

Township of Ear Falls COVID-19 – Operating Procedures

1) Purpose:

The Purpose of this document is to outline the procedures that are required to be implemented by Management and Workers to ensure that a healthy and safe workplace can be maintained during the COVID-19 pandemic and following the resumption of standard operations. It is anticipated that long-term implementation of these procedures will be required in order to maintain safe workplaces.

This procedure will be appended to the Township of Ear Falls Health and Safety Program Policy and Procedure Manual. The Joint Health and Safety Committee has the authority to update the procedure as new information and best practices continue to evolve.

2) Information and Instructions for Employees

Information about COVID-19 is evolving daily as international researchers provides updates about the virus. The Township of Ear Falls Council, Management and Workers will endeavor to utilize the best information available, and will ensure that the sources of information are current and reputable.

Sources of information that will be reviewed on an ongoing basis include:

- Government of Canada - <https://www.canada.ca/coronavirus>
- Government of Ontario - <https://covid-19.ontario.ca/>
- Northwestern Health Unit - <https://www.nwhu.on.ca/covid19/Pages/home.aspx>

Information about the virus will be presented by putting instructions in with paystubs, placing posters in the workplace, discussions at Tailgate Meetings and/or distributed by email.

3) Physical Distancing

Management, Workers and patrons in the workplace are required to maintain a minimum of 2-meter physical distance between each other. This is required for all employees, volunteers and members of Council.

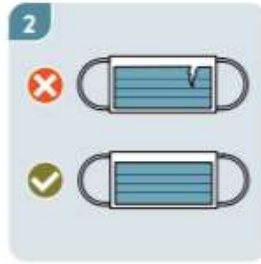
Meetings should be limited to no more than 10 people, or the Provincially set limit for gatherings.

If a task does not allow workers to maintain a 2-meter physical distance then a non-medical mask is required to be worn. The proper method for putting on/off a mask is identified in the graphic below.

Help prevent the spread of COVID-19: How to use a mask



1 Wash your hands with soap and water for at least 20 seconds before touching the mask. If you don't have soap and water, use an alcohol-based hand sanitizer.



2 Inspect the mask to ensure it's not damaged.



3 Turn the mask so the coloured side is facing outward.



4 Put the mask over your face and if there is a metallic strip, press it to fit the bridge of your nose



5 Put the loops around each of your ears, or tie the top and bottom straps.



6 Make sure your mouth and nose are covered and there are no gaps. Expand the mask by pulling the bottom of it under your chin.



7 Press the metallic strip again so it moulds to the shape of your nose, and wash your hands again.



8 Don't touch the mask while you're wearing it. If you do, wash your hands.



9 Don't wear the mask if it gets wet or dirty. Don't reuse the mask. Follow correct procedure for removing the mask.

Removing the mask

1 Wash your hands with soap and water or use an alcohol-based hand sanitizer.

2 Lean forward to remove your mask. Touch only the ear loops or ties, not the front of the mask.

3 Dispose of the mask safely.

4 Wash your hands. If required, follow the procedure for putting on a new mask.

4) Joint Health and Safety Committee (JH&SC) Involvement

The JH&SC is responsible for the development, review, evaluation and update of this Procedure.

Members of the Committee will review the best practices for various workplaces within the Township and will update the Procedure as needed to ensure that workplaces are operated in a safe and healthy manner.

JH&SC Meetings will be limited to appointed members. No additional staff will be invited to meetings during the pandemic in order to limit the number of people at the meetings.

5) Screening Measures

Screening Measures shall be completed by all employees, volunteers, Council Members, patrons, and contractors prior to entering a municipal workplace. Management and Workers will work cooperatively complete the screening with contractors prior to entering a municipal workplace.

These Screening Measures are attached in Schedule 1 and will be updated as necessary.

A copy of the Screening Measures will be posted on each workplace's exterior door.

6) Personal Protective Equipment (PPE)

The Township of Ear Falls will provide PPE in accordance with the recommended best practices to protect workers. This will include non-medical / surgical masks, nitrile gloves, safety glasses and other items as needed. Hand sanitizer will also be provided where access to soap and water is not readily available.

PPE will also include N95 masks where risk of exposure to COVID-19 is high (i.e. Fire Department volunteers).

