

FLEET MAINTENANCE FACILITY
Cape Breton
Monday, 30 November 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 every second **Monday**, 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.

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

30 NOVEMBER 20 UPDATE

Subject: FMFCB Reversion to '3B Sustain' Posture 30 Nov 20 – 3 Jan 21

Refs.: A. MARPAC – JTFP Business Continuity Plan (BCP) – Fleet Maintenance Facility Cape Breton – Annex A – Op LASER, 15 Mar 20

B. 3555-1600-1 (PM/RDIMS 1063256) Tasking Order – FMF CAPE BRETON Limited Business Resumption Plan (BRP), 20 May 20

C. 3555-1600-1 (OM/RDIMS 1074921) FRAG O 001 to CO FMF CB Tasking Order – FMF CAPE BRETON Limited Business Resumption Plan (BRP), 6 Jul 20

Team,

We have been working hard to sustain the fleet since the outset of Op LASER and the DND/CAF COVID-19 response in March 2020. Since July, we have been executing as much work as possible in our '3A Surge' posture in accordance with our Business Continuity Plan (BCP) at ref A – this has required most of the work force onsite in order to maximize output while the threat of COVID-19 has been relatively low in the local area. Our return to work has also followed the direction at refs B and C, the FMF CB Exposure Control Plan (ECP), and other applicable directives.

As I am sure many of you have been tracking, the prevalence of COVID-19 on the Vancouver Island has been growing quickly over the last few weeks, and the province instituted stricter guidelines at the end of last week. In response to this, the FMF management team in conjunction with Union Leadership has been reviewing our current SOPs and options to enhance protection of our entire team.

Furthermore, once we complete the short work period in HMCS Regina today, we will have only one ongoing work period, in HMCS Vancouver, plus ongoing critical repairs in HMCS Victoria. We will start a work period in HMCS Calgary 15 Dec 20, and a work period in VIC 4 Jan 21, from which point we will be heavily loaded with four concurrent work periods through most of January.

As such, I am directing the following, in order to protect the health and safety of the FMFCB workforce and their families:

- FMFCB will change to our '3B Sustain' posture starting Monday, 30 Nov 20. As described in the BCP, we will split back into 'Red' and 'Green' teams, alternating which team is onsite each week, starting with Green team onsite the week of 30 Nov 20;*
- Para 8 of the BCP, which requires fixed work hours, will be held in abeyance. Managers/supervisors can allow their staff to continue to work in accordance with approved Flexible Work Agreements, or direct their employees to work on shift, if these remain appropriate in the 3B posture;*
- Furthermore, where employees are able to conduct their primary tasks from home, managers are authorized to allow them to do so, including during their 'onsite' week. This will help to further reduce the numbers of personnel onsite, and hence to reduce the risk of transmission of COVID-19;*
- In the 3B posture, it may occasionally be required to bring people in to work during their 'work from home' week in order to execute critical path work without delay, particularly in VIC; and*
- My intent at this point in time is that we will resume our '3A Surge' posture starting 4 Jan 21, but I will reserve a final decision on this closer to that date, dependent on COVID conditions at that time. We will continuously monitor the local/regional situation and update this direction as required.*

This change in posture will help to reduce the risk of COVID-19 in the workforce leading up to the holiday period and the follow-on busy January period, while still allowing us to keep VIC repairs on track and VAN's work period on track to prepare for future deployments.

Thank you for your ongoing work throughout this sometimes stressful pandemic – our accomplishments have been many, and we've managed to stay safe so far. Please keep following public health measures (PHMs) and look after yourselves and your families as we move into winter and the holiday season.

Capt(N) / Capv M. Drews

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16 NOVEMBER 20 UPDATE

Good Afternoon FMF Cape Breton,

Please note there is no update for today.

Have a wonderful week.

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02 NOVEMBER 20 UPDATE

FMF Communique to Workforce on: PHM, 699 Leave, Flexible Work Arrangements and Leave

FMF Team,

After seven months of dealing with the COVID-19 impacts to our lives, it seems that we have settled in for the long haul and the new normal. However, this is not 'normal' and we absolutely cannot just 'settle in'. We continue to fare very well on Vancouver Island with respect to both the overall infection rates and community re-transmission rates, but we must continue to do everything we can to fight the virus. If we fail, we risk both failing to improve the situation and losing any gains. This cannot be allowed to happen; not to us and our community, and not to the Navy we serve.

