



Outdoor Programming & Public Engagement COVID-19 Protocols

The well-being of our participants and staff is a top priority for CVC. In addition to the protocols described in CVC's *Safe Working Measures During a Pandemic*, found on myCVC, staff will adhere to the following health and safety guidelines for CVC and CVCF staff-led programs and public engagement activities, that occur outside, during COVID-19.

Out of scope activities include those related to operations and interactions with park visitors, and unsupervised volunteers.

General Protocols

Staff coordinating outdoor programming must consider the risks associated with the activity and their ability to mitigate risk, and are responsible for implementing measures to protect staff and participants

- If activities are led in cooperation with external partners that have their own COVID-19 protocols, the maximum mitigation measures should be applied
- Masks or face coverings are not required if staff and participants can maintain a minimum 2 metre/6 feet distance
- Outdoor event capacity for CVC events will be determined by the program lead, but will be a maximum of 50 people, including staff
- Rotating or staggered participant shifts can occur, but the total number of participants must not exceed 50 people in one day
 - It is recommended that shifts have different staff assigned to each rotation to minimize cross-exposure to staff and participants
- Event durations will be a maximum of 4 hours to minimize staff exposure; longer events carry higher risk of exposure
- Staff should plan accordingly, including scheduling staff back-ups, for cases where event leads *do not* pass the screening test on event days
- If events need to be cancelled due to staff illness, refer to:
 - Public Outreach Event Cancellation section in the [Inclement Weather Policy \(HR 02-04\)](#), and
 - Procedures for Cancelling Public Events section in [Inclement Weather Notifications Procedures A](#)

Pre-Event Protocols

Participant Registration

- Pre-registration is mandatory for all programs; online through Eventbrite is simple and preferred
- Registrants are required to:
 - acknowledge they have read all CVC waivers and forms, including the *new* adult and youth participant waivers, that include a clause on COVID-19
 - provide their name and phone number



- These waivers will be kept as a confidential record for a minimum of 14 days plus 30 days (44 days)
- At the time of registration, participants will be given:
 - General event information (event description, date, time, location, event capacity, what to wear and bring)
 - Event waivers and required forms (eg. photo release, program-specific forms)
 - COVID-19 screening checklist and best practices, with notification that they will be re-sent the screening for completion 24 hours before the event
- 24 hours before events participants will receive an email reminder (automatic through Eventbrite) that includes:
 - general event information and COVID-19 best practices
 - a COVID-19 screening checklist and notification that if they have any symptoms of COVID-19 before the event, they need to stay home, and that they will also be screened upon arrival to the event

1. Promotion and Marketing

- In addition to general event information, event listings on CVC's webpage must include:
 - COVID-19 best practices and safety precautions at CVC-led events:
 - Stay home if you are feeling sick, if you have been in contact with anyone who has tested positive, or are under self-quarantine
 - Participants will be required to practice physical distancing and best hygiene practices to ensure compliance with local and provincial COVID-19 guidelines
 - Bring your own mask
 - Bring your own snacks and water
 - Bring your own work gloves (for stewardship workday events)
 - Activity equipment and supplies, such as *insert applicable supplies* will be provided. You can also bring your own *insert applicable supplies*
 - There will be a maximum of *insert # participants*, including staff, at the event
 - Washroom amenities will *or will not* be available
 - Include other safety measures taken or needed, related to specific program activities
 - Standard COVID-19 Statement:

"The well-being of our participants and staff is our top priority. We are following provincial and local regulations regarding COVID-19 guidelines for outdoor gatherings. We will do everything we can to ensure participants maintain physical distancing at our events. If this is not possible, staff and participants will be asked to wear a safety mask."
 - Online pre-registration and COVID-19 pre-screening are required for all CVC events.



2. Site Visits and Safety Inspections

- Identify potential COVID-19 concerns while onsite, including:
 - high touch-point surfaces
 - areas where physical distancing may not be possible
- Plan and modify the layout of events (including parking lots) to ensure enough space is provided for participants to maintain physical distancing
- Determine locations (if applicable) for:
 - COVID-19 best practice signage
 - hand hygiene and screening stations
 - visual prompts to guide appropriate spacing where people would spend time (e.g. increase distance between tables, tents, registration, and supplies/equipment)
 - clean equipment/supplies pick-up
 - used equipment/supplies drop-off for cleaning

3. Preparation of PPE, Signage, and Special Services (if applicable)

- Design and order signs through CVC's Communications Division to direct and inform participants. The following general event signs have already been designed and are available for order:
 - General COVID-19 reminders
 - Physical distancing reminder
 - Portable toilet notification
 - Hand disinfecting station
 - Mandatory screening station
 - Clean supplies
 - Used supplies
- Order portable washrooms and hand washing facilities (if applicable)
- Order hand sanitizer, cleaning supplies, gloves, and masks for those that come without, through HR
- Create or order visual prompts that will be used to promote appropriate physical spacing (e.g. flags, signage, tape, chalk spray paint, pylons)

Event Day Protocols

1. Participant Screening Station

- The first point of contact will be a mandatory COVID-19 screening station
- Signage will be used to identify the screening station and screening questions
- Participants will review and respond to the questions verbally, asked by staff. This can be done with participants individually or as part of a small group (e.g. family unit or social bubble)
- Responses to screening questions will not be recorded
- If participants answer YES to any screening questions, they will be asked politely to go home and not permitted to proceed to registration



2. Registration and Waivers

- Staff will have a list of pre-registered attendees that acknowledged the participant waiver and other required forms
- Staff will verify preregistered attendees as they arrive
- Registration will close if/when the event reaches capacity
- Cases will occur where participants arrive, but haven't pre-registered
 - Priority will be given to preregistered participants
 - Participants that did not register online will be allowed entry at the staff lead's discretion, if the event is not at capacity. Reminder - collect their name and phone number and have them sign a waiver

3. PPE and Safety Talk

- Participants should come prepared with their own work gloves (for stewardship events only) and mask
- CVC will have extra gloves and masks available, if required, and participants should take them home afterwards
- Access to hand hygiene facilities will be available in easy to see locations
- Include COVID-19 best practices in safety talk prior to the start of activities.

