

**FLEET MAINTENANCE FACILITY**  
**Cape Breton**  
27 April 2020



Good Afternoon FMF Cape Breton,

We hope you are healthy and well.

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

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

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

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

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

## **27 APRIL UPDATE**

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

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

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

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**PSP Online Fitness Schedule Delivered by CFB Esquimalt**  
Week of 27 April – 01 May 2020

**Monday** | Flexibility & Mobility LIVE 1100 PDT  
**Tuesday** | Cardio & HIIT LIVE 1500 PDT  
**Wednesday** | Pre-recorded Workout 1100 PDT  
**Thursday** | Flexibility & Mobility LIVE 1100 PDT  
**Friday** | Flexibility & Mobility LIVE 1100 PDT

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

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

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For more information about the COVID-19 situation:

[Canada.ca/coronavirus](https://Canada.ca/coronavirus)

[Canada App](#)

[BC CDC](#)

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

## 23 APRIL UPDATE

Good Day, FMF Cape Breton!

Today's update includes the following:

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

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

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

## 20 APRIL 20 UPDATE

We hope you have had a nice weekend, FMFCB.

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

Below, please find the following:

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

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*Good day, all*

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

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

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

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

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

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

*Thanks,*

*Padre Shiya*

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

Chaplain

Faith Community Coordinator (Prot) at CFB Esquimalt

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### **Excerpt from CFMWS update**

#### **Weekly in-town Concert**

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

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

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

#### **Planning for the Week:**

- **IM/IT Training Schedule**, offered by Promaxis Training. See the full schedule here, by logging into CFMWS Employee Zone > Information Services > Training > Complimentary MS Office Webinar Training
- **Virtual Programming**, offered by MFS and PSP staff. Prepared for our CAF members but also available to you as staff members. Check out these amazing opportunities: <https://www.cafconnection.ca/National/New-Virtual-Services.aspx>

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

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

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

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

### **On Facebook**

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

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

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

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

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

*I am aware that in ensuring that the RCN is Ready to Help, that some new methods were utilized to achieve this: self-isolation, quarantine, sequestration - East, and an extended TGex - West. These measures, along with the added stress of being away from our families during unplanned periods, and concern for our own health as well as that of our family and friends, can result in added anxiety and depression. As most of you know, I have both anxiety and depression, so I understand how tough it can be to deal with. I assure you all, your RCN Family is here for you, so if you need help – reach out. Contact*

*your Chain of Command, Medical Providers, or even start by reaching out to a friend to talk with about how you are feeling. We are all in this together, so I want to ensure that no one feels as though they have to go through this alone.*

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

*God Bless you all.*

**CPO1 David Steeves, CD**  
Royal Canadian Navy Command Chief Petty Officer

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## **16 APRIL 20 UPDATE**

Good Morning FMF Cape Breton,

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

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

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

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

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

Mental Health Resources:

- Vancouver Island Crisis Line: 24/7. 1-888-494-3888
- [Family Smart](#)
- [Crisis Centre](#)
- [KUU-US Crisis Line Society](#)
- [Kids Help Phone](#) (Text CONNECT to 6866868)
- [Youth In BC Chat](#)
- [Canadian Forces Member Assistance Program \(CFMAP\)](#) 1-800-268-7708 where you can speak directly with trained counsellors.

Be safe, and take care.

## **09 APRIL 20 UPDATE**

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

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

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

### **Financiere SISIP Financial**

With the potential for families to find themselves in financial need during this time, SISIP Financial is continuing to offer services remotely. Their main office is open weekdays 1000 – 1400 and can be reached through their main line (250) 363-3301.  
SISIP Financial Client Centre: 1-800-267-6681.

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## **06 APRIL 20 UPDATE**

**Hello FMF Cape Breton,**

We hope you are well.

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

Be safe and take care.

## **02 APRIL 20 UPDATE**

### **HR Go HR App**

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

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

## Canada App

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

## Access to T4s and Pay Stubs

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

Instructions:

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

## Continued Learning

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

## UPDATE 26 MAR 20

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

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

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

Please note that the updated symptoms include the following:

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

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

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

**Cover coughs & sneezes;**

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

**Do not share household items;**

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

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

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

**If you need medical care:**

**Pay attention.** Call 811;

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

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

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

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

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

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

**Added links:**



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

## UPDATE 23 MAR 20

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

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

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

### National and Provincial Resources:

#### *Federal Websites:*

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

#### *Provincial Websites:*

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

### COVID-19 Cyber Hygiene:

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

- Avoid clicking on links in unsolicited emails and be wary of email attachments.
- Using Caution with Email Attachments and Avoid Social Engineering and Phishing Scams.

- Use trusted sources such as legitimate, government websites for up-to-date, fact-based information about COVID-19.
- Do not reveal personal or financial information in email, and do not respond to email solicitations for this information.
- Verify a charity's authenticity before making donations.

*Social Media:*

*Local:*

- **Facebook | CFB Esquimalt**  
@CFBBFCEsquimalt
- **Facebook | MARPAC**  
@MaritimeForcesPacific/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 \(ACFO-ACAF\)](#)