*Our collective way forward continues to be the subject of regular and active discussions between Management and your Union Leadership. We are working together to keep the workforce safe while continuing to deliver the FMF's critical support to the Fleet. It is unacceptable for an outbreak to take root in the FMF and further impact your lives and well-being; but at the same time, it is unacceptable for Canada to fail in generating military forces and seeing to her national security. With FMF's critical strategic role, you are at the front line of that effort and what all of us do individually will impact the whole. **A fit and healthy workforce allows us to support the fleet. We must continue to work together, with full dedication and commitment from all parties, to find the ways to succeed.***

Our COVID-19 posture under our Business Resumption Plan (BRP), continues to evolve with the rest of the DND and CAF as we have seen with the recent [updated Directive from the Deputy Minister and Chief of Defence Staff](#). I have asked the FMF senior management team to conduct a broad refresh of our BRP and the supporting Exposure Control Plan (ECP). Recent dialogue with your Union Leadership and my senior management team underscores importance of providing immediate clarification on a few key elements of our COVID-19 posture:

- **Adherence to Public Health Measures (PHMs)**: The expected behaviours and procedures are in our ECP and have been communicated widely through formal training/orientation and continual reinforcement by the FMF Union and Management leadership team. These constitute workplace safety regulations and after a reasonable period of education, encouragement and adjustment, they should now be normalized in your minds and habits. Supporting arrangements such as traffic patterns and signage, the issuing of approved masks, the provision of cleaning materials, and increased cleaning routines have all been implemented.*

Great progress has been made and I am thankful for and respect the effort and sacrifices being made by most of you to keep the workplace safe. However, there are still some among us who still either do not believe or do not care, and by their actions are endangering their co-workers, not themselves. The rules are pretty simple. Wear a NMM when transiting indoors and whenever you cannot maintain 6ft distance from others. This applies both indoors and outdoors, in vehicles, sitting in break areas, or stopping for discussions indoors or out. This is for the protection of others in the workplace, and it doesn't matter if you are comfortable with not doing this. It's not your choice and not your safety that's being impacted.

Going forward, anyone seen to not be respecting these rules can expect to be challenged. Continued non-compliance and refusal to simply abide by workplace safety regulations will be

dealt with, as would any other disregard for worker safety in the FME, by a graduated system of formal warnings and ultimately, disciplinary action.

- Workplace Configuration/Occupation: Based on the prevailing risk situation, the criticality of our NEM work, and our layered workplace protections and procedures, we have adopted postures that allow for work to be progressed while still protecting the health and safety of our workforce. The intent of our current posture is to maximize service delivery numbers and output by ensuring everyone follows the ECP and supporting physical and management arrangements are in place. Some of the supporting arrangements will impact people differently and perhaps move them out of a comfortable or familiar location/routine, but this forms part of our prolonged strategy to thrive in the COVID environment. Please keep this in mind if you are asked to make changes. Additionally do not hesitate to raise your concerns and ideas so that we can take action to ensure that everyone is safe in their work.

Going forward, I will continue to empower my management team to monitor our onsite numbers closely and ensure they are balanced against NEM demand and the prevailing local risk environment. The number of personnel at work needs to be managed through the judicious use of Flexible Work Arrangements, remote meetings/collaboration, staggered attendance/shifts, and work scheduling. Finally, physical re-arrangements or construction will only be considered if it can be demonstrated that no other protective measure or procedure can suffice to protect workers.

- Flexible Work Arrangements (FWAs) and Leave: From the outset, Treasury Board and DND policy have acknowledged that COVID-19 represents a situation well beyond anything covered in the terms of the existing PSEA and Collective Agreements (CA). No hard and fast COVID policy could possibly anticipate and address every set of individual circumstances in these unprecedented times. We strive to be flexible and compassionate and the approach for any individual case must be based on open and good faith discussion between employees and management on the work requirements, the priority of that work, and any risks or barriers to its completion in order to identify viable options. Options available include additional protections in the workplace posture, the use of shifts/rotations, flexible scheduling/locations (FWAs) and ultimately leave with pay for other reasons (699), normally pursued in that order. There are no strict rules that can categorize peoples' circumstances and automatically dictate one solution or the other, though 'Family Care' and 'Vulnerable Persons' are known to be some of the more demanding and complex situations. Additionally, there is no automatic entitlement to a status and employees may be asked to articulate in detail or attest to their particular circumstances, risks, or concerns in order for them to be fully understood by management which enable improvements to the work situation.

If work has been deemed critical, it must proceed; that is our business in DND. If it can only be performed on site, then that must be the solution. If the work can be performed off-site, then an FWA may be the solution, either at the employee's or employer's request. The intent for this is to reduce risks onsite and/or allow the employee to address the impacts of COVID. This is possible, however, only if the employee and employer are comfortable that they can safely and effectively complete the work offsite. If not, then they will either come to work or the employer will examine further accommodation of the employee's circumstances, which may involve the granting of Leave with pay for other reasons (699) if the circumstances are directly COVID-related and there are no other applicable CA provisions. In the earliest days of our COVID response, the use of 699 was more widespread as we came to grips with the threat, reconfigured the workplace, and as the workforce dealt with the new impacts to their lives. But, with the passage of time and adaptations, the expectation by TB is that the use of 699 will become more infrequent.

Granting of 699 leave is neither time off nor vacation. It is simply the best temporary accommodation for employee COVID-related limitations. In normal times, this would be the kind of thing that the Office of Disability Management (ODM) and WorkSafeBC would be involved in, but clearly they have neither the policy framework nor capacity to address everything right now. So, it is handled administratively and should be viewed as a necessary last resort when the balance of demands and risks do not support bringing an employee in to work and they are directed to remain at home with pay in order to address their care circumstances or protect themselves. Employees should remain in contact with their supervisor and keep themselves ready to contribute in whatever way might become possible including ultimately, coming in to work should something shift the balance of the underlying risk assessment.

Any such system that places the benefit of doubt in favour of the employee's circumstances will be open to potential abuse. However, we will not allow that small potential to detract from the overall trust in our workforce and their commitment to our shared goals. To the extent that there is any perception of abuse, rest assured that any exploitation of our COVID posture and policies will be investigated and if verified, a more appropriate accounting for the employee's absence from the workplace will be directed.

Lastly, the underlying conflict of commitments and risks highlights further the importance of actual Annual Leave for some true rest, recuperation, leisure, and time with family. This leave benefit has always been critical to overall employee mental health and wellness, and it is even more so now during the stresses of COVID. It is for this reason that we continue to encourage employees to discuss leave plans with their supervisors and find time to take for themselves, expending as much of their leave earned for the year as possible. Regardless of whether every single activity or travel location you might otherwise have envisioned is possible right now, true time off and vacation is critical to the long-term sustainability of our workforce and you will continue to be expected to take annual leave notwithstanding any other periods of FWA or 699 which, as discussed, are by no means the same thing.

Going forward, I expect that FWA and 699 leave will continue to part of my management team's tools to reduce the risk to you and as a form of temporary accommodation, for those of us that are most vulnerable or whose family situation necessitates its use. Abuse of the 699 privilege will not be tolerated. As these have been difficult times I have asked my management team to work with you to ensure you are able to take your annual leave. Please take it. You have earned it!

Overall, the FMF CB team has been at the forefront dealing with COVID-19 as a leader in the RCN. We did not miss a beat, kept communicating even as we took shelter, and then quickly rose to devise new policies and modes of operation. Our impressive actions were noticed and discussed far beyond our lines. We enabled the RCN continue to put ships to sea and maintain our commitments to Canada which are successes you can all take pride in. But we cannot contentedly pause now just as the Second Wave manifests itself; the battle is not won. Everyone must maintain their personal commitment to all of our efforts to accomplish our mission while protecting your, and your co-workers', health and safety. At the same time, management will continue to show flexibility and compassion, and even innovation if called for, in how we support you in that effort. We continue to enjoy a considerable policy toolset in how we can support you and will do everything we can to fairly and equitably apply it. Indeed, we are fortunate to enjoy a level of support that not everyone has in this country at this time. As public servants, we must be seen as completely above board in how we administer our COVID policies lest we undermine the confidence of Canadians and lose the support we deserve as a key strategic asset for our country.

I know you all get this, and try your best to embody and live it every day. Keep it up, and trust that Management and your Union Leadership will have your backs as you do. As always, this will remain a partnership going forward and I encourage everyone to actively engage via their supervisors, labour reps or JOSHE Committees on any aspect of our operations during COVID-19.

Capt(N) / Capv M. Drews, RCN / MRC
Commanding Officer / Commandant
FMF CAPE BRETON

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19 OCTOBER 20 UPDATE

Good Evening FMF Cape Breton,

Please note there is no update for today.

Have a wonderful week.

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05 OCTOBER 20 UPDATE

Good Evening FMF Cape Breton,

Please note there is no update for today.

Have a wonderful week.

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21 SEPTEMBER 20 UPDATE

Good Evening FMF Cape Breton,

Please note there is no update for today.

Have a wonderful week.

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09 SEPTEMBER 20 UPDATE

Good Afternoon FMF Cape Breton,

Please note there is no update for today.

Have a wonderful week.

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24 AUGUST 20 UPDATE

Please note there is no update to the information sheet today.

Have a wonderful week.

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10 AUGUST 20 UPDATE

From the CO:

Team,

In my message to you last week I highlighted importance of everyone adhering to public health measures in the workplace. Unfortunately, personnel at all levels are failing in their duty to keep one another safe. I have heard multiple reports of people not physically distancing, not wearing masks, and gathering in groups. This need to stop. In order to ensure it does, the following regulations are now in place:

Public Health Measures (PHM) Policy

- 1. Once arriving at work, all employees will have a non-medical mask on them at all times. It will be worn around your neck or with you at your workstation (with an assured 2m perimeter).*
- 2. When moving outside of your workstation, the NMM will be immediately donned whenever you are not able to maintain a 6ft/2m separation. The only exception is momentary passing in transit. This policy applies in all workspaces: break areas, vehicles, walking in groups, or meeting anywhere for brief discussions.*
- 3. At no time is anyone to proceed within 6ft/2m of another person without all parties donning their NMM.*

Enforcement

- 1. Supervisors will walk their respective areas twice daily to conduct random checks to ensure all personnel are carrying their masks and adhering to physical distancing. This check will be performed at the start of each shift and throughout the day as required.*
- 2. Managers will walk their respective areas once a day to conduct checks ensuring employees are carrying their masks and enforcing physical distancing.*
- 3. Finally, all Supervisors and Managers will be the models of this behaviour and lead the workforce through these compliance measures.*

It is critical that we all continue to keep one another safe. Furthermore, as members of the Defence Team, we need to keep our fellow Canadians safe and set the example in our community.

Capt(N) Martin Drews
CO FMFCB

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28 JULY 20 UPDATE

FMF,

It has been a very significant past two weeks for the FMFCB Team. With our transition into our Phase 3A "Surge" posture, we have a large number of personnel back in the workplace and a corresponding increase in the amount of maintenance we are able to perform. Our efforts are critical to enabling the RCN to meet Government of Canada requirements in these uncertain times, and the Canadian Fleet Pacific and Canadian Submarine Force are excited by your progress, as am I. I want to thank everyone

for their patience and flexibility as we continuously improve our ability to work in a COVID environment, and I applaud everyone for getting back to our important job of serving the fleet.

On the public health side, this past week was significant in another respect as there was an increase in the number of active COVID-19 cases in the Vancouver Island Health Authority (VIHA) area, with ten cases currently reported. While this is a small increase, we are paying attention. I want to assure the you all that I, along with your senior management, take the health and wellbeing of the FMF family very seriously. We continue to actively track local and regional COVID status, and will take proactive steps both to continue to keep communications open with the work force and with unions, and to implement further measures or a change in posture as appropriate.

Finally, I remind you all to continue to take public health measures seriously and to continue to get better at following them. Keep two metres distance, wear a mask if you can't keep your distance, sanitize your work space before and after use, stay only in the areas of the FMF where you absolutely need to go, and use teleconferences instead of meetings whenever possible. These measures don't come naturally to most of us, and it will require somewhat of a cultural shift before they become second-nature.

With our continued diligence and dedication, we will move through this tough time together, remain healthy, and continue to actively serve the fleet and our country.

