

COVID-19 PSP Out-Clearance

AIM

1. The aim of this Standard Operating Procedure (SOP) is to set down the conditions governing PSP out-clearance during COVID-19.

GENERAL

2. It is important to exercise all reasonable precautionary measure to ensure the health and safety at work of every employee and CAF member during COVID-19. Social distancing must be maintained whenever possible while providing out clearance routines for our members. Particular attention is to be given to how items are returned and how PSP staff will treat them before returning them to the sports stores inventory.

FITNESS/SPORTS

3. No out-clearance is required as all fitness testing is held in HRMS.

SPORTS STORES

4. Mike Joyal, Sports Stores Technician, primary contact:
Email: mcjoyal@telus.net Phone/Text: 780-573-0023 and;
Shaun Usher, Facilities Coord, secondary contact:
Email: shaunnessyusher@gmail.com Phone/Text: 780-815-1678

5. CAF members looking to clear out will contact the primary or secondary via e-mail or text requesting to be cleared out. The e-mail and/or text shall contain SN, rank, name and unit.

The Sports Stores Technician will confirm and action as follows:

- a. If member has nothing on loan, Sports Stores Technician will reply to e-mail, officially cleared from 4 Wing Sports Stores; **or**
- b. If a member does have items on loan:
 - (1) Return is initiated by the Sports Stores Technician;
 - (2) member returns items in a garbage bag(s) to a location specified by Sports Stores Technician;
 - (3) member confirms items have been returned;

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- (4) Sports Stores Technician replies to e-mail and member is officially cleared from 4Wing Sports Stores;
- (5) Sports Stores Technician and Facilities Coord, will take PPE precautions and put the items inside the outdoor storage compound for a period of 5 days;
- (6) Once 5 days have passed, bring the items in to be washed and put back inside Sports Stores.

6. All loan cards will be tracked by Sports Store Technician and files updated once we return to normal work duties.

COMMUNITY RECREATION

7. In order to clear out, members can complete the 'RV Compound Withdrawal' form on CAF Connection: <https://www.cafconnection.ca/Cold-Lake/Facilities/4-Wing-RV-Storage-Compound.aspx>.

NPP ACCOUNTING and MESSES

8. Out clearances from NPF Accounting and Messes will be completed electronically by sending the below information to the respective departments:
NPF Accounting: ColdLakeNPFaccts@cfmws.com
Messes: gray.jean-guy@cfmws.com.

Out-Clearance Info
Service Number:
Rank:
Last Name:
First Name:
Forwarding Mailing Address:
City:
Province:
Postal Code:
Phone/Cell #
Posting Location:
Release Y/N
COS/Release Date: