

# FLEET MAINTENANCE FACILITY

## Cape Breton

Thursday, 14 May 2020



Good Afternoon FMF Cape Breton,

We hope you are healthy and well.

This information sheet will be updated as necessary with the newest information added to the beginning of the document.

In addition to email updates on **Mondays** and **Thursdays**, this information will be available at the following websites:

- [Federal Government Dockyard Trades & Labour Council \(West\) COVID-19 FMF Updates](#)
- [Lookout Navy News COVID-19 FMF Updates](#)
- Facebook: @UNDELocal1008
- Instagram: @RCNFleetMaintenance

Thank you for your patience as these pages and updates are being set up. Subscription requests to these updates can be sent from your DND or personal email address by writing “subscribe FMFCB” to [Ashley.Evans@forces.gc.ca](mailto:Ashley.Evans@forces.gc.ca).

Again, we thank you for your patience and commitment during this time. Please take care of yourselves and your family.

## 14 MAY UPDATE

Good Afternoon FMF Cape Breton,

Today we have included a few excerpts from 13 May 20 Defence Team News:

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### Staying healthy at home

Access a range of courses and webinars to stay mentally and physically fit from home.

### A selection of Canada School of Public Service courses for all public servants

- [Mental Health: Awareness \(Z041\)](#)
- [Mental Health: Communication Strategies \(Z087\)](#)
- [Mental Health: Health and Wellness Strategies \(Z042\)](#)
- [Mental Health: Psychologically Healthy Workplaces \(Z043\)](#)
- [Mental Health: Signs, Symptoms and Solutions \(Z067\)](#)

## **Webinars**

- CAF Community: [Staying Fit with Personal Support Programs](#)
- [Weekly Canadian Forces Morale & Welfare Service sessions](#) for Healthy Body, Healthy Mind

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## **Mental health and wellness during COVID-19**

The Coronavirus disease (COVID-19) outbreak and the necessary public health measures to contain its spread are creating stress for people and communities across Canada, including federal public servants and their families. Under these challenging circumstances, it is perfectly normal if you are feeling angry, anxious, lonely, sad or worried.

It is important for all of us to acknowledge these feelings and the disruptions caused by COVID-19 to our personal and working lives. Engaging in an open dialogue about our emotional well-being with family members, friends and colleagues can help to improve and maintain our mental health in uncertain times.

## **Mental health in the workplace**

In the workplace, this is not business as usual, so don't get down on yourself if you're having trouble working as effectively as you once did. There is no one right way to manage your mental health through a pandemic. Remember, you are not alone.

### **Start your morning off right**

Just five minutes of mindful activity every morning, away from any screens, can make a big difference throughout your day.

Mindful activity could include:

- a five-minute (or more) meditation: visualize your day, how do you want it to go?
- looking out the window over coffee or breakfast
- listening to a song or podcast
- exercise or deep breathing

### **Personalize your workspace**

If you are not in the habit of working from home, this will be a significant transition for you. It means changing the way you communicate with your team and perhaps how you work overall. This could be more difficult if you are also caring for others around you.

- If you do not have a home office, dedicate a workspace, away from other surroundings, that you can get up and leave at the end of your workday
- Add any elements that relieve stress: e.g. a diffuser, plants, pictures, etc.
- Ask for the accommodations you need

There is no magic recipe, so do what works for you. The more you take care of your brain and your body, the less likely you are to burnout.

## **Power down at the end of the day**

To stay motivated, find evidence of the good work you've done. Make a list of all the tasks you accomplished for the day, no matter the size, or ask for feedback from someone you trust.

Be kind to yourself. Practice self-compassion using positive self-talk and by respecting your limits.

If your role allows it, set a time to finish work and put away your devices. If not, give yourself some extra freedom at some point throughout the day: e.g., an extra 20 minutes in the morning. Find some activities that can calm your stimulated mind. For example:

- listen to white noise or instrumental music
- meditate
- take up something creative or fun: an instrument, crocheting, puzzling, baking, etc.
- go for a walk or exercise

Looking for a guided meditation practice? Check out the [Breath Break at Your Desk](#) videos produced by the Privy Council Office.

The [Centre of Expertise on Mental Health in the Workplace](#) offers fact sheets on COVID-19 and mental health, which provide you with an overview of available services and supports. They include tips on how to take care of your mental health during the coronavirus outbreak:

- [COVID-19 and Mental Health @ Work](#)
- [Mental health tips for working from home](#)

## **Coping with stress**

Stress is a fact of daily life and is the result of both the good and bad things that happen to us. Too much negative stress can cause serious health concerns, but there are many ways of dealing with the stress you may be feeling right now to reduce your risk.

[Learn more about stress](#), including symptoms and effects, and ways to cope.

[What's your stress index?](#) Take the Canadian Mental Health Association's questionnaire regularly to monitor shifts in your stress levels and take action as needed.

If your stress levels concern you, build your stress management action plan with [Stress Strategies](#), an online tool from the Psychology Foundation of Canada that offers practical, problem-solving methods to help identify and address the source of your stress.

## **Self-care and resilience**

When it comes to self-care, physical and mental health go hand-in-hand. It starts with the basics:

- healthy [eating](#)
- [physical activity](#)
- [getting enough sleep](#)

Beyond these basics, look to activities you enjoy and build them into your daily routine. Mental Health First Aid Canada's [COVID-19 Self-Care & Resilience Guide](#) offers a list of activity suggestions and a downloadable template to create your own self-care and resilience plan.

You can also identify your stressors and choose healthier coping strategies to build your personal and work resilience, using the [Plan for Resilience – Workplace Edition](#). This free resource from Canada Life's [Workplace Strategies for Mental Health](#) is specifically designed to help leaders, employees and the self-employed to develop a plan to get through and bounce back from challenging times.

## Financial well-being

You may be worried about the impact of the current COVID-19 outbreak on your personal finances. Whatever the source, financial emergencies can be stressful and cause considerable hardships for you and your family.

