



# COVID-19 Community Programming and Events Guideline

In response to the COVID-19 Global Pandemic

## 1.0 Preamble

The impacts of the COVID-19 outbreak have been felt across worldwide, by families, workers, businesses, and communities. Community programs, physical activity, social events, and ceremony have all been modified to minimize the risk of exposure and spread of the virus in Wiikwemkoong. While the pandemic continues to evolve, Wiikwemkoong has developed the community's [Easing of Restrictions Plan](#) that describes the various stages of increase in community vaccination numbers and its correlation to limitations and restrictions for the community. As a community we need to continue to work to prepare for the return to our programming with the necessary measures in place to prevent COVID-19 amongst our families.

Our plan to return to regular programming will be through a standardized approach. This ensures a standardized approach to ensure the health and safety of community members and WUT employees providing services during COVID-19 global pandemic. This will include all programming, workshops and training initiatives that are coordinated with and for the citizens of Wiikwemkoong.

This document outlines the process for all Wiikwemkoong Unceded Territory (WUT) community programming and events during the COVID-19 global pandemic organized by WUT departments and programs, community members and non-community members.

In addition to events and programming, this document outlines the process for individuals who are coming into the community from outside of the [Robinson Huron Treaty Territory](#), as facilitators or contractors for the community.

Please refer to this document, including the [Appendix A: Community Event and Programming Checklist](#), and the [Easing of Restrictions Plan](#) when planning community programming/events to ensure the safety and well-being of our community.

The details in this document can be revised or altered when it is determined necessary to ensure its consistency with the advice of Naandwechige-Gamig Wikwemikong Health Centre, Public Health, and other provincial and federal public health guidelines.

## 2.0 Easing of Restrictions Plan

The *Easing of Restrictions Plan* outlines the four-steps moving towards easing the community's limitations and restrictions to lift public health measures cautiously and gradually. The *Plan* is based on:

- the community-wide vaccination rate
- active cases within the Public Health Sudbury & Districts, including rate of transmission, and cluster cases
- improvements in key public health and health care indicators throughout the province
- positive cases and/or an outbreak is declared in Wiikwemkoong

Please refer to the [Easing of Restrictions Plan](#) when planning your programming or event to know capacity limits, restrictions, and limitations at that time.

## 3.0 Community Outbreak Declared

### 3.1 Outbreak Definition:

According to Wiikwemkoong Unceded Territory Outbreak Management Plan, a COVID-19 outbreak in Wiikwemkoong is defined as two (2) or more clusters of positive COVID-19 cases. A cluster is described as two (2) or more positive COVID-19 cases associated with the same location, group, or event around the same time.

### 3.2 During an outbreak:

When an outbreak is declared by Council, Wiikwemkoong will revert to Step 1 of the *Easing of Restrictions Plan*. Step 1 entails that all in-person community programming and events will be cancelled or postponed.

### 3.3 Outbreak declared over:

When an outbreak is declared over, the community will resume to the Step we were previously at, prior to the outbreak. Community programming and events can resume, unless other advised.

## 4.0 Proof of Vaccination Requirement

**4.1** Proof of vaccination from all participants attending community events and programming is required. This is to ensure community members, WUT employees, and others in attendance have the highest level of protection against the COVID-19 virus thus lessening the impact of COVID-19 within the community. *Please note that currently, only Moderna Spikevax, Pzifer-BionTech Comirnaty, AstraZeneca Vaxzevria and Janssen (Johnson & Johnson) are the only acceptable types of vaccines that are recognized in Canada.*

**NOTE:** Alternative option may be available for participants who are not fully vaccinated through medical exemption. Please see [Section 5.0 Alternative Testing Measures](#)

- 4.2** You must provide proof of vaccination for all programming and events if you are 12 years old and older.
- 4.3** Participants must show their proof of vaccination to event screeners before entering the grounds of the event or programming. Their proof of vaccination must be accompanied by one (1) valid piece of government issued I.D. that includes both name and date of birth. This is so the screeners can verify the identity of the individual providing their proof of vaccination.
- 4.4** Acceptable forms of proof of vaccination includes both paper and digital:
- The original paper receipt from the Covid-19 vaccine
  - Downloaded receipts onto their smartphone from the provincial COVAX portal
  - A scannable QR code off their mobile device
  - A signed and stamped immunization record that has been provided by the WHC
  - The wallet sized immunization card or the square immunization card, provided by the WHC, that accompanied the immunization record when a request was made
- 4.5** Acceptable pieces of government issued I.D include:
- Indian Status Card
  - Indigenous Membership Card
  - Birth Certificate
  - Driver's license
  - Health Card
  - Citizenship Card
  - Permanent Resident (PR card)
- 4.6** Exemptions:
- 4.6.1** They have a medical exemption
1. The participant must provide a document that includes the name and contact information of the physician/ nurse practitioner
  2. Statement that there is a medical reason the individual cannot be vaccinated
  3. Must include a logo or letterhead from the physician/ nurse practitioner
  4. An effective time-period for the medical reason with the date of the event