7) Hand Hygiene

The Township of Ear Falls Council, Management and Workers will follow the Hand Hygiene best practices as follows:

- Wash your hands often with soap and water, including:
 - Upon entry to the workplace;
 - Before and after eating;
 - Before and after using the washroom
 - Upon completing tasks (i.e. after collecting garbage, sorting mail, processing payments, touching cash, cleaning workplaces)
- Use an alcohol-based hand sanitizer **when soap and water isn't readily available;**
- Sneeze and cough into your sleeve; and,
- Avoid touching your eyes, nose or mouth.

Everyone is encouraged to use soap and water as their primary method for hand hygiene. Bottled water should be brought to sites where a sink is not readily available (i.e. Waste Disposal Site).

Staff may wear gloves while cleaning/sanitizing workspaces, but they are not to be worn at all times and they are not a substitute for proper handwashing. If gloves are used the following process should be used for their removal.

A video version is also available for putting on and taking off non-sterile gloves at the following link: https://www.youtube.com/watch?v=y3_b6WCsXh0



8) Cleaning and Disinfection

The Township of Ear Falls, Management and Workers are responsible for maintaining sanitary practices. This will include the procedures identified in Schedule 2.

The Township of Ear Falls, Management and Workers will work to ensure that adequate and appropriate cleaning supplies are available for use.

Deep Cleaning will be completed at least weekly by custodial staff. This may be completed more frequently at the discretion of the Manager of Public Service & Operations. The Manager of Public Service & Operations is authorized to contract this service out if required to address an immediate Health and Safety concern (i.e. a positive

case of COVID-19 within the existing staff complement which impacts their ability to provide cleaning services).

9) Infection Prevention and Control

In the event that a Worker becomes aware that they have been in close contact with someone who has tested positive for COVID-19 or they have tested positive for COVID-19, they are required to IMMEDIATELY go home and self-isolate. Once at home, the employee must **follow the Northwestern Health Unit's reporting requirements** and notify their Supervisor as soon as practical.

The Supervisor will then complete contact tracing for other Township of Ear Falls employees / volunteers that the worker may have been in contact with for the previous 14 days. These employees / volunteers will be called by the Supervisor and asked to go home immediately to self-isolate and await direction from the municipality and the Northwestern Health Unit.

The Supervisor will provide notice, as soon as practical to the Administrator.

An accident/incident report will be completed by the Supervisor (the worker will not be required to sign). Notice of the incident will be reported by the Township to:

- the NWHU COVID-19 Hot Line at 1-866-468-2240
- Ministry of Labour Contact Centre at 1-877-202-0008
 - Note: A report to the MOL is required because COVID-19 is considered a critical illness/injury under the Occupational Health and Safety Act.

After seeking the advice/recommendations of the Northwestern Health Unit, the Township will ensure that any facilities, tools/equipment and vehicles used by the employee who tested positive are sanitized prior to access/use by another employee. Facilities may be temporarily closed to facilitate these actions.

Pro-active testing procedures – The Government of Ontario may encourage proactive testing for asymptomatic people. If an Employee, Member of Council, Volunteer, Contractor or Patron has gone for a pro-active test, they will not be required to self-isolate. Should the test result be returned as positive, the procedure listed above will be followed.

10) Facility Specific Rules

Facility specific rules have been developed for municipal facilities where employees interact with the public. These are identified in Schedules 3 - ?.

Schedule 1 - Screening Measures



Ministry of Health

COVID-19 Screening Tool for Workplaces (Businesses and Organizations)

Version 1 – September 25, 2020

This tool provides basic information only and contains recommendations for businesses or organizations for COVID-19 screening as per [Ontario Regulation 364/20](#). It is not to be used as a clinical assessment tool or intended to take the place of medical advice, diagnosis or treatment. Where the document includes references to legal requirements, it is not to be construed as legal advice. This document may also not be applicable to health care settings, and some non-health care workplaces (e.g., congregate living settings) where existing screening is already in place.

Workplaces should implement this screening for any workers¹ or essential visitors² entering the work environment. This does not include patrons entering a workplace (e.g., customers entering a grocery store, restaurant, bar or other food or drink establishment). It also excludes emergency services or other first responders entering a workplace for emergency purposes. Further, essential workers who travel outside for Canada for work purposes should not be excluded entry on this basis alone.

Screening should occur before or when a worker enters the workplace at the beginning of their day or shift, or when an essential visitor arrives.