Consult [COVID-19: Managing financial health in challenging times](#) as a starting point to tackle your financial worries relating to the coronavirus outbreak.

The [Financial Consumer Agency of Canada](#) has many educational resources and tools on budgeting, credit, savings, debt management and more.

Do you know someone facing financial hardship as a result of the COVID-19 outbreak? The Government of Canada has taken action to help Canadians with their finances during this exceptional period. Learn more about these actions in the [Economic Response Plan](#).

## Additional resources

[Canada.ca/health](#) offers mental health information, including resources on [improving your mental health](#) at work and in your daily life, such as:

- [about mental health](#)
- [promoting positive mental health](#)
- [mental health and wellness for all ages](#)
- [protective and risk factors for mental health](#) and
- [responding to stressful events](#)

How would you rate your current state of mental health? Take a [self-assessment](#).

Resources relating to protecting your mental health during COVID-19 are continually being developed, and we will update them regularly as new resources become available:

- National Defence: [Mental Health and Coping during COVID-19](#)
- Mental Health Commission of Canada: [Resource Hub – Mental health and wellness during the COVID-19 pandemic](#)
- Canadian Mental Health Association: [COVID-19 – Mental health and well-being](#)
- Centre for Addiction and Mental Health: [Mental Health and the COVID-19 Pandemic](#)
- Canadian Centre on Substance Use and Addiction: [Impacts of COVID-19 on Substance Use](#)
- Canadian Institute for Public Safety Research and Treatment: [Resources on COVID-19 for public safety personnel](#)
- The LifeSpeak Blog:

- [How to manage anxiety during the COVID-19 outbreak](#)
- [Managing your money during a global pandemic](#)

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## **GCCampus**

- [Virtual Teams Series - Building Trust in a Virtual Team](#)  
May 27, 2020, 1:30 pm to 3:00 pm – webcast
- [Power Chat on COVID-19 and Mental Health in the Workplace \(YouTube video, not accessible on the DWAN\)](#)  
Available until May 16, 2020
- [Strong Digital Leadership in the Time of COVID-19](#)  
May 14, 2020 - Webcast
- [The New Economy Series](#)  
May 21, 2020 - Webcast

[Reminder! New mental health job aids for managers](#)

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## **11 MAY UPDATE**

Good Afternoon FMF Cape Breton,

We hope you and yours were able to enjoy the beautiful weather this past Mother's Day weekend.

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Sent on behalf of the FMF ISSO:

Understandably, during these uncertain times, not all employees have access to their DND email accounts and some necessary unclassified communication is required to be sent to personal email addresses. To ensure the privacy and safety of both personal and DND email accounts, it is highly recommended that any **private email addresses are added to the Bcc list** instead of the To or Cc list. This ensures that these emails are not known to a wide audience and minimizes security and privacy impacts.

We must, also, be mindful that personal email addresses are often compromised through personal phishing attacks, spam email etc...if this occurs users must inform their Unit ISSO if their personal email account has been used for DND business.

Steps to help protect your personal email, and other tips, can be found at  
<https://www.getcybersafe.gc.ca/cnt/blg/pst-20200430-2-en.aspx> and  
<https://cyber.gc.ca/en/guidance/cyber-security-tips-remote-work-itsap10116>

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## **07 MAY UPDATE**

Good Afternoon FMF Cape Breton Team,

Please see below for links to a COVID-19 Defence Team Survey. The results of this survey will assist the CAF and DND to evaluate and develop ways to support the physical and mental wellbeing of both you

and your family as we emerge from the crisis in the coming months. We encourage you to take the time to read through the note below and to complete the survey.

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The COVID-19 pandemic we're currently confronted with is a unique experience to us all. These trying times have presented distinctive challenges and as a nation, we can be proud of how Canadians have stepped up and managed to push through difficult, frustrating, and worrisome circumstances. Through it all, we have been impressed with the resilience shown by our Canadian Armed Forces and Defence civilians who have shown outstanding courage and determination in serving Canada and Canadians throughout this crisis.

In order to best support our Defence Team members, the Director General of Military Personnel Research and Analysis (DGMPRA) has developed a survey to take stock of the experiences and needs of our teams as they relate to the COVID-19 pandemic. The goal is to evaluate and develop organizational approaches for supporting our people and their families, both currently and after we emerge from this crisis.

The survey aims to understand general concerns with COVID-19 and its impact on wellbeing; the effectiveness of work protocols implemented by DND and the CAF in response to the pandemic; the use and effectiveness of programs and services intended to assist team members with professional and personal issues; the awareness and understanding of emerging DND and CAF policies and directives related to COVID-19; and people's understanding of and compliance with public health guidelines.

To ensure timely reporting, analysis will be ongoing and findings will be shared periodically and tracked over time. Top line findings of the survey will be reported mid-June.

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La pandémie de la COVID-19 à laquelle nous faisons face en ce moment est une expérience unique pour nous tous. Ces temps difficiles ont présenté des défis particuliers et, en tant que nation, nous pouvons être fiers de la façon dont les Canadiens et les Canadiennes ont pris les devants et ont réussi à surmonter des circonstances difficiles, frustrantes et inquiétantes. Tout au long de cette période, nous avons été impressionnés par la résilience dont ont fait preuve les militaires des Forces armées canadiennes et les membres civils de la Défense, qui ont fait preuve d'un courage et d'une détermination exceptionnels au service du Canada et de la population canadienne tout au long de cette crise.

Afin de mieux appuyer nos membres de l'Équipe de la Défense, le Directeur général – Recherche et analyse (Personnel militaire) (DGRAPM) a conçu un sondage pour faire le point sur les expériences et les besoins de nos équipes en ce qui concerne la pandémie de la COVID-19. L'objectif est d'évaluer et de développer des approches organisationnelles pour soutenir nos employés et leurs familles, maintenant, et après que nous serons sortis de cette crise.