**4.6.2** When you do not need to show proof of vaccination or provide alternative testing measure:

- Essential services ie. groceries stores, pharmacy, medical appointments, social services
- If you are under 12 years old
- Entering a business temporarily to:
  - Use the washroom
  - Access an outdoor area with indoor accessibility
  - Make a retail purchase
  - Place, pick-up or pay for an order
- Entering the business for health and safety purposes.

## **5.0 Alternative Testing Measures**

**5.1** For those individuals who are not vaccinated by medical exemption, programming and events **may** provide rapid antigen testing on site. Providing rapid antigen testing as an alternative option to proof of vaccination allows the community to be engaged and participate in programming and events.

**5.2** This alternative option is feasible, if WUT has the availability of the rapid antigen tests.

**5.3** This alternative option is feasible if the organizer is willing to accommodate, and to ensure that staff are trained to provide rapid antigen testing on site.

**5.4** Organizers of programming and/or events must have training in rapid antigen testing and ensure that all staff have the training, the proper PPE, and access to disposal of tests. For more information, contact Naandwechige-Gamig Wikwemikong Health Centre.

**5.5** Other alternative testing option can be a nasopharyngeal COVID-19 test, within 72 hours of programming/event.

## **6.0 Refusal to Provide Proof of Vaccination or Negative COVID-19 Test Result**

**6.1** If a participant is unable to provide proof of their vaccination status, the accompanying piece of government issued I.D, or a medical exemption document, they will need to provide a negative COVID-19 test result before entry and to participate in the event or programming.

**6.2** If a participant refuses to provide a negative COVID-19 test result the individual will not be permitted to participate in the event/programming and will be asked to leave.

## **7.0 Recognized COVID-19 Tests and Results Wiikwemkoong Will Accept**

- 7.1** A Rapid Antigen COVID-19 test, and/or a nasopharyngeal COVID-19 test is the recognized COVID-19 tests that Wiikwemkoong will accept when requiring a negative test result. Wiikwemkoong will accept COVID-19 test results that are completed within 72 hours before entry into program, event, or community.
- 8.0 Special Exemption for Providing Proof of Vaccination for 11 Years Old and Younger for All Programming and Events**
- 8.1** At this time, there are no vaccines available or approved for 11 years old and younger, therefore, a special exemption is provided for those children, if their parent(s) or guardian(s) are fully vaccinated, when attending programming and/or events.
- 8.2** If the parent(s) or guardian(s) is not fully vaccinated, the child(ren) will be unable to participate or attend the programming or event.
- 9.0 Facilitators, Contractors, and Others Entering the Wiikwemkoong**
- 9.1** Facilitators, contractors, or any other individual(s) that are coming into the community, from outside of [Robinson Huron Treaty Territory](#), for programming, events, or work-related business will be required to show proof of vaccination AND provide a negative COVID-19 test result within 72 hours prior to arrival in the community.
- 9.1.1** It is advised that individuals seek this COVID-19 test from a Public Health agency and express the need for the test is because they wish to enter a First Nation community.
- 9.2** Rapid antigen testing may be available for individuals wishing to enter the community if they are unable to get tested before entry if the organizer can accommodate this request.
- 9.2.1** Organizers of programming and/or events must have training in rapid antigen testing and ensure that all staff have the training, the proper PPE, and access to disposal of tests. For more information, contact Naandwechige-Gamig Wikwemikong Health Centre.
- 9.3** This is essential to ensure the safety of the community and reduce the risk of exposure and transmission from individuals who are coming into the community from outside of [Robinson Huron Treaty Territory](#).
- 10.0 Other Requirements**
- 10.1** Each organizer for events or programming within the community is responsible for developing a safety plan for their event/program, outlining what will occur.
- 10.2** Safety Plan will include:
- 10.2.1** Registration and screening protocols

