

Poppy Campaign and Remembrance Day Guidelines **PEI Provincial Command: (Sept 30, 2020)**

Remembrance Day events and the Poppy campaign can certainly proceed in a diminished fashion this year, but it is EXTREMELY unlikely that large public services will be possible. For the latest release from the Chief Public Health Officer (CPHO), please refer to her website: [new-normal-multiple-gatherings-guidance](#)

Beginning October 1, 2020 – PEI Organized gatherings

- Cohorts of 50 persons kept separate with **no limit on the number of cohorts**.
- Gatherings over 50 persons must submit an operational plan.
- Group seating at organized gatherings of no more than 20 persons, with use of non-medical masks where physical distancing of 2 meters (6 ft) cannot be maintained.
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- **Organizers hosting more than 50 persons in total across all gatherings at one time** require prior approval of the Chief Public Health Officer. Organizers, owners and/or operators of facilities must submit the operational plan to the Chief Public Health Office that includes a description of how they will ensure the above directives are followed. Email envhealth@ihis.org(link sends e-mail).
- **For plans with greater than 150 people at one time**, organizers, owners and/or operators of facilities must submit the operational plan to the Chief Public Health Office *a minimum of 15 business days in advance* of the event, including a description of how it will ensure the above directives are followed. Email envhealth@ihis.org(link sends e-mail).

Legion Branches must include measures to ensure that the cohorts of 50 **do not interact** with each other, which will impose a soft limit based on the ability of the organization to monitor and control the cohorts.

As always, we must follow the guidelines for physical distancing, hand hygiene, Respiratory etiquette, cleaning, and disinfection practices.

For the first time, spectators are discouraged from attending in person, due to the limited space and requirement to physically distance. The smaller number of people participating will be required to remain 2 m apart and will need to wear masks unless performing certain duties related to the ceremony.

1. Begin considering how the Royal Canadian Legion might accommodate some form of Remembrance Day events under these restrictions.
2. At this time, we're asking all Legion Branches to develop an operational plan for your **Poppy Campaign and Remembrance Day** celebrations using the template: <https://www.princeedwardisland.ca/en/publication/covid-19-operational-plan->

[template](#). **Submit draft plans** to the Environmental Health Office (envhealth@ihis.org) for review and feedback. Any plans for large gatherings must be approved.

3. **Remembrance Day:** You may parade a colour party using physical distancing. There will be no CAF or Cadets on parade, although you may use them for sentries. You can have one bugler and one piper to play the lament and a flag orderly to lower and raise the Canadian flag.

Plans for events that feature gatherings must follow the [Gathering Guidelines](#). Since most, if not all, of the Remembrance Day events will likely seek to host more than 50 people, they must follow the [Multiple Gathering Guidelines](#).

4. **Laying of Wreaths:** Preposition Vice Regal Party and/or local officials' wreaths so no assistant wreath bearer is required. Those wanting to place a wreath personally can do so after the official ceremony concludes.
5. **Spectators** should be discouraged from attending. If in attendance they must wear a non-medical mask and maintain physical distancing. If space is limited at your service Cohorts of 50 should be adhered to. If applicable and available, use Police or Fire Departments to maintain self-distancing and stop cohorts from intermingling.
6. **Volunteers:** If a volunteer is feeling ill or have a cold, they should not participate in the Poppy campaign or attend any Branch functions.

Additional public health measures guidance documents are available here: <https://www.princeedwardisland.ca/en/topic/public-health-measures-guidance>

7. **Poppy campaign:** Keep an accurate and up-to-date record of the volunteers and the locations where they have left donation boxes or wreaths etc.
 - a. Contact your local businesses to verify that they will accept Poppy donation boxes. Also verify if they will accept setting up donation tables or placing volunteers at their business.
 - b. Screen all volunteers and staff for symptoms of COVID-19 and other criteria that would **exclude** them from participating.
 - c. Cadets **cannot** be used for the Poppy campaign!
 - d. When dropping off and collecting donation boxes, volunteers must wear a protective mask and have access to a bottle of hand sanitizer.
 - e. Leave the poppy money donations for at least an hour before counting.
 - f. Protective gloves may be used for collecting and counting of monies.
 - g. Door to door solicitation should be avoided.
 - h. Ensure your volunteers are comfortable with these measures.**
8. **Veterans dinner:** Can be held if your branch accommodations can meet the Covid-19 restrictions.