Le sondage vise à comprendre les préoccupations générales concernant la COVID-19 et ses répercussions sur le bien-être; l'efficacité des protocoles de travail mis en œuvre par le MDN et les FAC en réponse à la pandémie; l'utilisation et l'efficacité des programmes et services destinés à aider les membres de l'équipe dans leurs problèmes professionnels et personnels; la connaissance et la compréhension des nouvelles politiques et directives du MDN et des FAC relatives à la COVID-19, et la compréhension et le respect des directives de santé publique par la population.

Afin de garantir la présentation de rapports en temps opportun, l'analyse sera continue et les résultats seront partagés périodiquement et suivis au fil du temps. Les principales constatations du sondage seront rapportées à la mi-juin.

Sincerely / Cordialement,

Haydn C. Edmundson	Kin Choi
Vice-Admiral / Vice-amiral	Assistant Deputy Minister / Sous-ministre adjoint
Commander Military Personnel Command	Human Resources – Civilian
Commandant du Commandement du personnel militaire	Ressources humaines– Civils

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*Le français suit*

*The COVID-19 pandemic we're currently undergoing is a unique experience to us all. These trying times have presented distinctive challenges.*

*To help us better understand your experience and needs as we work through this challenging time, the Department is seeking your help and asking you to complete the COVID-19 Defence Team Survey, accessible through both the DWAN and outside the network and from any mobile device. This important bilingual survey provides you with the opportunity to share your views anonymously and will help the Department make informed decisions to guide you through this situation.*

*The survey will take about 25 to 30 minutes to complete and your information will be safeguarded and kept strictly confidential.*

***Please take the time to complete the [COVID-19 Defence Team Survey](#) today!***

***Link: <https://survey-sondage.forces.gc.ca/snapwebhost/s.asp?k=158808989995>***

*We urge maximum participation. The feedback you provide today is essential to help us evaluate and develop ways to support the physical and mental wellbeing of both you and your family as we emerge from the crisis in the coming months.*

*While we maintain physical distancing, please remember that we are all in this together and our goal is to ensure Defence Team members and their families are supported and ready to continue serving and delivering our mission.*

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*La pandémie de la COVID-19 que nous connaissons actuellement est une expérience unique pour nous tous. Ces temps difficiles ont présenté des défis particuliers.*

*Pour nous aider à mieux comprendre votre expérience et vos besoins en cette période difficile, le Ministère sollicite votre aide et vous demande de remplir le Sondage de l'Équipe de la Défense COVID-19, lequel est accessible par l'intermédiaire du RED, à l'extérieur du réseau, ainsi qu'à partir de tout appareil mobile. Cet important sondage bilingue vous offre l'occasion de faire connaître vos points*

*de vue de façon anonyme. De plus, il permettra au Ministère de prendre des décisions éclairées de sorte à vous orienter pendant la présente situation.*

*Il vous faudra environ 25 à 30 minutes pour répondre aux questions et vos informations seront protégées et resteront strictement confidentielles.*

***Prenez le temps de remplir le [Sondage de l'Équipe de la Défense COVID-19](#) dès aujourd'hui !***

***Lien : <https://survey-sondage.forces.gc.ca/snapwebhost/s.asp?k=158808989995>***

*Nous demandons une participation maximale. Les commentaires que vous fournirez aujourd'hui sont essentiels afin de nous aider à évaluer et à développer des moyens de soutenir le bien-être physique et mental de vous et de votre famille alors que nous sortirons de la crise dans les prochains mois.*

*Bien que nous maintenions une distance physique, n'oubliez pas que nous vivons tous cette situation ensemble, et notre objectif est de faire en sorte que les membres de l'Équipe de la Défense et que leurs familles soient soutenus et prêts à continuer à servir et à accomplir notre mission.*

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## **04 MAY UPDATE**

Hello FMF Cape Breton,

*You may have seen the recent direction from the Deputy Minister that most DND employees will continue working from home until at least 31 May 20, and probably later than that. What does this mean for FMFCB? Nothing certain, for the time being – our specific return-to-work date will depend on a lot of factors, and may indeed be different for different FMFCB employees.*

*DND and the CAF are putting a strong emphasis on 'protecting the force', to ensure we're healthy and ready to respond to future Government of Canada requirements. However, as we all know, the ability of the RCN to deliver on future requirements is heavily dependent on work by FMFCB ahead of time. Also important is the fact that 'business resumption' may occur at different times in different regions, with less-affected regions possibly returning to work earlier. The DM's direction gives some flexibility to L1s (in our case, the Commander of the RCN). So, we can be assured that, sometime soon, all of this will be synthesized into some clear direction on the way ahead for FMFCB.*

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This past weekend saw the 75<sup>th</sup> Anniversary of the Battle of Atlantic. Please find below links to several posts and videos of yesterday's events:

<https://www.facebook.com/388427768185631/posts/1141672409527826/>

<https://www.facebook.com/HMCSRegina/videos/230905851687016/>

<https://www.facebook.com/RoyalCanadianNavy/videos/558195681771335/>

<https://www.facebook.com/HMCSNCSMCalgary/videos/1002064736857755/>

<https://www.facebook.com/RoyalCanadianNavy/videos/798397420685943/>

<https://www.facebook.com/108017134099675/videos/241191933630670/>

<https://www.facebook.com/RoyalCanadianNavy/videos/539612413270766/>

<https://www.facebook.com/HMCSRegina/videos/331996401106444/>

<https://www.facebook.com/HMCSRegina/videos/695852661255162/>

<https://www.facebook.com/HMCSRegina/videos/582887705668680/>

<https://www.facebook.com/NCSMVilledeQuebec332/videos/686227425273186/>

<https://www.facebook.com/RoyalCanadianNavy/videos/2946238175422043/>

<https://www.facebook.com/BaseHalifax/videos/539927786572562/>

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A message from Mental Health co-Champions Jody Thomas, Deputy Minister; LGen Jean-Marc Lanthier, Vice Chief of the Defence Staff; and Jerry Ryan, President of the Federal Government Dockyard Trade and Labour Council East:

**Let's #GetReal about mental health | A message from your Defence Team Mental Health co-Champions**

Events in recent weeks have impacted Defence Team members, our families, and all Canadians. We are still trying to comprehend the loss of our six Defence Team colleagues last week, a tragedy that came only a short time after the terrible events that occurred in Nova Scotia.

