly marked bins. Paper materials and music are unlikely to transmit virus particles, but leaders may consider laminating paper materials to enable cleaning between uses.
- xii. Cleaning log sheets and an inventory of cleaning supplies, hand sanitizers, gloves, and masks should be maintained.
- xiii. Players of wind instruments should use a towel, preferably in a plastic container, for the evacuation of condensation from their instrument(s).
- xiv. The handling and passing out of papers and music should be minimized in order to reduce potential contact spread. Suggested alternatives include:
 - 1. encouraging the use of a personal PDF reader such as a tablet or iPad;
 - 2. emailing legal PDFs of all sheet music and asking singers to print and bring their own copies to the session; or
 - 3. using a projector to project music on a screen.
- xv. Further details on the provincial guidance for group singing and wind instrument playing can be found at: <https://www.gov.nl.ca/covid-19/information-sheets-for-businesses-and-workplaces/group-singing-and-wind-instrument-playing/>.

Protocols for Stage 2 – Outdoor

5. The Regimental Commander, after consultation with Brigade Council, will announce when the Brigade will move into Stage 2 – Outdoor. In this stage, virtual gatherings may continue and outdoor activities may take place, subject to the following protocols.
6. The General Protocols for Stages 2, 3, and 4 apply.
7. An in-person gathering may only proceed if the officer in charge of the event and at least one other adult attending the event have completed orientation for the Stage 2 protocols. Orientation will be provided by officers designated by the Regimental Commander.
8. The maximum number of attendees at any outdoor gathering is 50, or less as required to maintain physical distancing. The space needs to be large enough to allow each individual or household bubble to be separated by 2 metres on all sides. Exceptions may be made for attendees up to a maximum of 100 with Brigade Council approval.
9. Outdoor meeting spaces may include a picnic shelter with 2 or more sides open for ventilation.
10. A 2 metre physical distancing is to be maintained except for people in the same household bubble.
11. The wearing of masks is optional, provided that physical distancing is maintained. All members, however, should have a mask available in case they are required to avail of public washrooms.
12. The parade and squad commanders (anyone giving commands) should either wear a non-medical mask or maintain at least 4 metres physical distancing from the parade / squad.
13. Door-to-door fundraising activities are prohibited.
14. Parading on public roads is prohibited.
15. Overnight activities are prohibited, unless the Brigade has advanced to Stage 4.

Protocols for Stage 3 – Indoor

16. The Regimental Commander, after consultation with Brigade Council, will announce when the Brigade will move into Stage 3 – Indoor. In this stage, virtual gatherings may continue, outdoor gatherings may continue per the Stage 2 protocols, and indoor activities may take place, subject to the following protocols.
17. The General Protocols for Stages 2, 3, and 4 apply.
18. In-person gatherings may only proceed if the officer in charge of the event and at least one other adult attending the event have completed orientation for the Stage 3 protocols. Orientation will be provided by officers designated by the Regimental Commander.
19. The maximum number of attendees at any indoor gathering is 50% of the venue's capacity and not more than 50. The space needs to be large enough to allow each individual or bubble to be separated by 2 metres on all sides. Exceptions may be made for attendees up to 100 with Brigade Council approval.
20. The wearing of non-medical masks covering the mouth and nose is mandatory for indoor gatherings with some exceptions. People who have a particular physical condition or mental health may

prevent them from wearing a mask and they may be exempted from this requirement. Refer to the provincial guidance document on masks for more information on exemptions and recommended alternative protective measures (<https://www.gov.nl.ca/covid-19/non-medical-masks-use-in-public/>). Masks may be removed when individuals are seated and physically distanced. Masks may also be removed for sporting activities and playing of wind instruments, subject to additional protocols covered in the general protocols above.

21. The Commanding Officer must contact the meeting space administrators (ex. church wardens) to see what provisions they have made regarding groups using their spaces. Confirm that you have permission from them to restart activities. Discuss infection control measures, particularly the process for cleaning in between different user groups operating in the meeting space. There should be frequent cleaning, particularly of areas and surfaces that are regularly touched such as toilets, tables, door handles, gates, railings, etc. The owners of these shared spaces must continue to meet all existing health and safety obligations with regard to ensuring that their premises are safe. However, it is also the commanding officer's responsibility to ensure the guidance is implemented and followed.
22. Block open doors when practical to minimize touching.
23. For all indoor gatherings, ventilation is a key method to mitigate the risk of virus transmission. While cleaning, disinfecting, and hygiene minimizes the risk of fomite transmission, and distancing and masks help minimize the risk of droplet transmission, ventilation is what minimizes aerosol transmission. For all indoor gatherings, ventilation should be utilized in as much as possible and practical to replace the indoor air with fresh (non-recycled) air, using mechanical ventilation (ex. HVAC) or natural ventilation (ex. opening windows and doors).
24. Visitors should be discouraged, with exceptions made for potential new members or leaders. Any visitors are subject to the same protocols put in place for members, including self-screening and collection of contact information.
25. Attendance of CLB units at church services is subject to *Many Members, One Body (Rom. 12:4-5): Guidelines for Safe Practices in Anglican East NL in the time of COVID-19* (<https://anglicanenl.net/home/wp-content/uploads/2020/07/Many-Members-One-Body-rev-July-27-2020.pdf>), plus amendments, which have been developed in accordance with the provincial *Guidance for Faith-Based Organizations* (<https://www.gov.nl.ca/covid-19/information-sheets-for-businesses-and-workplaces/faith-based-organizations/>). Consult your Chaplain to discuss the possibility of attendance at church services, and to ensure that protocols are followed. It may be preferable to schedule church parades in evenings separate from regular parish services.
26. Overnight activities are prohibited, unless the Brigade has advanced to Stage 4.

Protocols for Stage 4 – Overnight

Stage 4 protocols will be issued in a future revision of this document.

Appendix A

Self-Screening Check List

All persons planning to attend a CLB in-person activity are required to complete this self-screening check list just prior to attending the event. Children should complete this check with the help of their parents/guardians.

In the last 14 days, have you:

- travelled outside the Atlantic Provinces (New Brunswick, Nova Scotia, Prince Edward Island and Newfoundland and Labrador) or travelled outside the communities along the Labrador-Quebec border (Labrador City, Wabush, Fermont, the Labrador Straits area and Blanc Sablon)?
- been in close contact with a known or suspected case of COVID-19?
- been in close contact with a person with acute respiratory illness, who has travelled outside of the identified areas within 14 days, prior to their illness onset?

In the last 14 days, have you, or anyone in your household bubble:

- had two or more of the following symptoms (new or worsening):
 - Fever (or signs of a fever, such as chills, sweats, muscle aches, and lightheadedness);
 - Cough;
 - Headache;
 - Sore throat;
 - Runny nose;
 - Painful swallowing;
 - Diarrhea;
 - Loss of sense of smell or taste;
 - Unexplained loss of appetite; or
 - Had small red or purple spots on hands and/or feet?

**If the answer is 'YES' to any of these screening questions,
the individual must not attend the gathering.**

**Do not attend a gathering if you or a member of your household are feeling sick,
even if symptoms are mild.**

If you have COVID-19 symptoms, contact 811.