At a minimum, the following questions should be used to screen individuals for COVID-19 before they are permitted entry into the workplace (business or organization). This tool may be adapted based on need and the specific setting.

Instructions in the tool should be followed. Anyone who does not pass screening should be advised that they should not enter the workplace and should self-isolate, call their health care provider or Telehealth Ontario. Once an individual has passed the screening questions, they should be allowed to enter the workplace, but should report any symptoms immediately.

Employers must also meet all obligations under the [Occupational Health and Safety Act](#).

¹ Refers to staff (e.g., workers) and is intended to include students, contractors or volunteers that conduct business or related activities where applicable and appropriate.

² Essential visitors include individuals providing a service in the establishment who are not employees or patrons of the establishment (e.g., delivery, maintenance, contract workers).

Required Screening Questions

1. Do you have any of the following **new or worsening** symptoms or signs? *Symptoms should not be chronic or related to other known causes or conditions.*

Fever or chills	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Difficulty breathing or shortness of breath	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Cough	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Sore throat, trouble swallowing	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Runny nose/stuffy nose or nasal congestion	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Decrease or loss of smell or taste	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Nausea, vomiting, diarrhea, abdominal pain	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Not feeling well, extreme tiredness, sore muscles	<input type="checkbox"/> Yes	<input type="checkbox"/> No

2. Have you travelled outside of Canada in the past 14 days?
 Yes No

3. Have you had close contact with a confirmed or probable case of COVID-19?
 Yes No

Results of Screening Questions:

- If the individual answers **NO to all questions from 1 through 3**, they have passed and can enter the workplace.
- If the individual answers **YES to any questions from 1 through 3**, they have not passed and **should be advised that they should not** enter the workplace (including any outdoor, or partially outdoor, workplaces). They should go home to self-isolate immediately and contact their health care provider or Telehealth Ontario (1 866-797-0000) to find out if they need a COVID-19 test.

Schedule 2 – Cleaning and Disinfection

1) General

Employees must adhere to best practices and everyday actions to protect themselves and others including the following:

- Wash your hands often with soap and water:
 - Upon entry to the workplace
 - Before and after eating
 - Before and after using the washroom
 - Upon completing tasks (i.e. after collecting garbage, sorting mail, processing payments, touching cash, cleaning workplaces)
- Use an alcohol-based hand sanitizer **when soap and water isn't readily** available
- Sneeze and cough into your sleeve
- Avoid touching your eyes, nose or mouth
- Maintain 2-meter physical distancing, or wear a mask when this is not possible

All employees will be equipped with and/or have access to:

- Hand sanitizer
- Disinfectant wipes and/or sanitizing spray (Quattro) and paper towels
- Nitrile gloves

Staff may wear gloves while cleaning/sanitizing workspaces, but they are not to be worn at all times and they are not a substitute for proper handwashing. Procedures for putting gloves on/off must be followed.

2) Communal Areas - Staff Rooms / Meeting Rooms

Ensure daily cleaning of high-touch surfaces including:

- Exterior door knobs
- Interior door knobs
 - Interior doors will be left open where possible to reduce the requirement to touch the knob / door surface
- Light switches
 - Lights in main workspaces may be left on during working hours to reduce the need to touch the switch
- Sink Taps / Fridge Doors / Microwaves / Coffee Makers
- Desks / Chairs / Tables
 - Meeting Rooms shall be cleaned after each use. Notice of use is to be provided to the Custodian and/or Manager of Public Service & Operations.

3) Public Washrooms

Washrooms will be sanitized on a daily basis

Washrooms that do not have touchless taps will be identified for replacement.

4) Vehicles and Heavy Equipment / Tools

Vehicles will be assigned to a single employee where possible. If this is not possible, the vehicle will be sanitized between employee usages. The employee who uses the vehicle is required to sanitize it.

The employee will ensure twice daily cleaning of high-touch surfaces including:

- exterior and interior door handles
- steering wheel
- window / mirror adjustment buttons
- shifter
- turning signal
- headlight dial/buttons
- exterior/interior grab bars
- radio dials / touch screens

Shared tools will be sanitized after each use by the employee who was using them. This requirement includes tools in all workplaces – including those workplaces where only one employee is likely to work. This requirement ensures that workers who unexpectedly are assigned to work in another workplace have an assurance of sanitation upon entry to that workplace.

