



321SQN RI 4-20

DISCHARGES/RESIGNATIONS

1. The following cadets have resigned as members of the AAFC WEF 31 Jul 20:
 - a. A/CSGT Cooper Ivory – 2320003;
 - b. LCDT Mallalieu Boston – 2324571;
 - c. LCDT Ashleigh New – 2338877;
 - d. LCDT Lachlan New – 2338876;
 - e. LCDT Hayleigh Shaw – 2329610;
 - f. CDT Leon Davis – 2355909;
 - g. CDT Evie Mills – 2355925; and,
 - h. CDT Rusty Mills – 2355926.

END OF OPERATIONAL PAUSE - RETURN TO PARADES

2. IAW HQ AAFC directions, SQNs are now transitioning from the end of the Operational Pause to return to weekly parades. However, as we are all now operating in a changed environment due to the COVID-19 pandemic, the way in which we conduct 321SQN parades has also been changed.
3. Currently, it is anticipated that 321SQN cadets will return to weekly parades on Wednesday 05 Aug 20. Although the staff are planning for future extra-curricular activities, there has been no information yet provided as to how or when these will commence.
4. This RI outlines necessary information regarding the return to parades. Where there are any inconsistencies between these RIs and the existing 321SQN SIs, the information contained in this RI will take precedence.
5. Note that any staff member or cadet who chooses for health and safety reasons not to attend 321SQN parades, will still remain a member of the AAFC. Those members must contact the CO to discuss their decision.
6. **Requirements for Return.** Before staff and cadets are permitted to return to 321SQN parades, they must complete a number pre-requisites. Most of these will need to be completed on-line using the *CadetNet* system. These pre-requisites are:

- a. all cadets must complete the Defence Youth Safety Level 6 (DYSL6) course via E-learning on the *CadetNet* system;
 - b. all staff and cadets are to complete the 'Preventing Communicable Disease Transmission' via E-learning on the *CadetNet* system;
 - c. all staff and cadets are to log onto the parade activity in *CadetNet* for the 321SQN Initial Return Parade activity (number 21294), and are to download and complete the consent form, and then upload the completed form to the activity;
 - d. all staff and cadets are to download the COVID-19 Visitor Health Questionnaire from the 'Activity Documents' section of *CadetNet* activity 21294, complete the form electronically (online) and then email the completed form to the Unit Safety Advisor (LAC(AAFC) Woods) at usa.321sqn@airforcecadets.gov.au with the email also copied to the 321SQN email account 321sqn@airforcecadets.gov.au
 - e. all staff and cadets are to attend the 321SQN online Zoom briefing at 1930h on Monday 03 Aug 20, in order for the CO to present a COVID-19 safety briefing to all staff and cadets.
7. The 321SQN staff are aware that some cadets are experiencing issues in viewing the Initial Return Parade activity (number 21294). Cadets who are experiencing difficulties are to contact the SQN ADMINO immediately, be telephoning 0432 132 104. **Do not email the ADMINO** as any access issues are time-critical. The forms will then be emailed to those cadets.
8. Examples of the forms are attached as Annexes A and B to this RI. Please note these are for reference only, and are not for use. A flowchart of the return to parades process is attached as Annex C to this RI.
9. **All forms must be uploaded to *CadetNet*, and will not be accepted as 'hard copies' at the start of the return parade.** Staff and cadets who do not complete all of the above-listed prerequisites will unfortunately not be permitted to return to weekly parades until they are completed. There will be no exceptions.
10. **Other Return Changes and Requirements.** In addition to the prerequisites for the return to parades, staff and cadets are to be aware of the following changes.
- a. If you have symptoms of COVID-19, or have been in contact with someone who has, you are not to come to 321SQN parades, and you should notify the CO immediately, self-isolate, and get tested.
 - b. There are now limits to the number of people that can be in a room at any given time. Every room used by 321SQN will have a sign posted to advise the maximum allowed room occupancy. Staff and NCOs who are presenting the lessons are to ensure that this number is not exceeded.
 - c. Social distancing must be observed at all times. This means that all staff and cadets are to ensure that they remain 1.5 metres or more away from other individuals at the SQN. Chairs in

classrooms have been placed accordingly, and are not to be moved. Cadets in classrooms will be allocated specific places, and are not to move from those places.

d. Staff and cadets are to use the hand-sanitizer at the entrance to each training room as they enter a classroom.

e. Cadets who wish to speak with staff members in the orderly room are to wait at the entrance of the orderly room, maintain social distancing, and wait until called into the room.

f. Parents and caregivers are no longer permitted to enter Bullecourt Barracks without prior arrangements with CO 321SQN. Parents who do visit Bullecourt Barracks will be required to complete the COVID-19 Visitor Health Questionnaire and send it to the USA before their arrival.

11. **Changes to Arrival and Departure Procedures.** The follow procedures are to be adopted for the arrival and departure of cadets at 321SQN parades.

a. Upon arrival, drivers are no longer permitted to park in the carpark outside Bullecourt Barracks to set-down cadets. Drivers are to enter the carpark via the northern entrance, and then drive around the carpark to set-down cadets near the main entrance of Bullecourt Barracks. 321SQN staff will be positioned in the carpark to direct arriving traffic. Cadets are to exit vehicles from the left-hand side, and are to line-up along the northern fence line of Bullecourt Barracks, ensuring they maintain social distancing. Drivers and any other passengers are not to exit vehicles.

b. In order to minimize arrival congestion, cadets are required to stagger their arrival times, based upon their surnames. The timings are:

- family names A – H 1750h
- family names I – P 1755h
- family names Q – Z 1800h

c. Cadets will be called forward individually to enter Bullecourt Barracks by the 321SQN DM, and will be required to immediately use the hand-sanitizer. They are then to place their bags on the wall along the covered walkway, and then assemble on the parade ground. Access to the covered walkway will only be permitted from the western side.

d. For departure, drivers are to park in the carpark, to await departing cadets. Drivers are not to exit vehicles. Again, in order to minimize departure congestion, cadets are required to stagger their departure times, based upon their surnames. The timings are:

- family names A – H 2130h
- family names I – P 2135h
- family names Q – Z 2140h

e. Cadets who drive themselves to/from 321SQN parades must complete a Driving Authorization Form (available from the 321SQN website), and are to park on the southern side of the carpark. Cadets who are driving to/from SQN parades are not permitted to transport other cadets, unless the passenger cadet is a member of the same household.

12. Cadets are not to remain in the carpark after parades to socialize. All cadets are to leave Bullecourt Barracks and surrounding areas immediately after parades.

13. A map showing the arrival route and procedures is attached as Annex C to this RI.

14. **Payments.** As part of the COVID-19 restrictions, the AAFC will no longer accept cash payments for contributions and/or for the purchase of merchandise. All payments must be made by bank transfer, or by 'tap and go' cards.

15. **Canteen.** As the AAFC is no longer accepting cash payments, 321SQN will change the way in which purchases are made from the canteen. Staff and cadets can either:

a. use a 'tap and go' card to make purchases (please note that this will incur a small transaction fee); or,

b. transfer an amount of between \$10 and \$20 to the 321SQN bank account, from which deductions for canteen purchases will be made.

16. If staff and cadets chose option b. (above) they are to email the ADMINO after each transfer is made.

UNIFORMS

17. Although CDTR of Intake 20 have been issued with components of both their SD and DPU uniforms, they are only to wear the DPU uniform until after they have completed the Recruit Stage of training on 02 Sep 20.

18. SQN staff are aware that cadets in Basic Stage and higher are also experiencing uniform fitting issues as a result of growth during the Operational Pause. Cadets who are unable to wear the uniform of the day as prescribed on the 321SQN website may wear any complete uniform that fits, after seeking permission from the SQNXI. This permission will cease on 31 Aug 20.

19. It is anticipated that due to the COVID-19 building restrictions, most briefings will be conducted outdoors. Given the current cooler temperatures, all cadets are to either wear their pullovers to parades, or are to bring their pullovers with them.

20. If there are any fitting issues with any part of the uniform, please notify the SSO by email. The email address can be found on the 321SQN website, under the contact page. The SSO will endeavour to obtain the outstanding uniform items as soon as 3LOGFLT re-commences operations.

OPSPAUSE AEROMODELLING COMPETITION

21. 321SQN is still conducting an aircraft modelling competition during the OPSPAUSE, the details for which are in SQNRI 2-20.

22. The competition will conclude, and will be judged, during the first parade after the end of the OPSPAUSE. At this stage, that is expected to be 05 Aug 20. All cadets entering models should ensure that they bring their models to the first parade.

321SQN REBRANDED UNIFORM ITEMS

23. At the beginning Mar 19, 321SQN undertook a rebranding process to update badges and other uniform accoutrements. They process is now nearing its conclusion.

24. New 321SQN rectangular patches have been manufactured, and are now available. A new 321SQN cap is currently being manufactured. These will be issued to the recruits of Intake 20 as part of their joining package, provided that the joining fee has been paid.

25. All other members can continue to wear the existing 321SQN patches and cap for as long as they remain members of the SQN. However, those members will be able to purchase the new items should they wish to do so. The cost of the patch is \$3.50 per unit. The cost of the cap is still to be determined, as the manufacturer to currently finalizing the costing.

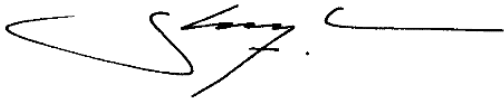
26. Staff and cadets who wish to purchase the new cap and badge should contact the ADMINO, who will raise an invoice. Payment can then be made by bank transfer.

SUMMARY

27. The successful and safe return to 321SQN parades will depend upon the cooperation and input from all members of the SQN. This is now ‘the new normal,’ and we all have a part to play. We must all socially distance, sanitize our hands, and ensure our personal hygiene is maintained.

28. Although not supplied by the AAFC, staff and cadets may wear their own masks during 321SQN activities. Similarly, all members are encouraged to bring and use their own hand sanitizer and other hygiene supplies.

29. If all members follow these rules, we can stay safe, and look after ourselves and our families. Should any parents/caregivers wish to discuss the return to parades requirements with the CO, please contact the 321SQN duty phone on **0432 132 104**.



G. Mayler
FLTLT (AAFC)
CO 321SQN AAFC

01 Aug 20

Annexes

- A. Return Parade Consent Form
- B. COVID-19 Visitor Health Questionnaire
- C. Return to Parade Flow-Chart
- D. Cadet Set-Down and Collection Procedure

Return Parade Consent Form



AUSTRALIAN AIR FORCE CADETS
ACTIVITY NOTIFICATION AND CONSENT FORM (UNDER 18YRS)

Sensitive: Personnel (when participant's details are entered)

ACTIVITY DETAILS						
Activity Title	21294: 321SQN Initial Return Parade					
Activity Type	PDE COVID-19 Initial					
Activity Location	321 (City of Newcastle) Squadron Facility Military Rd Adamstown NSW 2289					
Reporting	Time:	18:00	Date:	05 Aug 2020	Location:	321SQN, BLD 26, Bullecourt Barracks, Military Rd, Adamstown, NSW, 2289
Dismissal	Time:	21:30	Date:	05 Aug 2020	Location:	321SQN, BLD 26, Bullecourt Barracks, Military Rd, Adamstown, NSW, 2289
Accommodation						
Catering						
Officer in Charge	FLTLT(AAFC) Grant Mayler - 8022129					
Point of Contact	CPL(AAFC) Matthew Whitelaw - 8598492					
Cost	\$	Payable to:		Due Date		

PARTICIPANT'S DETAILS					
Rank		Surname		Given name(s)	
Unit		Date of Birth		Preferred name	
<p>Parents/Guardians and members are reminded of their obligation to inform their Cadet Unit of any Health issues and update the member's Health Declaration when there is any change. Further, if the member has suffered an acute injury, illness or infectious or contagious disease in the last four weeks, a doctor's certificate has to be provided that states that the member is fit to attend the activity.</p>					

ACTIVITY CONSENT
<p>I, the parent / guardian, consent to participation in the event. In the case of the participant requiring medical treatment or in the case of a medical emergency, I consent to the unit CO or delegated first aid officer providing first aid or if applicable treatment as outlined in the member's Health Management Plan. I further authorise the unit CO to arrange such medical or surgical treatment as may be deemed necessary for the member. I also undertake to pay any costs which may be incurred for the medical treatment, ambulance transport and medication.</p> <ul style="list-style-type: none"> - COVID-19 Advice: The AAFC as part of the Defence Organisation has implemented strict COVID-19 risk control measures based on current recommendations from Federal and State Governments in order to minimise the risk of an uncontrolled COVID-19 transmission within the cadet environment. Parents/Guardians must carefully consider the information provided to them and then consider if participation in this activity is in their best interest of their cadet, despite the implementation of risk controls. Procedures and work practices may have changed since the cadet's last attendance and they should liaise with the OIC of Activity or Unit Commander prior to attending the activity. - Has the participant returned from overseas within last 14 days? Yes / No - Has the participant been in close contact with someone with a confirmed case of COVID-19 within the last 14 days? Yes / No - Has the participant experienced any cold or flu-like symptoms in the last 14 days (includes fever, cough, sore throat, respiratory illness, difficulty breathing)? Yes / No - Is the participant awaiting test results from COVID-19 screening / testing? Yes / No - If you answered "Yes" to any of the above COVID-19 Questions or if you are 'unsure'; then the participant is not to attend the activity under any circumstances.

Health	Is the participants Health Declaration up to date in CadetNet? Yes / No Does the participant have a Health Management Plan? Yes / No - if yes the member is to take a copy on the activity Has the participant suffered any acute injury, illness or contagious or infectious disease in the last 4 weeks? Yes / No - if yes, is a doctor's Certificate attached Yes / No		
Parent/Guardian	If under 18 years old, are the parent guardian details current in CadetNet? Yes / No		
Emergency Contact	Are the Emergency Contact details current in CadetNet? Yes / No		
Signature of parent / guardian		Date	
Name of Signatory			

Catering Advice: In minimising the risk of exposure to high risk allergen, Defence policy prohibits cadets under any circumstances from consuming Navy, Army or Air Force combat ration packs. Whilst every reasonable effort will be made to minimise the exposure of a person who is at risk of anaphylaxis to known allergens within the cadet environment and related activities, parents may consider it is in their child's best interest not to participate in a catered activity. In the event that the child is participating in a catered activity, the parents may choose to provide, at their own expense, sufficient food to cover the duration of the activity.

Prohibited Items: It is prohibited for participants to have in their possession, alcohol, tobacco, prohibited substances, pornographic material, firearms/ammunition/pyrotechnics or knives with blades over 5cm.

COVID-19 Visitor Health Questionnaire



COVID-19 Visitors Health Questionnaire

The health and safety of our personnel, their families and our community are our priority. As the coronavirus disease (COVID-19) crisis continues, we are monitoring the situation closely and will periodically update our practices based on current recommendations from Federal and State Governments.

To prevent the spread of COVID-19 and reduce the potential risk of exposure to our personnel we are conducting a simple screening questionnaire. Your participation is important to help us take precautionary measures to protect you and everyone on this site. Thank you for your cooperation.

Visitor/Contractor Name*:	Personal phone number* (mobile/home):
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Question Answers by Visitor* (Yes / No)	
1	Have you returned from overseas within the last 14 days? <input type="checkbox"/> Yes <input type="checkbox"/> No
2	Have you been in close contact with someone with a confirmed case of COVID-19 within the last 14 days? <input type="checkbox"/> Yes <input type="checkbox"/> No
3	Have you been in close contact with anyone who has travelled overseas in the last 14 days? <input type="checkbox"/> Yes <input type="checkbox"/> No
4	Have you experienced any cold or flu-like symptoms in the last 14 days (includes fever, cough, sore throat, respiratory illness, difficulty breathing)? <input type="checkbox"/> Yes <input type="checkbox"/> No
5	Are you awaiting test results from COVID-19 screening/testing? <input type="checkbox"/> Yes <input type="checkbox"/> No

AAFC Question Facilitator*: _____ Date*: _____

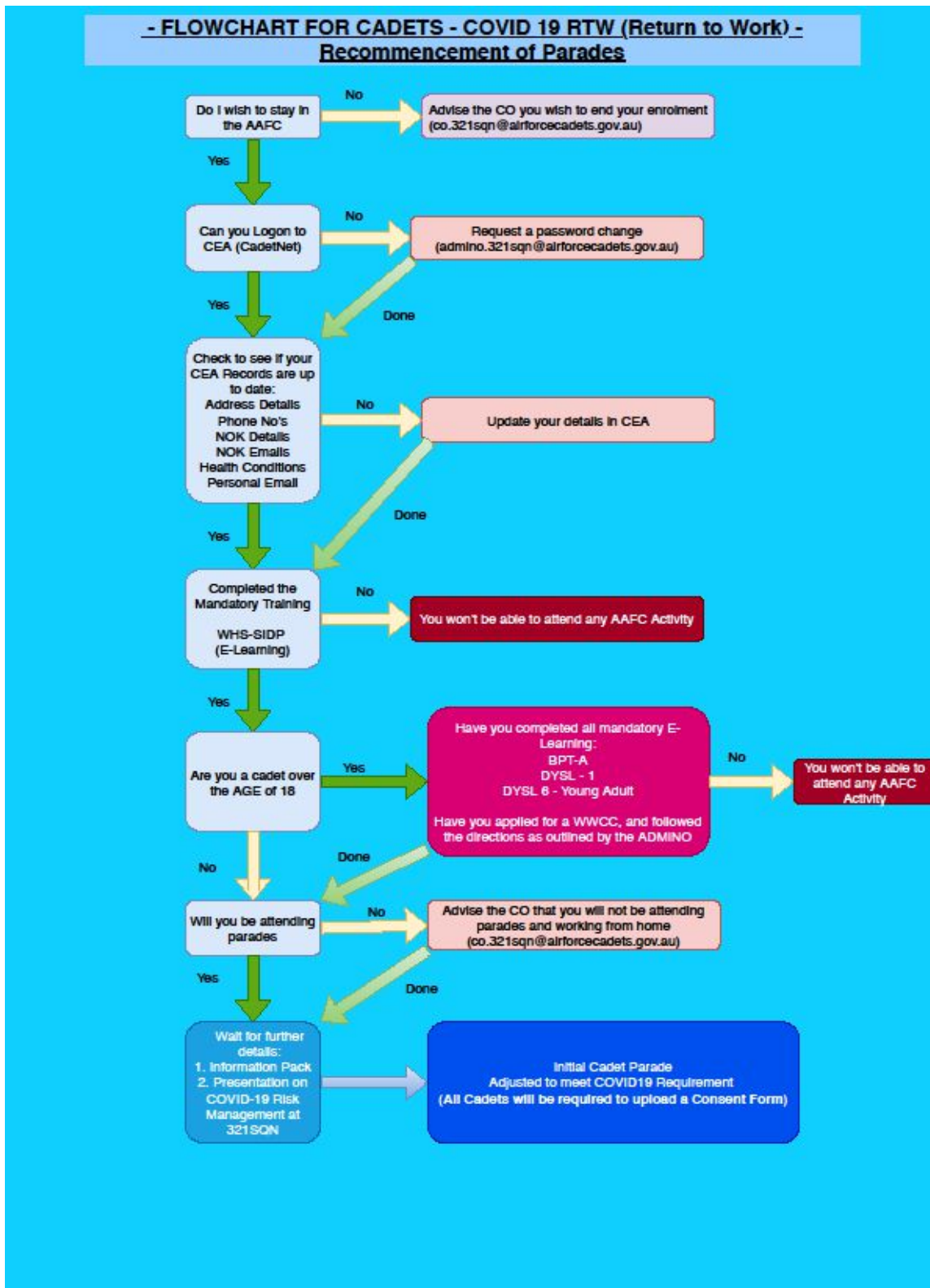
Note: Question facilitator is to brief the potential visitor on the following during the conversation (as it is written)
Information collected in this form is limited and on a need-to-know basis for the purpose of minimising the risk of COVID-19 transmission in our workplace and community. Information collected in this form may be provided to the relevant State/Territory/Federal Health Authorities or Work Health & Safety Regulators if by doing so will assist in reducing the risk of COVID-19 transmission in the wider community. The collection, use, storage and disclosure of this information is done so in accordance with the Privacy Act 1988.

<small>- USA or OO to Complete -</small>
Access to facility* (select): Approved / Denied Form Assessed by*: _____
Date*: _____

Completed document to be stored on file in a secure location

NOTE: If ANY of the five questions are answered 'Yes' OR the visitor is 'UNSURE' then entry of the visitor is to be denied

Return to Parade Flow-Chart



Cadet Set-Down and Collection Procedure



Cadet Attendance Procedure

- Cadet Drop Off/Pick Up Map



AIR FORCE CADETS

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TOMORROW'S LEADERS TODAY