Speaking points include:

- Maintain physical distance of 6ft/2m, unless partners are within your social bubble (i.e. family, friends). If you feel more comfortable or you find you're unable to maintain distance, wear your mask
- If you have a question for staff, raise your hand and staff will come to you
- Do not share equipment; once done with equipment, place items at the "used" equipment station (marked with signage)
- If you are feeling unwell during the event, notify staff immediately
- If you feel unwell within 2 weeks after the planting, notify your Public Health Authority and tell them you attended this tree planting event

4. Groups Sizes and Staffing

- Staff complement: Minimum 2 staff per event
- Ratio: recommend minimum of 1 staff for every 15 participants
- To ensure COVID-19 best practices are being followed, it's recommended that 1 to 2 staff be designated to COVID-19 specific duties:
 - COVID-19 screening
 - Monitor participant behavior and remind participants to:
 - keep physical distancing of 6ft/2m
 - clean their hands
 - not share equipment and place used equipment in the appropriate area
 - Disinfecting high touch surfaces
 - Refill and sanitize hand washing/hygiene station
 - Available to manage situations where a participant feels unwell



5. Equipment and Supplies

- Equipment, supplies and high-touch surfaces will be cleaned and disinfected before and after use (Refer to Safe Working Measures During a Pandemic, section 3.5)
- Sharing equipment is not permitted
- Signage will be used to identify "Clean" and "Used" equipment areas
- Participants are required to disinfect their hands or wear gloves before using CVC supplies

6. Washroom Facilities

- Event staff are not responsible for cleaning portable or public washroom facilities
- If events require portable toilets to be rented:
 - Participants should disinfect their hands before and after use
 - Hand sanitizer or washing stations will be available and easily accessible
 - Signage will be posted on portable toilets stating that they will not be cleaned between uses

7. Food and Refreshments

- Participants will be asked to bring their own water bottle and snacks
- CVC will not provide water for refillable water bottles. In emergency cases, individual bottles will be available
- CVC will not provide food. In emergency cases (e.g. low blood sugar), individually wrapped snacks will be available

8. First Aid and Emergency Management

- Refer to Conservation Areas COVID-19 Protocols, found on myCVC.

9. Additional Measures for Stewardship Planting Events ONLY

- Refer to TRM COVID-19 Protocols Section 2.4.3, found on myCVC, and the following:
 - Since planting stock is handled multiple times throughout the planting process, work gloves or disposable gloves must be worn when handling plant material
 - Tree guards, mulch mats and staples will be placed out ahead of time with the planting material
 - Whenever work gloves or disposable gloves are removed, hands must be thoroughly sanitized before touching other surfaces
 - Planting equipment will be provided by CVC
 - Mulch piles will not be used to avoid crowding
 - Staff will welcome participants and direct them to demonstration areas
 - Demonstration areas will include visual prompts to indicate appropriate spacing (e.g. flagging tape, mulch mats, chalk spray paint, signage)
 - The following topics will be covered during the demonstration:
 - Health and safety recommendations



- Correct planting practices
- General information about the planting (e.g. the species being planted, the purpose and placement)
- Information regarding assigned planting areas
- Planting groups will have 8-10 participants maximum
- Reminder of COVID-19 best practices
- o Once back at Warwick or head office, supplies will be unloaded and ready for the next event.

Post-Event Protocols

1. Event Clean-up

- High-touch surfaces will be cleaned after every event. Refer to: [Public Health Ontario, Cleaning and Disinfection for Public Settings](#)
- At the end of each event, staff will return all equipment and supplies to a Pre-determined location where it will be disinfected and loaded into CVC vehicles

2. Follow-Up Survey

- Standard practice after events is to send a feedback survey to participants. In addition to the questions established for individual programs, include a request for feedback on CVC event safety precautions during COVID-19. Comments can be forwarded to cvcvolunteers@cvc.ca.

3. Incidents of COVID-19 Exposure

- If a staff member exhibits symptoms of COVID-19 within 14 days of a public event, contact HR and follow CVC's COVID-19 Policy, found on myCVC.
- If a participant exhibits symptoms of COVID-19 within 14 days of a public event, they should be directed to their local Public Health agency. CVC will be prepared to assist with contact tracing, if required.

References

The following documents have been extensively reviewed and integrated into this guideline to the best of our ability. If there are contradictions between these references and the above guidelines, CVC's documents will supersede.

1. Public Health Agency of Canada: [Risk mitigation tool for gatherings and events operating during the COVID-19 pandemic](#)
2. Peel: Refers to Public Health Agency of Canada
3. Dufferin/Wellington/Guelph: [Checklist for Special Events & Gatherings](#)
4. Halton: [COVID-19 Public Health Guideline: Events and Gatherings](#)