5) Office Desks / Computer Workstations

Office workstations are primarily assigned to one employee, although shared equipment is also in use.

The employee will ensure daily sanitizing of their own high-touch surfaces including:

- Drawer pulls
- Light switches
- Phone
- Keyboard
- Mouse
- POS Machine
- Door knobs

If an employee uses another employee's workstation, they will sanitize that workstation immediately following use.

Employees will clean shared equipment a minimum of twice daily including, but not limited to:

- Photocopier

- Paper shredder
- Paper folder
- Laminator
- Postage Meter
- Fax Machine
- Printers

Schedule 3 – Facility Specific Rules

- a) Mandatory Mask Policy – for all facilities
- b) Recreation Centre
- c) KinFit Gym
- d) Parks and Playgrounds
- e) Sportsplex and Waterfront Park
- f) Golf Course
- g) Community Garden

Mandatory Use of Mask or Face Covering Policy – Ear Falls

Beginning August 17, 2020, all employees, visitors and customers are required to wear a mask or face covering upon entering and remaining within the following public municipal facilities.

- Ear Falls Government Building (i.e. public spaces, meeting rooms)
- Ear Falls Recreation Centre
- Ear Falls Community Health Centre
- Waterfront Park Washrooms
- Ear Falls Golf Course Clubhouse
- All municipal facilities when 2-meter physical distancing cannot be maintained

The mask or face covering must fully cover the nose, mouth and chin without gaps.

- a) The following persons are exempt from the requirement to wear a mask or face covering:
 - i. Children under two years of age, or children under the age of five years either chronologically or developmentally who refuse to wear a mask and cannot be persuaded to do so by their caregiver;
 - ii. Persons who cannot safely wear a mask or face covering because of medical conditions such as breathing difficulties, cognitive difficulties, hearing or communication difficulties;
 - iii. Persons who cannot wear or are unable to apply or remove a mask without assistance, including those who are accommodated under the *Accessibility for Ontarians with Disabilities Act* (AODA) or who have protections under the *Ontario Human Rights Code*, R.S.O. 1990, c.H.19, as amended;
 - iv. A person who is employed by or is an agent of the Operator of an Enclosed Public Space and is within or behind a physical barrier such as plexiglass.
 - b) Temporary removal of the mask or face covering is permitted where necessary for the following purposes:
 - i. Actively engaging in an athletic or fitness activity including water-based activities;
 - ii. Consuming food or drink;
 - iii. Receiving services in a personal service setting on an area of the face that would otherwise be covered by a mask or face covering; and
 - iv. For any emergency or medical purpose.
1. **This policy will be implemented and enforced in “good faith” to primarily educate people on masks and face coverings and promote their use in enclosed public spaces.**
 2. Persons with exemptions listed under 1a) are not required to show proof of exemption.
 3. Signs about the requirement to wear masks or face coverings shall be posted at all public entrances. Alcohol-based hand sanitizer will also be made available at all entrances and exits for persons entering or exiting municipal facilities.

4. Employees will be trained on the policy, including:
 - a) How and when to provide verbal reminders of the masking requirement to persons entering the premises without a mask or face covering, and those who remove their mask or face covering for an extended period of time;
 - b) Where and how to properly wear a mask or face covering;
 - c) How to respond to customers who do not have a mask or face covering;
 - d) Where people can get more information about the policy; and
 - e) How to handle a customer who becomes aggressive about the requirement to wear a mask.

5. Municipal Meeting Exemptions:

Municipal council meetings and other planned and controlled meetings can be set up so that councillors and speakers do not need to wear masks subject to the following rules being in place:

- Councillors and speakers need to have a designated place for speaking like a podium or an assigned seat.
- Designated speaking locations need to be at least 2 metres (6 feet) from everyone else in the room.
- Access to the space around the speakers is controlled so that others are not **moving in and out of the space (essentially it becomes a controlled, “non-public” space)** and speakers are not moving around within the controlled space
- The podium or tables and microphone(s) need to be sanitized before the meeting.
- When a speaker approaches the podium or a councillor approaches their designated seat, BEFORE they touch the podium, table or microphone, they need to remove their mask and then wash or sanitize their hands. This ensures that if the speaker\councillor touches the podium, table or microphone they have clean hands and are not spreading any germs onto the podium or equipment.
- When the speaker / councillor is done and ready to leave the podium or table, BEFORE they exit the space, they need to wash or sanitize their hands again, and put their mask back on. This prevents them from transferring any germs they might have picked up at the podium onto their mask as they put it back on.