Even as we process what has happened, we are all dealing with the ongoing reality of adapting our daily lives and routines to help limit the spread of COVID-19.

As we navigate through these challenging times together, it's important to acknowledge that it is ok for us to experience a range of emotions. It's equally important that we do what is within our control to help maintain and improve our mental health.

May 4-10<sup>th</sup> marks Canada's annual [Mental Health Week \(MHW\)](#) and as your Mental Health co-Champions, we feel there is no better time to emphasize the importance of maintaining positive mental health than now.

Here are some suggestions and resources to help you do that:

The [Defence Team COVID-19 - Mental Health](#) web page is a useful resource for information about how to take care of your mental health during the outbreak. It provides an overview of the services and support that are available to Defence Team members, whether military or civilian.

Practically speaking, your well-being starts with taking care of yourself. Be kind to yourself, practice routine check-ins, and if you're able—check-in on those around you as well. Connecting with other people and your community doesn't just feel good—it's good for your mental health. So, while we need

to keep our physical distance, staying in touch via text, video conferences, or a good old-fashioned phone call will help ensure that we maintain our crucial social connections.

Your physical fitness is also extremely important. With gyms closed, we are all having to find ways to keep active—both for health and as an outlet for stress and frustration. It's been amazing to see and hear about all the different innovative ways people are incorporating exercise into their day.

We also encourage you to stay connected with colleagues and reach out to leadership as you feel the need. Your contributions are valued in all forms—whether you are working on-site, working from home, or staying safe at home.

Throughout MHW—and on a regular basis for that matter - we encourage you to follow the official [DND/CAF social media accounts](#) and regularly check [The Maple Leaf](#) for the latest updates on COVID-19 and mental health, including engagement opportunities to have your mental health-related questions answered by an expert.

Language matters. It's common in our society to ask people how they are. Unfortunately, it's also common not to provide—or expect—a truthful answer. As we deal with the aftermath of recent tragic events and face the COVID-19 global pandemic together, we need each other now more than ever, so it's time to #GetReal about how we feel and lean on others for support. This Mental Health Week, let's say more than just "I'm fine." Let's have real conversations with our family, friends, neighbours, and coworkers about how we're all really doing. We are all in this together.

Please know that whether you are a member of the CAF or a DND employee, there are resources available to you. Talk to your manager, see your doctor, or seek out the [employee](#) and [member](#) assistance programs. If you need immediate medical attention, please call 911.

Whether you or a loved one has been directly impacted by these challenging times, or you're simply having a difficult time coping, we extend our deepest sympathies, and will continue to stand strong as a united Defence Team.

Take care, and please don't forget - you are not alone!

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## **30 APRIL UPDATE**

We were deeply saddened to hear of the loss of SLt Abbigail Cowbrough in the helicopter crash which occurred last night off the coast of Greece. Abbigail was a Marine Systems Engineer in Phase VI of her training, deployed on Op Reassurance aboard HMCS Fredericton.

The fate of the remaining five RCN and RCAF personnel onboard the Cyclone helicopter is still unknown, and we can only hope and pray for them. They have been identified as MCpl Matthew Cousins, Capt Kevin Hagen, Capt Brenden Ian MacDonald, Capt Maxime Miron-Morin, and SLt Matthew Pyke.

This is a devastating shock to the Defence Community during an already difficult time. Military members of FMF may very well have known and worked with those involved. Please reach out to them and offer support to those in need.

Martin Drews

Capt(N)  
CO FMFCB

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*It is with great sadness that we announce the death of Joe Chaney who passed away over this past weekend.*

*Joe joined the FMF team in 2003 as an Underwater Weapons Systems Technician after serving in the RCN as a Naval Weapons Technician for over 20 years. He was an incredibly well-liked and respected member of the Underwater Weapons and Combat Systems Team who impressed all who knew him with his knowledge and dedication.*

*Joe is survived by his wife Patricia, daughters Alex and Eryn, and son Kristian. Information regarding funeral arrangements will be passed if and when it becomes known. If you knew Joe, please provide kindness and support to his family during this most difficult time.*

Martin Drews  
Capt(N)  
CO FMFCB

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### **Defence Team Update – Staying Fit with Virtual Programs and Services**

#### **April 15, 2020 - Defence Stories**

12 weeks of inactivity leads to losses in performance and losses in operational effectiveness. On the other hand, 12 weeks of uninterrupted fitness also equals in great gains in performance.

CFMWS' PSP has been working behind the scenes to coordinate our efforts to offer our Canadian Armed Forces (CAF) community more virtual programs and services. We are proud to offer 12 hours of fitness classes to CAF personnel, veterans and fellow associates within the defense industry.

PSP employees are excited to offer you programs and services from the comfort of their homes. Please join us at a convenient time that works for you and your family to remain active and connect with your community of active CAF personnel. Visit [the website](#) for the full schedule!

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Mental health tips in a time of physical distancing: <https://www.canada.ca/en/department-national-defence/corporate/video/health/mental-health-tips.html>

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### **Defence Team Update – Healthy Body, Healthy Mind Webinars**

#### **April 15, 2020 - Defence Stories**

Physical distancing presents challenges to all aspects of our life. Snacks, meals, stress, communication can all become issues when we're all under the same roof - or when we're all alone. Your Canadian Armed Forces (CAF) Health Promotion Team has put together a series of Webinars to help you stay healthy in this unfamiliar reality. New sessions are available every week. We encourage you to log on to any of [these workshops](#).