Capt(N) Martin Drews
CO FMFCB

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13 JULY 20 UPDATE

Good Evening FMF Cape Breton,

We hope this communication update finds you well.

Please see below a message from Commander MARPAC/Joint Task Force (Pacific), Rear-Admiral J.R. (Bob) Auchterlonie to FMFCB CO Capt(N) Martin Drews:

“I was onboard WIN today and wanted to pass along my thanks to the FMF Team. WIN feels very well supported in preparation for their upcoming deployment from the entire FMF Workforce. Folks are working hard and progressing rapidly not get her out to sea well prepared technically.

Even in this very challenging environment, your workforce is stepping up!

Thanks again and well done to you and your teams.”

Rear-Admiral J.R. (Bob) Auchterlonie
Commander
Maritime Forces Pacific / Joint Task Force (Pacific)

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29 JUNE 20 UPDATE

Good Afternoon FMF Cape Breton,

Please note there is no update for today.

The next communication update will be on 13 July 20.

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25 JUNE 20 UPDATE

Good Evening FMF Cape Breton,

Please find below the email sent this afternoon on behalf of the Commanding Officer, Capt(N) Drews.

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Expanded Business Resumption Plan

The following message is sent on behalf of the Commanding Officer:

As the Province of British Columbia continues to make progress in the fight against COVID-19 and conducts a careful and measured relaxation of restrictions, the Formation and FMF will continue to do the same. We have been executing our Business Resumption Plan for past few weeks and slowly we have increased from dozens of employees to hundreds working on-site in order to support critical Fleet maintenance priorities. We continue to analyze observations and feedback in order to optimize this posture to assure the safety of our workforce while delivering on our mandate to the Navy and Government of Canada.

I'm writing to you today because Fleet and FMF planners have made it clear that we cannot generate our Fleet for mandated operational commitments in our current state. We need to move to a more aggressive work stance that will allow FMF to generate HMCS VICTORIA, WINNIPEG, and REGINA to meet our force generation and international commitments while protecting the safety the FMF workforce. After much discussion with your Union leaders and the Admiralty, I have made the decision to bring a much larger portion of workforce back to work.

To meet our operational mandate in a safe and effective manner FMF planners are at this time working on what exactly this Expanded Business Resumption model will look like. Once implemented, this plan will see a larger part of the Service Delivery organization at work on-site, with others on-site only as required to support service delivery or other critical requirements. Vulnerable persons and those with childcare issues will continue to be accommodated in accordance with existing direction.

It is anticipated that transition to an Expanded Business Resumption plan will be no earlier than 6 Jul 2020 and an updated Task Order for it can be expected very soon. Labour, unions, JOSHE committees and managers will all be engaged in its creation.

Expanding our output capacity to meet the demands of the Navy while effectively managing the risks COVID-19 presents to our workforce is my top priority and will be the focus of the new Expanded BRP model. Please standby for further direction.

Capt(N) Martin Drews
Commanding Officer
FMF CAPE BRETON

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22 JUNE 20 UPDATE

Good Afternoon FMF Cape Breton,

We hope this communication update finds you well and that you've had a nice, restful weekend.

Please note that we will be transitioning these updates from each Monday and Thursday to every other Monday beginning next week, 29 June 20.

Thank you all for your patience and dedication during this time.

18 JUNE 20 UPDATE

Good Evening FMF Cape Breton,

This week, 14 - 20 June, has marked National Public Service Week. The theme being "Proudly Serving Canadians," which truly reflects the excellent work done within our facilities.

We would like to take this opportunity to thank every one of you, our valued team members, for your contributions to FMF Cape Breton and the Royal Canadian Navy. You show incredible dedication and commitment to excellence each day, using your skills, expertise, and experience to support the RCN alongside uniformed members. Thank you for all that you do to contribute to the Defence Team.

While we are unable to celebrate in person this week, we will seek opportunities to celebrate with all of the workforce at a later date.

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15 JUNE 20 UPDATE

Good Evening FMF Cape Breton,

Please find included in today's communication update the updated version of the ***Business Resumption Plan Q&A Sheet*** (attached).