- 10.2.2 The mandatory public health guidelines are being adhered to (ie. maximum number of people, venue capacity, etc.)
- 10.2.3 Risk and mitigation strategies
- 10.3 Each organizer for events or programming within the community is required to present their event/program and its safety plan to the Pandemic Response Team.
- 10.4 Each organizer for events or programming within the community may be required to present event and its safety plan to Ogimaa and Council.
- 10.5 Please adhere to participant capacity limits, according to the [Easing of Restrictions Plan](#) for both indoor and outdoor events and programming.
- 10.6 Programming and events will be delivered in a controlled environment where staff can monitor who enters and exits.
- 10.7 Mandatory screening is required for all participants, staff, and organizers.
- 10.8 Every participant must pre-register for the in-person group programming and those virtual programs that require supplies to follow along with at home. There will be no drop in's permitted, with exceptions to all virtual sessions, or events/programming that sought out exemption.
- 10.9 Children will not be permitted to attend unless it is a family program where the child will be participating.
- 10.10 Two staff members minimum are to be present at every program.
  - 10.10.1 One staff member will provide screening on day of program in person at entrance.
  - 10.10.2 One WUT program worker to deliver program.

## 11.0 Pre-Registration

Pre-Registration for all WUT community programming and events is highly recommended. The purpose of pre-registration ensures that we limit the number of participants to a safe number for each activity. The pre-registration process also serves as a record-keeping function to assist with contact tracing purposes in the event of a COVID-19 case or outbreak within the Wiikwemkoong Unceded Territory.

Records will include the following information: name, contact information, time of arrival/departure, screening completion, proof of vaccination, etc. and must be kept up to date. [Appendix for COVID-19 Screening Form](#)

Pre-registration will occur via telephone by calling the program worker. The program worker will then proceed to take demographics required (name, contact information).

If pre-registration is not applicable, please ensure that your safety event plan includes process for screening and contact tracing at beginning of event.

## 12.0 Program Set-Up

### 12.1 Program Set-Up:

To protect the safety of participants and community members organizers must follow the below guidelines to ensure protection, to the best of our ability, against COVID-19:

### 12.2 Indoor events/programming:

**12.2.1** Please refer to [Easing of Restrictions Plan](#) to determine capacity and participant limits.

**12.2.2** Masks are required, unless exempted for medical reasons.

**12.2.3** Tables, chairs, and any equipment will be wiped down and sanitized with disinfectant wipes that are on Canada's approved list of disinfectants that fight covid-19. [Appendix for Canada's Approved Disinfectants List](#)

### 12.3 Efforts to mitigate the transmission of germs, bacteria, and viruses

**12.3.1** In all settings, surfaces and objects that are frequently touched with hands are most likely to be contaminated. These surfaces include money/cash, doorknobs, handrails, elevator buttons, light switches, cabinet handles, faucet handles, tables, countertops, and electronics. In child and youth settings, such surfaces may also include toys and play/sports equipment.

**12.3.2** In addition to routine cleaning and disinfecting, these high-touch surfaces, and shared spaces such as kitchens and bathrooms should be cleaned and disinfected more often, as well as when visibly dirty. Items that cannot be easily cleaned (e.g., newspapers, magazines, stuffed toys) should be removed.

**12.3.3** Follow safe operations guidance from Community Health Nurses and Sudbury and district health unit.

**12.3.4** Use hospital grade cleaning wipes.

**12.3.5** If your event uses a ball or item that is touched by multiple people, efforts should be made to sterilize often, and sanitizing wipes should be disposed of properly.

**12.3.6** If working at desks or tables, a limit of four people per desk/table applies depending on the size of the desk/table

**12.3.7** All desks and tables must be 2 meters apart from one another

**12.3.8** For physical activity programs-visual cues of orange cones will be used to maintain physical distance of 2 metres for each participant. This will identify the participant's safe space to participate and ensure that everyone is 2 meters apart.

**12.3.9** For cooking programs-work stations will be set up 2 meters apart. This will be marked with physical distancing tape. Take out containers will be provided so participants are not bringing anything from home.

**12.3.10** Please refer to section 17.0 Serving Food and Beverages for guidance if providing food or drink.



## **13.0 Screening Process**

**13.1** The WUT screening process allows for an initial baseline assessment of the participant during pre-registration process, allows for a check-in the day before to see if participant is still okay to participate, and lastly on the day of to see if nothing has changed. The multiple points of screening acts as redundancy protocol across WUT organization and ensures that the participant is not having any symptoms and has not travelled recently to an impacted area with active cases of COVID-19.