Members of the public attending meetings are seated in publicly accessible spaces and therefore are required to wear a masks and ideally maintain a physical distance of 2 meters.

6. A copy of this policy will be made available on request to a public health inspector or other person authorized to enforce the *Reopening Ontario Act* Ontario Regulation 364/20.

Recreation Centre - COVID-19 Rules / **Procedures**

We have opened the Recreation Centre within the constraints of the physical distancing and health and safety best practices. In order for the municipality to open the Facility we all need to work together to keep the facility safe.

Failure to comply with these rules may result in your suspension from the facility for 30 days.

- The Facility is separated into 3 areas for the purpose of maintaining patron limits:
 - Main Floor (ice surface, bleachers, hallways, changerooms) – 50 people permitted at a time (with a maximum of 10 people per changeroom).
 - Second Floor – 50 people permitted at a time
 - KinFit Gym – 4 people permitted at a time
- Patrons must maintain 2-meter physical distancing from other patrons who are not part of their household. This includes maintaining physical distancing while in changerooms.
- For Rental Periods, such as Minor Hockey or Skating Club, only 1 parent/guardian per child **is permitted to attend the Recreation Centre for their child's practice time.** Other spectators / non-participants are not permitted to attend the facility during Rental Periods. This helps us maintain the patron limits set by the Government of Ontario.
- We strongly recommend that players/skaters who are 10 years of age and older attend their practices without a parent/guardian to limit the number of patrons gathering at the Recreation Centre.
- Masks are mandatory for all patrons in the facility. Skaters will be permitted to leave their mask in the changeroom when they are going directly onto the ice surface to skate. Masks are to be worn when skaters return to the changeroom.
- Patrons and clubs will be permitted to enter the facility 15 minutes prior to their scheduled skating time, and must exit the facility within 15 minutes of their end time.
- ABSOLUTELY NO SPITTING anywhere in the arena including on the ice surface, **player's boxes, dressing rooms, and hallways. There will be zero tolerance on this rule.** If your club has members spitting, your group will be asked to leave the facility and may have future ice time cancelled.

- We will not be renting ice to non-local clubs/residents in order to limit potential exposure to our community clubs. Clubs are requested to limit non-resident players from their club operation.
- Birthday party rentals will only include use of the ice surface. The second floor / changerooms will not be included in the rental due to gathering mandates.
- The Township will not be providing any shared equipment, except for hockey nets. All clubs and patrons will be asked to bring their own equipment for use (i.e. pucks, stability aids/chairs).
- Patrons must maintain a minimum of 2-meter physical distancing from other patrons.
- Changeroom showers will not be available for use.
- Please do not come to the Recreation Centre if you are feeling ill or have symptoms of COVID-19.

Stay well and be safe!

KinFit Gym - COVID-19 Rules / **Procedures**

We have opened the KinFit Gym within the constraints of the physical distancing and health and safety best practices. In order for the municipality to open the KinFit Gym we all need to work together to keep the facility safe.

Failure to comply with these rules will result in your pass being deactivated for a period of 30 days.

- Facility use is limited to four (4) patrons at a time.
- Patrons are permitted to access the gym once per day for not longer than 1.5 hours to ensure that everyone is able to use the facility.
- Patrons must maintain a minimum of 2-meter physical distancing. Users are only permitted to use one piece of equipment at a time (no circuit training please!).
- Users will be required to clean their equipment BEFORE and AFTER use. Four (4) spray bottles of disinfectant will be provided so that each patron can have their own spray bottle for the duration of their visit.
- One facility washroom (Ref Room) will be open for public use. Changeroom showers will not be available for use.
- The KinFit Gym will be closed daily from 7:00 to 7:30 am and 2:30 to 3:00 pm for cleaning. Patrons will not be permitted to enter or remain in the gym while it is being cleaned.
- Some of the cardio equipment will be taped off to disallow use.
- Three (3) meter physical distancing must be maintained in the gym as gyms are considered higher risk areas than other spaces in the Recreation Centre.
- Please do not use the KinFit if you are feeling ill or have symptoms of COVID-19.