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## **Information for Civilian Defence Team Members: Leave Year-End - Unavailability of PeopleSoft (HRMS)**

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### **April 29, 2020 – Defence Stories**

Due to COVID-19, year-end leave processing has been postponed. PeopleSoft (HRMS) will be unavailable between 2100hrs on **Friday 5 June 2020** until 0600hrs on **Monday 8 June 2020** to complete the process.

For those who have access to the DWAN/DVPNI and HRMS, please submit your leave requests for fiscal year 2019/2020 and advise your manager to approve them no later than June 5. Employees with leave requests for FY 19/20 that must be entered after June 5, should use form [GC 178 Leave Application and Absence Report](#) (link accessible only on the National Defence network) and submit it to the [Human Resource Services and Support \(HRSS\)](#) (link accessible only on the National Defence network).

If you are not performing a critical function and do not have access to HRMS at this time, you can submit your request by completing form GC 178 and submitting it to HRSS once you regain access. In the interim, please track your leave requests and ensure your manager is aware prior to taking any leave.

Leave Year-End Statements will be generated and sent by email to all employees on the Defence Wide Area Network (DWAN) on June 7, 2020. For those who do not have access to the DWAN/DVPNI, the email with Leave Year-End Statements can be reviewed when access is regained. If you have any questions in the meantime or after you have reviewed the statement, you can contact HR Connect RH at 1-833-747-6363.

For those with access to HRMS, employees can also access statements anytime by accessing [HRMS](#) (link accessible only on the National Defence network) and following these steps: Self-Service > Employee Leave > Print My Leave Report, select a Fiscal Year from the drop-down list, then click on the button Print My Leave Report.

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COVID-19: Working Remotely – Tips for Team Members: <https://www.cspsefp.gc.ca/tools/jobaid/working-remotely-members-eng.aspx>

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## **27 APRIL UPDATE**

Welcome to the week of 27 April – 01 May, 2020, FMFCB.

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Please be aware of a phishing scam which involves an email that appears to come from NATO: “allegedly on behalf of the NATO Secretary General from the SHAPE PAO mail address. The subject of the email was: ‘The Letter of NATO Secretary General’ and the contents discussed the withdrawal of NATO troops from Lithuania due to COVID-19-related issues.”

This is an example of an increasing trend of adversarial cyber threat actors using the COVID-19 situation to their advantage. If you receive an email in your DWAN account with the subject “The Letter of NATO Secretary General” or any other suspicious email, do not open any attachments within and report it to the FMF IT section at the email address [ESQFMFCBIT@forces.gc.ca](mailto:ESQFMFCBIT@forces.gc.ca) .

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## **PSP Online Fitness Schedule Delivered by CFB Esquimalt**

Week of 27 April – 01 May 2020

**Monday** | Flexibility & Mobility LIVE 1100 PDT

**Tuesday** | Cardio & HIIT LIVE 1500 PDT

**Wednesday** | Pre-recorded Workout 1100 PDT

**Thursday** | Flexibility & Mobility LIVE 1100 PDT

**Friday** | Flexibility & Mobility LIVE 1100 PDT

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**As a reminder:** Health Canada – Employee Assistance Services (EAS) is available 24/7, 365 days a year, by calling 1-800-268-7708 or 1-800-567-5803 (hearing impaired).

You can also access a variety of mental health resources and updated information related on how Defence is responding to the COVID-19 pandemic on the DND/CAF COVID-19 web site, the DND and CAF social media accounts, and the HR GO App.

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For more information about the COVID-19 situation:

[Canada.ca/coronavirus](https://www.canada.ca/en/health-canada/services/coronavirus-disease-2019-covid-19.html)

[Canada App](https://www.canada.ca/en/health-canada/services/coronavirus-disease-2019-covid-19/mobile-app.html)

[BC CDC](https://www.canada.ca/en/health-canada/services/coronavirus-disease-2019-covid-19/bc-cdc.html)

[Letters from the Chief of Defence Staff \(CDS\)](https://www.canada.ca/en/department-national-defence/leadership/letters-chief-defence-staff-cds.html)

## **23 APRIL UPDATE**

Good Day, FMF Cape Breton!

Today's update includes the following:

FMFCB Shop 124E has recruited a number of volunteers to help from home on one of their current projects. If you are interested in contributing your efforts without having to come in the FMF, please pass your name up your chain of command to learn more. This is a fantastic opportunity and we thank everyone who has already been involved.

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**Uniformed Defence Team Members:** The CF H Svcs C (P) now has a full time Commissionaire for the next two months. This measure is in response to an incident that occurred in the Clinic that necessitates the need to have a controlled access. Please note that a 100% DND ID check have been implemented.

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Please continue to keep yourselves and your families' safe, and reach out for help if needed. There are supports available. We hope you have a wonderful weekend.

## **20 APRIL 20 UPDATE**

We hope you have had a nice weekend, FMFCB.

In today's update, please find PDF **Op LASER – FMFTM 02-20 Summary** attached, which is meant to accompany the **FMFTM 02-20-Op LASER FMF CB Personnel Safety Procedure (COVID-19)** PDF which was sent out last Thursday.

Below, please find the following:

- Note from FMF Padre Shiya Janzen regarding booking of appointments for both civilian and uniformed members;
- Excerpt from CFMWS update; and
- Note from CPO1 David Steeves, CD.

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*Good day, all*

*I'm going to be using Acuity Scheduling, it's an online scheduling platform that will allow members to book time with me if they would like at <https://ConsultationwithPadreShiya.as.me/>.*

*I've also created a CoC meeting option at*

*<https://ConsultationwithPadreShiya.as.me/?appointmentType=13916556>*

*I'm still available by BB and email as well.*

*Please forward me an updated list of contacts as well as any names of personnel you would like me to touch base with.*

*Also, let me know of any issues with this platform so I can address them asap.*

*Thanks,*

*Padre Shiya*

**Padre Shiya Janzen, Lt(N) / Ltv**

Chaplain

Faith Community Coordinator (Prot) at CFB Esquimalt

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**Excerpt from CFMWS update**

**Weekly in-town Concert**

Online concert hosted by PSP's Deployment Support and Community Recreation. The streaming concert series features artists from our Show Tours!

Concerts will run every Friday night, from April 17<sup>th</sup> to June 26<sup>th</sup>, from 7:00 to 7:30 EDT (3:00 – 3:30 PST). Shows will be announced each Wednesday on the National PSP Facebook page at [https://www.facebook.com/pg/CF.REC.FC/events/?ref=page\\_internal](https://www.facebook.com/pg/CF.REC.FC/events/?ref=page_internal)!

The Show Tour Program brings Canadian talent to the troops for some entertainment and distraction from the daily rigors of deployment. This allows the Canadian Armed Forces members to enjoy some homegrown music and comedy to provide a boost in morale.

**Planning for the Week:**

- **IM/IT Training Schedule**, offered by Promaxis Training. See the full schedule here, by logging into CFMWS Employee Zone > Information Services > Training > Complimentary MS Office Webinar Training

- **Virtual Programming**, offered by MFS and PSP staff. Prepared for our CAF members but also available to you as staff members. Check out these amazing opportunities: <https://www.cafconnection.ca/National/New-Virtual-Services.aspx>

### **Work From Home - Productivity Tips**

Before the pandemic, it was difficult enough to find the work-life balance. Now? Even harder when it's all in one space! One way to find your work-life balance is by creating modified schedules that incorporate daily routines. Make sure to also modify it to account for not only your work blocks, but your other social and familial needs.

Here are some helpful tips to build and respect your modified schedules:

- Create work blocks in your calendar to focus on what you want to accomplish in a week or in a day;
- Keep it realistic to your circumstances;
- Every day, set an intention to accomplish 2 to 3 main tasks. Don't forget to create the work block in your calendar so that you have sectioned off some time to work on them;
- Assign duties to family members in your household to help during your designated work blocks;
- Communicate with your family that during a work block you are not available;
- Schedule breaks and unstructured time to unwind and recharge; and
- Designate blocks in your daily calendar to spend time with your family or friends online or offline and during this block, you cannot get distracted with your work emails.

### **On Facebook**

It's never too late to join us and stay connected! If you haven't checked us out yet, you'll find us here: <https://www.facebook.com/groups/cfmwsemployees>

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*Hello Shipmates. I want to take this opportunity to thank every single member of our CAF/RCN/Defence Team for the work they do to continue progressing the business of our business; which of course ranges from deployers to our folks physical distancing so they are ready to respond. For the vast majority, staying at home is our duty and it is vital work to ensure the Navy can respond to our Nation's call.*

*CAL you are specifically challenged during this extremely trying and unique period, because of the deferral of your deployment. Please keep your heads held high knowing that you are doing great work and making Canadians very proud of your continued dedication and professionalism. Congratulations on achieving HR3. REG (good luck during IMSRT), BRA, NAN, WHI, COU, REN, WOLF, you as well are under great pressure due to unparalleled times. From your RCN CCPO1 – thank you*

*FMFCB, HQ, H Svcs, Nav Res, FDU, Administrators, Logistics, Civ HR etc., without your unwavering commitment to the RCN Family, we could not possibly remain Parati Vero Parati. Likewise, those who are supporting Op Laser/Lentus, namely Domestic Response Team, Local Response Team, FDU and Small Boats group, thank you for your service. The MFRC, not surprisingly, has done an outstanding job liaising between units and families; many thanks to Jackie and her team.*

*I am thrilled to hear how much support there is amongst family members on the private family FB pages, with continued encouragement for more families to join – this is truly what right looks like. For your families, I know that they are struggling as well, so I want to thank them from the bottom of my heart for their commitment, support, and love, without which we would not be where we are today.*

*I am aware that in ensuring that the RCN is Ready to Help, that some new methods were utilized to achieve this: self-isolation, quarantine, sequestration - East, and an extended TGex - West. These measures, along with the added stress of being away from our families during unplanned periods, and concern for our own health as well as that of our family and friends, can result in added anxiety and depression. As most of you know, I have both anxiety and depression, so I understand how tough it can be to deal with. I assure you all, your RCN Family is here for you, so if you need help – reach out. Contact your Chain of Command, Medical Providers, or even start by reaching out to a friend to talk with about how you are feeling. We are all in this together, so I want to ensure that no one feels as though they have to go through this alone.*

*BZ to you all. Please remain safe and healthy in order to be Ready to Help, Ready to Lead, Ready to Fight. Until we meet again, take care of yourselves...and each other.*

*God Bless you all.*

**CPO1 David Steeves, CD**

Royal Canadian Navy Command Chief Petty Officer

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## **16 APRIL 20 UPDATE**

Good Morning FMF Cape Breton,

We hope you are well and were able to enjoy a restful long weekend.

Questions have been received recently on workforce volunteerism during this period of COVID-19 self-isolation. The CO takes the opportunity to remind the workforce that, unless they are on approved leave, their place of work is at home in a protect posture, either working from home in support of FMFCB priorities, or in remaining safe so that they are available should a critical task requires their support. It therefore is not permitted to engage in volunteer activities during the work day, when an employee is required to be available at home.

With regards to volunteering outside of working hours, I applaud peoples' selflessness and commitment to community, but ask they ensure they are up-to-date on national and local recommendations from health authorities in this regard, and in doing so safely.

Please find included in today's update the PDF **FMFTM 02-20-Op LASER FMF CB Personnel Safety Procedure (COVID-19)**. This document gives current direction on how to safely work on-site, either in the FMF or on ships. If you are called in to work, please ensure that you read and follow this FMFTM.

Continue to take care of yourselves and your families. Remember that we are in this together. If you need support, please don't struggle alone. The 24-7 [Employee Assistance Program \(EAP\)](#) is available to all of you. You can also access the Public Service Healthcare Plan (PSHP) or use the nationwide Specialized Organizational Services (SOS).

Mental Health Resources:

- Vancouver Island Crisis Line: 24/7. 1-888-494-3888
- [Family Smart](#)

- [Crisis Centre](#)
- [KUU-US Crisis Line Society](#)
- [Kids Help Phone](#) (Text CONNECT to 6866868)
- [Youth In BC Chat](#)
- [Canadian Forces Member Assistance Program \(CFMAP\)](#) 1-800-268-7708 where you can speak directly with trained counsellors.

Be safe, and take care.

## 09 APRIL 20 UPDATE

As this upcoming Monday is a holiday, the next unit info brief will be issued on Thursday, April 16<sup>th</sup>.

We recognize this weekend marks Easter and Jewish Passover (commencing April 8<sup>th</sup>), and is normally a time to gather with family and friends. Please be cognizant to limit your exposure to others beyond those who live in your home and continue to do your part to help flatten the curve.

This weekend may be difficult for some, as traditions may be altered and families separated. We encourage you to reach out to those around you, and to check in with yourself. We are all in this together.

### **Financiere SISIP Financial**

With the potential for families to find themselves in financial need during this time, SISIP Financial is continuing to offer services remotely. Their main office is open weekdays 1000 – 1400 and can be reached through their main line (250) 363-3301.

SISIP Financial Client Centre: 1-800-267-6681.

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## 06 APRIL 20 UPDATE

### **Hello FMF Cape Breton,**

We hope you are well.

The update for today includes the attached update slide, the letter from the CO in the update email, and April's newsletter.

Be safe and take care.

## 02 APRIL 20 UPDATE

### **HR Go HR App**

HR Connect RH is your first point of contact for HR-related questions about COVID-19. Submit your questions or call 1-833-747-6363 between 08h00 and 16h00 EST. *Stay informed of the latest information on COVID-19 by downloading the HR GO RH App.*

The HR GO App provides critical HR information to public service managers and staff including; articles, contacts, walkthroughs, links to online resources and calculators. The HR GO App was designed to support DND staff who may not have easy access to computers, networks and work primarily offline such as ship repair specialists, various trades, and employees in the field, on leave, or at home. The HR GO app will update automatically when connected and continually provide new tools, functions and content to respond to user needs.

## **Canada App**

The Canada COVID-19 App is a central resource for accessing personalized, trusted, evidence-based information about the COVID-19 pandemic across Canada. [Download it](#) for the most up-to-date information, recommendations, and resources.

## **Access to T4s and Pay Stubs**

Employees with a CRA account should be able to access their T4 through that account. Additionally, employees who require access to their T4 or pay stubs can set up an e-post account and then contact the Pay Centre who can securely send you these documents through e-post.

Instructions:

1. Go to <https://www.canadapost.ca/cpc/en/personal/receiving/manage-mail/epost.page>
2. Click on “My account” and then “Register now” to set up your account.
3. When the account is created, contact the Pay Centre at 1-855-686-4729 to identify the documents you need and confirm that you have an e-post account set up.

## **Continued Learning**

For those interested, the Defence Learning Network is accessible from home computers. Additionally, the Canada School of Public Service has re-launched their online learning platform. We encouraged you to take some time to explore the online learning options available.

## **UPDATE 26 MAR 20**

A message from Rear-Admiral J.R. Auchterlonie, Commander; Maritime Forces Pacific/Joint Task Force (Pacific); Canadian Armed Forces:

*“Thank you for continuing extraordinary efforts, whether at home or at your usual place of work, as we deal with COVID-19. Please continue to wash your hands, practice social distancing as much as possible, stay safe and stay well.”*

The Formation Surgeon recommends that if you’re feeling the following symptoms, use the BC COVID-19 Symptom Self-Assessment Tool, available online at: <https://covid19.thrive.health>

Please note that the updated symptoms include the following:

- Difficulty breathing

- Fever
- Cough
- Body Aches
- Chills
- Runny nose
- Sneezing
- Sore Throat

If sick, the [BC CDC](#) outlines to follow this protocol:

**Self-isolate for a minimum of 10 days.** Stay home and do not go to work, school or public places and do not use public transit, taxis or ride shares. Do not have visitors to your home. If you live with other people, avoid contact with others at home by staying and sleeping in a separate room and using a separate bathroom if possible. See this guide to [self-isolation if you are ill](#) and this guide to [self-isolation for caregivers](#). After 10 days, if your temperature is normal and you feel better, you can return to your routine activities. Coughing may persist for several weeks, so a cough alone does not mean you need to continue to self-isolate for more than 10 days.

**Cover coughs & sneezes;**

**Wash your hands for a minimum of 20 seconds;**

**Do not share household items;**

**Flush the toilet with the lid down;**

**General cleaning.** Clean surfaces at least 1x per day and surfaces touched often at least 2x per day;

**Wear face mask if you are sick.**

**If you need medical care:**

**Pay attention.** Call 811;

**Urgent medical care** means that there is a change in your health that needs medical help right away. If it becomes harder to breathe, you can't drink anything or feel much worse than when you got tested; seek urgent medical care at an urgent care clinic or emergency department. If you or someone in your care has chest pains, difficulty breathing, or severe bleeding, it could be a life-threatening emergency. Call 9-1-1 or the local emergency number immediately.

**Call ahead before you get medical care.** If leaving your home for medical care, call ahead and tell the clinic you are coming in and that you just had a COVID-19 test. By calling ahead, you help the clinic, hospital, lab, urgent care or doctor's office prepare for your visit and stop the spread of germs. Remind each health care provider that is taking care of you that you are waiting for COVID-19 test results.