**13.1.1** It is required to screen the participant when they are pre-registering for the program. Remind all participants of the protocols that are being reinforced. Instructions to be shared in advance as individuals register for the activity.

**13.1.2** Event and community programming organizers are expected to call all pre-registered group participants the day before their programming to screen the client.

**13.1.3** Event and community programming organizers will screen the participant on the day of and keep accurate detailed records and monitor the arrival and departure of participants and log on the COVID-19 screening form. This will assist with contact tracing in the future.

**13.1.3.1** Event and community programming organizers will complete screening at entrance to program/event will bring the following equipment (hand sanitizer, gloves (for cooking programs), face masks, disinfectant wipes, orange cones if needed, physical distancing tape, infrared thermometer, or thermometer with ear probes.

**13.1.4** On the day of programming Event and community programming organizers are expected to have two staff minimum at every program.

**13.1.4.1** One staff member will be responsible for screening all pre-registered group participants as they arrive to the program session.

**13.1.4.2** The other staff/person will be delivering the program.

**13.1.4.3** Both workers are responsible to wipe down the work areas and high touch surfaces with disinfectant wipes.

**13.2** Any person with symptoms of COVID-19 will not be granted access to participate in the scheduled event. A copy of the COVID-19 screening form will be sent to WHC Primary Care department [covid@wikyhealth.ca](mailto:covid@wikyhealth.ca) email so that a WHC Community Health Nurse can follow up with the community member.



- 13.3** The event and community programming organizers will be expected to use the COVID-19 screening form. ([Appendix for COVID-19 Screening Form](#)). All “no’s” on the form indicate a Covid-19 NEGATIVE score and the participant will be allowed to pre-register or participate.
- 13.4** Any “yes” on the form will indicate a COVID-19 POSITIVE score and will not be allowed to participate. The organizer is expected to send the “positive screener” form via email to [covid@wikyhealth.ca](mailto:covid@wikyhealth.ca). This ensures Wikwemikong Health Centre Community Health Nurse can follow up with the positive screener to provide health teaching and offer COVID-19 testing.

#### **14.0 Sports Guidance**

- 14.1** Children under 11 years old will require parent(s) or guardian(s) to be fully vaccinated to participate in any outdoor and indoor sports and recreational activities, leagues, programming, or events.
- 14.2** Proof of vaccination is required for 12 years old and older to participate in any outdoor and indoor sports and recreational activities, leagues, programming, or events.
- 14.2.1** This includes, but is not limited to:
- Parents/guardians
  - Coaches
  - Teachers
  - Officials
  - Support staff
  - Team players
  - Others who do not reside within the community
- 14.3** Proof of vaccination is required for all spectators that are 12 years and older.
- 14.4** When planning to participate in a sport or league, please ensure you are following the organization’s COVID-19 and Vaccination policies.
- 14.5** Refer to the **Easing of Restrictions Plan** to determine which Step we are in, to determine capacity limits for the sports’ programming, activities, leagues, or events.

#### **15.0 Resources Required**

- 15.1** Screening Forms (digital or paper)
- 15.2** Hand Sanitizer
- 15.3** Disinfectant wipes
- 15.4** Orange Cones if applicable
- 15.5** Physical distancing tape
- 15.6** Gloves if applicable
- 15.7** Thermometer

- 15.8 Face Masks
- 15.9 Lunch bag if applicable

## **16.0 Virtual Platform for Program Delivery**

Clinical services along with Health Promotion and Prevention services will be provided through a virtual platform as a means of supporting our citizens who are more susceptible to the virus. This offers an alternative way for community members to participate from the comfort of their own home.