Please do your part to keep the gym clean so that we can keep it open!

Stay well and be safe!

Parks and Playgrounds COVID-19 Rules / **Procedures**

We have opened our Playgrounds as permitted by the Government of **Ontario's** Framework for Reopening our Province - Stage 3.

In order for the municipality to open the Parks and Playgrounds we all need to work together to keep these facilities safe.

- Outdoor recreation facility use will be permitted for gatherings of up to 100 people
- A minimum of 2-meter physical distancing must be maintained from people who are not part of your household.
- Play Structures equipment will not be sanitized on a daily basis. Please take precautions to protect yourself and your family including washing your hands after using playground equipment and/or using hand sanitizer.
- Please do not use Parks and Playgrounds if you are feeling ill or have symptoms of COVID-19.
- Facility washrooms remain closed until further notice.

Enjoy some fresh air and exercise at the Ear Falls Parks and Playgrounds.

Stay well and be safe!

Ear Falls Sportsplex and Waterfront Park COVID-19 Rules / **Procedures**

We have opened the Sportsplex and Waterfront Park to provide residents with safe outdoor environments for families to use within the constraints of the physical distancing and health and safety best practices.

In order for the municipality to open the Sportsplex and Waterfront Park we all need to work together to keep these facilities safe.

- Please maintain a minimum of 2-meter physical distancing
- Facility washrooms will be closed until further notice.

Enjoy some fresh air and exercise at the Ear Falls Sportsplex and Waterfront Park.

Stay well and be safe!

Ear Falls Golf Course and Clubhouse

COVID-19 Rules / **Procedures**

We are preparing the golf course to provide you, our staff and the Clubhouse Operator with a safe and comfortable outdoor experience within the constraints of the physical distancing and overall health and safety during these unprecedented times.

In order for golf at Ear Falls Golf Course to be part of your regular exercise and overall health routine, we will all need to work together to keep everyone safe.

- The ball washers will not be in service. Please bring your own towel to clean your ball.
- We will increase the frequency of routine cleaning, sanitation and disinfection of all locations, especially all common and high traffic areas and frequently touched surfaces.
- Our Clubhouse Operator will provide clear direction to all golfers and groups to ensure physical distancing on the putting green and first tee.
- Please leave the flags in the hole as they will be fitted with a raised cup filler to keep your last putt high and easy to retrieve.
- Please maintain a 2-meter physical distance between players and staff.
- Single rider power carts will be available on a first-come-first serve or pre-booked basis. Multiple riders will only be permitted for golfers from the same household.
- Power carts will be sanitized prior to use.
- On-course washrooms will be closed until further notice. Washrooms at the clubhouse will be open and disinfected regularly.
- We are limiting the number of customers in the Clubhouse at one time. Please follow direction of the Clubhouse Operators in this regard.

Enjoy yourself and have a fun round! We look forward to having you enjoy some fresh air and exercise at Ear Falls Golf and Country Club.

Stay well and be safe!

Ear Falls Community Garden COVID-19 Rules / **Procedures**

We have opened the Community Garden to provide residents with safe outdoor environments for families to use within the constraints of the physical distancing and health and safety best practices.

In order for the municipality to open the Community Garden open we all need to work together to keep it safe.

- Everyone must maintain physical distancing of 2 meters (6 feet) unless they are from the same household.
- Gardeners must practice personal preventive measures: hand hygiene; avoid touching eyes, nose and mouth; and cough or sneeze into bent elbow or tissue.
- Wash your hands or use hand sanitizer before entering and after leaving the garden. Gloves are not a substitute for washing hands.
- Take hand sanitizer with you when gardening. Sanitizer should be at least 70% alcohol. If hands are visibly soiled, hand washing is recommended in place of hand sanitizer.
- Take your own garden tools and sanitize them after use; Please do not share tools at this time.
- **Avoid touching surfaces if it's not necessary**
- Take everything you need with you: hand sanitizer, your own tools, and your own gardening gloves.
- Keep trips to, and time spent at, the garden to a minimum (plan ahead!)
- Children should be taken to gardens on an as-needed basis and should be instructed to follow physical distancing and hygiene recommendations.
- Please only tend to your garden plot. We know you may be trying to help by **watering or weeding someone else's plot – but please don't at this time.**

Stay well and be safe!