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11 JUNE 20 UPDATE

Good Afternoon FMF Cape Breton,

As we prepare to return to work, please start thinking about your leave plans. Although we don't know the final rules or policies that will apply, for those who do know/have plans, please get them in within two weeks so as to have the best chance of being accommodated within all the re-worked work periods for ships. However, if you're still waiting to see how the situation evolves on Vancouver Island, in BC, or elsewhere, leave requests can still be submitted at any time.

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08 JUNE 20 UPDATE

Good Afternoon FMF Cape Breton,

We hope you've had a great weekend.

The following email was sent as a unit-wide email to FMF employees and applies to those working on site.

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The following is sent on behalf of Industrial Engineering:

Personal Garbage Bins: In an effort to help minimize personal contact, all employees are to empty their own personal garbage containers into central garbage collection spots. The majority of areas already have a larger collection bin near coffee boat areas and more bins are being distributed with appropriate signage where they are needed.

Shower Usage: Changes have been enacted regarding use of shower facilities at FMF, including new procedural and cleaning expectations. Please see the posters in the locker rooms and shower locations which provided directions.

If you have questions regarding these changes, please contact Industrial Engineering.

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04 JUNE 20 UPDATE

Good Evening FMF Cape Breton,

We hope you are well. Please note there is no addition to the information sheet today. We will be updating the ***Business Resumption Plan Q&A Sheet*** over the next few days and intend to send you that update next week.

We hope you have a nice weekend.

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01 JUNE 20 UPDATE

Good Evening FMF Cape Breton,

Please find included in today's communication update the ***Business Resumption Plan Q&A Sheet*** (attached).

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28 MAY 20 UPDATE

Good Evening FMF Cape Breton,

FMFCB Interim CO's Direction on Vulnerable Persons and Childcare Issues

Refs.: A. CDS/DM Directive for the Resumption of Activities, 12 May 20
B. FMF 3555-1600-1 (OM/RDIMS 1063256), Tasking Order – FMF Cape Breton Limited Business Resumption Plan (BRP), 20 May 20
C. Message from Deputy Minister Regarding COVID-19, 16 Mar 20

1. The Deputy Minister of National Defence (DM) and Chief of Defence Staff (CDS) issued their directive to guide limited business resumption at ref A. My order at ref B details business resumption at FMFCB.

Vulnerable Persons

2. Ref A requires that employees speak with a health care provider to assign appropriate medical employment limitations prior to their return to work if they consider that an individual medical concern renders them, or their dependent, particularly vulnerable to COVID-19. Ref B repeats this requirement as direction to FMFCB personnel. However, neither reference stipulates the details of how this is to be achieved. Furthermore, ref A also directs ADM(HR-CIV) to produce policy on how to implement this direction. Ref C had authorized *other leave with pay* (Code 0699) in line with collective agreements if no alternative is available

3. CO's Interim Direction. As such, the following direction is to be followed by FMFCB civilian and military employees until I issue further direction. This interim direction will likely be in place at least until ADM(HR-CIV) policy is issued:

- a. Inform your manager if you consider yourself, someone in your household, or someone for whom you are directly responsible to provide care, particularly vulnerable to COVID-19. Inform your manager as soon as possible, but no later than on the date that you are informed of your return-to-work date;
- b. Inform your manager of the limitations that you consider would be needed to protect you or your vulnerable household members or dependents from COVID-19, which may include remaining at home;
- c. Your manager will, if possible, ensure you are accommodated. If the accommodation requires you to stay at home, your manager will direct you to:
 - i. Work from home, if this is possible;
 - ii. Request '699 Other leave with pay' (for civilians); or
 - iii. Request direction to remain in a 'Protect' state at home (for military members).

Childcare Issues

4. It will likely be difficult for employees to arrange for childcare, given limited school openings and limitations on daycare, despite some parents continuing to work from home. Ref C authorizes *other leave with pay* (Code 0699) if no alternative is available.

5. CO's Interim Direction. As such, the following direction is to be followed by FMFCB civilian and military employees until I issue further direction, which may occur if further guidance is provided by higher authorities:

- a. Inform your manager as soon as possible if you anticipate having childcare issues, but no later than on the date that you are informed of your return-to-work date;
- b. Managers are to work with employees to accommodate childcare issues, for example by authorizing flexible work hours or shift work, as appropriate;
- c. If these measures are not able to accommodate the requisite work daily work hours, your manager will direct you to:
 - i. Work from home, if this is possible;
 - ii. Request '699 Other leave with pay' (for civilians); or
 - iii. Request direction to remain in a 'Protect' state at home (for military members).