- 16.1 Employees of Wiikwemkoong Unceded Territory will be provided with training to support the virtual platform being offered for service delivery.
- 16.2 For the purpose ensuring privacy and confidentiality of client care, Cyber protection insurance will be included in WUT insurance policy. Additional fees will need to be included in the annual budget to reflect this requirement.
- 16.3 To support our citizens throughout this new way of connecting, the following steps will be required prior to delivering a virtual session:
  - 16.3.1 Confirm access to internet via Wi-Fi connectivity with the client.
  - 16.3.2 WUT program workers who are admins on their respective social media pages should monitor and respond to community member's questions regarding how to access virtual session and help them troubleshoot.
  - 16.3.3 The only time mandatory pre-registration will occur for virtual programs are for those virtual sessions that require supplies to follow along with at home (e.g., painting workshops, recipe kit bags for at home cooking programs, preserve kits for at home preserve programs).
    - 16.3.3.1 The WUT program worker will decide for pickup of supplies and work with community members individually.
    - 16.3.3.2 Curbside pickup will be offered to those who are able and willing to pick up supplies.
    - 16.3.3.3 The home drop-off of supplies will be reserved for those who cannot leave their homes due to being part of the high-risk groups (elders, chronic conditions-diabetes, hypertension, lung issues) that are severely affected by covid-19 and choose not to leave their homes.
  - 16.3.4 Ensure client is aware that some online group programming sessions may be recorded to be used for future purposes. If they stay on the virtual session, this will be their consent to being recorded.
  - 16.3.5 All questions for a session will be answered at the end of the session so these can be edited out so main content can be used for future purposes.
  - 16.3.6 Provide the option to email the virtual platform link to the program participant or meeting ID number. Include any supplemental

resources that may be part of program ahead of time for participant to review.

**16.3.7** Upon completion of the virtual program, WHC staff will ensure participation is charted under group programming within electronic medical record in Wikwemikong Practice Solutions.

## **17.0 Serving of food and beverages**

The serving of food and beverages during programming or event shall follow the guidelines below.

- 17.1** Follow safe operations guidance from Community Health Nurses and Sudbury and district health unit.
- 17.2** Don't serve food and beverages buffet style
- 17.3** Make sure people keep at least 2 metres apart if they must line up for services.
- 17.4** Pre - Wrap or package food items separately for each participant taking part with all necessary condiments and utensils.
- 17.5** Reinforce "no sharing" policies, for example, of utensils or condiments.
- 17.6** Make sure staff have access to and wear recommended PPE when collecting or cleaning used plates, cups, and utensils, or when delivering food.

## **18.0 Conclusion**

These guidelines are to ensure the safety of WUT community members. In addition, this document is intended to assist the WUT community health nurses, if their services are required during and/or after any event or programming.

## Appendix A: COVID-19 Community Programming and Events Checklist

Before presenting your idea to the WUT Pandemic Response Team, please ensure you have followed this checklist:

### **Pre-Event:**

- Made sure the event/community programming is permitted under the *Easing of Restrictions Plan*?
- Double checked that the *Community Outbreak* status is not currently in effect. If it is in effect, you are not permitted to continue with your community programming/event
- -Does your goals for attendance match with the limits for indoor/outdoor gatherings?
- Have you ensured you have the means to promote a “pre-registration” for your community programming/ event?
  - -Has a designated point of contact been established for community members?
- Do you have the means to properly store community member’s information in a safe and discreet manner?
- Has a screening process been established?
  - -Has a designated team been established for this role?
- Has PPE for the screener been sourced?
  - -Is the designated screener comfortable, and aware of performing the duties that are required?
  - -Has a designated spot that is safe for staff and community members been established to perform the screening?
  - -How will you ensure that workers will prioritize cleaning high touch points, and surface areas are wiped down?
  - -Has a plan been established if a community member tests positive?
    - -What about the other participants/staff members?
    - -Is there a safe room or isolation plan in place?
- -Is hand sanitizer available to participants at the screening station? What about clean, unused masks?
- -How will you ensure all participants are aware of the measures that will be in place?
- -Have you informed community members regarding the mandatory requirement for proof of vaccination?

### **During the Event:**

- -Have you ensured that a safe distance is possible between all participants?
  - -If outdoors, or a physical activity event, how will you ensure safety measures?

- -Have you decided whether the event will be indoors or outdoors?
  - -If you have, are they following the guidelines set out in the *WUT Community Programming and Events*?
- -If providing food/beverages, how will you ensure you are doing it in a safe way?
- -What will lunch/snack/dinner time look like?
- -What markers or visual cues will you have to remind community members of the importance of safety from Covid-19?

### **Post Event**

- What does clean up look like in terms of safety measures?
- Will you follow up with all participants?
- How will you ensure safety measures are being enforced between staff during clean up?
- How will you dispose your PPE and other safety measures?

Once you have completed the above checklist, you are now able to present your programming/community event to the WUT Pandemic Response Team.

## Appendix B: Robinson Huron Treaty Territory Map

# Robinson Huron Treaty Territory

North of Sault Ste. Marie; south of Chapleau; up to Kirkland Lake;  
west of the Ottawa River, up to Pembroke; and south to Penetanguishene.