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In an effort to keep you informed on the Formation, Base and COVID-19, The Lookout newspaper is hosting a web page at [www.lookoutnewspaper.com/covid-19](http://www.lookoutnewspaper.com/covid-19). It contains links to information including:

- Frequently Asked Questions about COVID-19 and the Base with answers for accessing the Base, its services and other topics;
- A note from the Formation Surgeon; and
- Direction from the Chief of Defence Staff and the Deputy Minister for National Defence.

The team at PSP Esquimalt is putting on a series of **livestreamed workouts** every Monday, Wednesday, and Friday on the Naden Athletic Centre Facebook page. The first one is set for March 20 at 1100 but don't worry if you missed it — it'll be on their page to be enjoyed at your convenience.

*The work you are doing is seen and appreciated, Thank you again for your professionalism and dedication to the Defence Team and Canada as we press forward in these challenging times.*

#### **Added links:**

- [The Professional Institute of the Public Service of Canada](#)
- [The Association of Canadian Financial Officers \(ACFO-ACAF\)](#)
- [COVID-19 BC Support App and Self-Assessment Tool](#)

#### **UPDATE 23 MAR 20**

If you are experiencing any symptoms or have been exposed to someone who is showing [symptoms](#) or has been diagnosed as suffering from the effects of COVID-19, you should complete the BC COVID-19 Symptom Self-Assessment Tool at <https://covid19.thrive.health>.

With respect to work, some general guidance will apply, noting the details of individual cases may result in different approaches:

1. If you are **experiencing COVID-19 symptoms**, inform your supervisor and follow [BC Health guidance](#). You will not be called in to work. Inform your supervisor of any fellow employees that may have been exposed to you. FMF will contact those individuals.
2. If you **have been exposed** through contact or close proximity to someone you know is experiencing COVID-19 symptoms, inform your supervisor and follow BC Health guidance. You will not be called in to work unless a critical job requires it; this will be a CO decision.
3. If you have concerns that **fall outside of para 1 or 2**, as always, you are encouraged to contact your supervisor.

#### **National and Provincial Resources:**

##### *Federal Websites:*

- [Government of Canada COVID-19 Updates](#)
- [Joint DM/CDS statement on COVID-19](#)
- [DND – Information Regarding Flexible Work Arrangements and Leave](#)
- [Public service & military – Information for Government of Canada employees \(COVID-19\)](#)
- [Frequently Asked Questions \(FAQs\) for employees \(COVID-19\)](#)

##### *Provincial Websites:*

- [Province of BC](#)
- [British Columbia Ministry of Health](#)

#### **COVID-19 Cyber Hygiene:**

DND/CAF users are asked to exercise caution in handling any email that is COVID-19-related. This includes subject line, attachments, or hyperlinks. Users are also advised to be cognizant of potential social media pleas, texts, or calls related to COVID-19. The following precautions are highly recommended:

- Avoid clicking on links in unsolicited emails and be wary of email attachments.
- Using Caution with Email Attachments and Avoid Social Engineering and Phishing Scams.
- Use trusted sources such as legitimate, government websites for up-to-date, fact-based information about COVID-19.
- Do not reveal personal or financial information in email, and do not respond to email solicitations for this information.
- Verify a charity's authenticity before making donations.

*Social Media:*

*Local:*

- **Facebook | CFB Esquimalt**  
@CFBBFCEsquimalt
- **Facebook | MARPAC**  
@MaritimeForcesPacific/ForcesmaritimesduPacific
- **Instagram | Captain(N) Sam Sader**  
@mayorcfbesq
- **Instagram | Fleet Maintenance Facility**  
@RCNFleetMaintenance
- **Twitter | Rear Admiral Bob Auchterlonie**  
@COMD\_MARPAC
- **Twitter | MARPAC**  
@MARPAC\_FMARP

*National:*

- **Facebook | Canadian Armed Forces**  
@CanadianForces
- **Facebook | Department of National Defence**  
@NationalDefenceGC
- **Facebook | Health Canada**  
@HealthyCdns
- **Twitter | Canadian Armed Forces**  
@CanadianForce
- **Twitter | Department of National Defence**  
@NationalDefence
- **Twitter | Health Canada**  
@GovCanHealth
- **Twitter | Dr. Theresa Tam, Chief Public Health Officer**  
@CPHO\_Canada

- **Twitter | Prime Minister Justin Trudeau**  
@CanadianPM
- **Twitter | Deputy Prime Minister Chrystia Freeland**  
@DeputyPM\_Canada

*Family Mental Health Support:*

- If you need support, please don't struggle alone. The 24-7 [Employee Assistance Program \(EAP\)](#) is available to all of you. You can also access the Public Service Healthcare Plan (PSHP) or use the nationwide Specialized Organizational Services (SOS).
- Vancouver Island Crisis Line: 24/7. 1-888-494-3888
- [Family Smart](#)
- [Crisis Centre](#)
- [KUU-US Crisis Line Society](#)
- [Kids Help Phone](#) (Text CONNECT to 6866868)
- [Youth In BC Chat](#)
- [Canadian Forces Member Assistance Program \(CFMAP\)](#) 1-800-268-7708 where you can speak directly with trained counsellors.

*Support Resources:*

- Federal COVID-19 Information Line: 1-833-784-4397
- For HR related questions: HR Connect RH/Virtual Client Contact Centre at 1-833-RHR-MDND (1-833-747-6363) between 08h00 and 16h00 EST.
- [HR GO RH App](#)
- [COVID-19 BC Support App and Self-Assessment Tool](#)
- [Federal Government Dockyard Trades & Labour Council \(West\)](#)
- [Public Service Alliance of Canada](#)
- [Union of National Defence Employees](#)
- [The Professional Institute of the Public Service of Canada](#)
- [The Association of Canadian Financial Officers \(ACFO-ACAF\)](#)