- a. The maximum number of people/patrons per table/seating area is **ten**. Participants may only be seated with their party (where a party consists of members of a household and other individuals of their selection).
 - b. Seating at tables/seating areas should be as physically distant as possible. If physical distancing cannot be maintained among individuals from different households, a [non-medical mask](#) is strongly recommended.
 - c. Physical distancing (2 metres/6 feet) must be maintained between participants at different tables/seating areas.
 - d. Follow the food premises guide linked here:
<https://www.princeedwardisland.ca/en/information/health-and-wellness/food-premises-guidance>
9. **Branch Operations** must keep daily records of at minimum, one person per household and the number of individuals per household present. This can be done with a responsible person completing attendance on site or electronically with verification on site.
- a. Records including the names and phone number should be kept for one month to facilitate contact tracing in the event of an outbreak.
 - b. Operations should have an internal process in place to quickly retrieve these records, should the records be needed, even on weekends.
10. Wearing a facial covering/non-medical mask in the community is not a substitute for [physical distancing](#) and hand washing. However, it can be an additional measure you can take to protect others around you, even if you have no symptoms. It can be useful for short periods of time when physical distancing is not possible in public settings at your branch.
11. **Membership Drive:** Can be executed as in the past with monitoring physical distancing and cleaning of any utensils (pens etc.), used. Wearing a mask is essential.
12. **Poppy and Essay contest:** Can be executed as in the past and **only** as directed by your local school policies as well as those of Health and Wellness.
13. **Honours and Awards:** Can be held as in the past if physical distancing is maintained according to the cohort involved.
14. **Public Media:** Command suggests using public media to broadcast your Remembrance service using Facebook, You Tube or some other means. Hot spots can be used at your cenotaphs to connect to the internet using Wi-Fi technology using a cell phone, tablet etc. Check with local internet providers for this service.

Dominion Command instructions: have produced the following list of instructions, some of which are included in the instructions above:

- a. Comply with Provincial orders as it applies to the operation of the 2020 Poppy Campaign.
- b. Provide direction to ensure a safe environment for both volunteers and the public.
- c. The focus for Poppy distribution should be on Poppy collection boxes being placed in business'
- d. In most locations, traditional poppy boxes will accept coins and donors will receive poppies as usual. Because of the challenges presented by COVID-19 restrictions, Legion Branches will be discouraged from setting up donation tables or placing volunteers at business entrances and other public locations. However, where feasible and safe, such donation sites may still operate in some parts of the country.
- e. the following is a list of businesses that welcome The Legion to conduct the Poppy Campaign in their business:

- **Bank of Montreal (BMO)** – Poppy boxes on site
- **Best Buy Canada** – Poppy volunteers during scheduled periods
- **Bulk Barn** – Poppy boxes on site, plus Poppy volunteers during scheduled periods
- **Costco Wholesale Canada Ltd.** – Poppy volunteers during scheduled periods
- **Dollarama** – Dollarama has made, on behalf of their employees, a corporate donation to the Royal Canadian Legion's Dominion Command Poppy Trust Fund
- **Giant Tiger** – Poppy volunteers during scheduled periods
- **HearingLife** – Poppy boxes on site and Point of Sale donation at the cash.
- **HSBC** – HSBC across Canada will trial our new Tap-to-Tribute Poppy boxes.
- **Hudson's Bay, Home Outfitters, Saks and Saks Fifth Avenue** – Poppy boxes on site
- **Loblaws** – Poppy boxes on site
- **London Drugs** – Poppy boxes on site and through Point of Sale donation, plus Poppy volunteers during scheduled periods.
- **Maurices** – Maurices has made, on behalf of their employees, a corporate donation to the Royal Canadian Legion's Dominion Command Poppy Trust Fund
- **Michaels** – Poppy boxes on site
- **North West Company** - Poppy boxes on site and Point of Sale donation at the cash.
- **Peoples Jewelers / Signet Jewelers** – Poppy boxes on site
- **Princess Auto** – Poppy boxes on site and Point of Sale donation at the cash.
- **Revera Remembers** – Poppy boxes on site
- **Shoppers Drug Mart/Pharmaprix** – Poppy boxes on site, plus Poppy volunteers during scheduled periods
- **Starbucks** - – Poppy boxes on site and Point of Sale donation at the cash.
- **Telus** – Telus has made, on behalf of their employees, a corporate donation to the Royal Canadian Legion's Dominion Command Poppy Trust Fund
- **Tim Hortons** – Poppy boxes on site, plus Poppy volunteers during scheduled periods
- **Verizon Media** – Verizon Media has made, on behalf of their employees, a corporate donation to the Royal Canadian Legion's Dominion Command Poppy Trust Fund
- **VIA Rail Canada** – Poppy volunteers during scheduled periods
- **Walmart Canada** – Poppy volunteers during scheduled periods