Implementation

6. This direction will be in force for employees directed to work onsite from 1 Jun 20 onward, and until further direction is given.

Martin Drews
Capt(N)
Commanding Officer

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25 MAY 20 UPDATE

Good Afternoon, FMF Cape Breton!

Please find the Formation COVID-19 Safety Notices on DWAN [here](#).
Please find the Formation COVID-19 Safety Notices on Internet [here](#).

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21 MAY 20 UPDATE

Good Afternoon FMF Cape Breton,

We hope this email finds you all well.

May 19 – 22 marks Indigenous Awareness Week.

Indigenous Awareness Week is a time for all Canadians to recognize and celebrate the unique and diverse culture, heritage, and outstanding contributions of Canada's First Nations, Inuit, and Metis People. Although these groups share in many similarities, they each carry their own distinct cultural practices, spiritual beliefs, languages, and heritage.

Long term, and recently retired, FMFCB employee and Defence Aboriginal Advisory Group (DAAG) member Bill Stewart, along with all members of the DAAG, have continued to play an important role in educating fellow Defence Team members through providing opportunities to learn about the history of Canada's Indigenous Peoples, while offering advice and guidance on a variety of policies and initiatives. As such, the 2020 IAW theme is "The Enduring Spirit of Indigenous Peoples Honouring 25 Years of the DAAG." Bill has brought a wealth of knowledge to the workforce at FMF over the years, and we thank him and the DAAG membership for their continued work in honouring the legacy and resiliency of Indigenous Peoples. We hope this sentiment is carried forward and that the drive to educate ourselves and others continue not only this week, but throughout the years ahead.

FMF acknowledges the Songhees and Esquimalt First Nations in Victoria, B.C., whose traditional territories we work and play on each day.

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[Message from the Deputy Minister Champion for Indigenous Federal Employees: Indigenous Commemorative and Awareness days](#)

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As part of the recently released Business Resumption Plan, workforce are required to take COVID-19 Awareness Course.

Please find the correct DLN COVID-19 Awareness Course here:

To access DLN from the DWAN, please use <http://dln-rad.mil.ca>

To access DLN from the Internet, please use <https://dln-rad.forces.gc.ca/login>

Once you are in the DLN, search for COVID, it will bring up COVID-19 Awareness (MITE Code 122255).

Please also note that if members of the DT have difficulties logging in or do not have an account, they may communicate with the DLN-RAD Helpdesk by email (dln-rad@forces.gc.ca) using their personal email account providing their full name, SN/PRI, @forces.gc.ca email address, and request support (new account, password reset, etc.) stating clearly they wish correspondence to be sent to their personal email address if necessary.

Please contact your supervisor directly to discuss if you have any questions.

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[DND/CAF COVID-19 Information Page](#)

[BC CDC](#)

Canada.ca/coronavirus

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14 MAY 20 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 20 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 20 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.

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
Vice-Admiral / Vice-amiral
Commander Military Personnel Command
Commandant du Commandement du personnel
militaire

Kin Choi
Assistant Deputy Minister / Sous-ministre adjoint
Human Resources – Civilian
Ressources humaines – Civils

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](https://survey-sondage.forces.gc.ca/snapwebhost/s.asp?k=158808989995) 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.

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](https://survey-sondage.forces.gc.ca/snapwebhost/s.asp?k=158808989995) 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 20 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 75th 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 4-10th 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 20 UPDATE

We were deeply saddened to hear of the loss of SLt Abigail Cowbrough in the helicopter crash which occurred last night off the coast of Greece. Abigail 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)

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.csps-efpc.gc.ca/tools/jobaids/working-remotely-members-eng.aspx>

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27 APRIL 20 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.

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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

[Canada App](#)

[BC CDC](#)

[Letters from the Chief of Defence Staff \(CDS\)](#)

23 APRIL 20 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 CFWMS 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 17th to June 26th, 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!

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 16th.

We recognize this weekend marks Easter and Jewish Passover (commencing April 8th), 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. 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/ForcesmaritimesduPacifique
- **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 \(ACFO-ACAF\)](#)