



COVID-19 Community Programming and Events Guideline

In response to the COVID-19 Global Pandemic

1.0 Preamble

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.

Community programs, physical activities, social events, and ceremonies must be modified to minimize the risk of exposure and spread of the virus in Wiikwemkoong. Wiikwemkoong developed the Easing of Restrictions Plan (EORP) in tandem with this document.

The EORP ensures we are taking into consideration our community's and individuals' mental, emotional, spiritual, and physical wellbeing. The EORP outlines safe and appropriate steps to ensure the community's overall wellbeing is a priority while easing restrictions.

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](#), such 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 to adapt and coexist with COVID-19 for the long-term. The Plan is based on:

- The community-wide vaccination rate
- Active cases and/or an outbreak is declared in Wiikwemkoong

- Active cases within the Public Health Sudbury & Districts area, including rate of transmission and cluster cases
- Improvements in key public health and health care indicators throughout the province
- Continuation of critical services, specifically services and programming pertaining to community and individual mental, emotional, spiritual, and physical wellbeing
- Adaptation to allow coexistence between the COVID-19 situation and 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.

The EORP has been guided by the vaccination rate of eligible Wiikwemkoong community members (over the age of five (5) years old) are fully vaccinated, outbreak status, and overall active cases in Wiikwemkoong. As a community, we need to continue to work together to prepare for the return to our programming with the necessary measures in place to ensure public health guidelines are being followed, while adapting to coexist with COVID-19.

EORP's Key Principles:

- Ongoing monitoring and increased vaccination rates
- Ongoing testing (including Rapid Antigen Testing completed at home)
- Plans and policies in place to manage outbreaks
- Easing public health measures in a safe manner
- Minimizing disruption to individuals, the community, and businesses
- Overall community wellness

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 ensures the safety of the community, reduce the risk of exposure and transmission of the virus,

while maintaining continual critical services and programming for the community's overall wellbeing.

Step 1 of this Plan is divided into two (2) sections:

Section A (16 or more active cases in Wiikwemkoong)

Section B (1 to 15 active cases in Wiikwemkoong)

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 advised otherwise.

4.0 Proof of Vaccination Requirement

4.1 Proof of vaccination from all participants and facilitators five (5) years old and older attending in-person 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.*

4.2 You must provide proof of vaccination for all in-person programming and events if you are five (5) 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 If an individual has 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:

- Essential services ie. groceries stores, pharmacy, medical appointments, social services
- If you are under five (5) years old
- Entering a business temporarily to:
 - Access an outdoor area with indoor accessibility
 - Make a retail purchase
 - Place, pick-up or pay for an order
- Virtual programming/events

5.0 Discontinuing Alternative Proof of Vaccination Measures

5.1 We have discontinued the alternative proof of vaccination measures. Therefore, you must be fully vaccinated (two doses) to participate in in-person community programming, events, or activities. This includes all participants and facilitators.

5.2 For those individuals who are not vaccinated, you can continue to participate in virtual programming and events.

6.0 Refusal to Provide Proof of Vaccination

If a participant or a facilitator is unable to provide proof of their vaccination status, the accompanying piece of government issued I.D, or a medical

exemption document, they will not be permitted to participate in the event, program, or activity and will be asked to leave the premises.

7.0 Special Exemption for Providing Proof of Vaccination for Four (4) Years Old and Younger for All Programming and Events

- 7.1** At this time, there are no vaccines available or approved for children four (4) 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 in-person programming and/or events.
- 7.2** 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.

8.0 Facilitators, Contractors, and Others Entering Wiikwemkoong

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](#), the following measures are in place.

- 8.1** 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 24 hours prior to arrival in the community.
 - 8.1.1** Acceptable COVID-19 tests:
PCR Tests, Rapid Antigen Tests, and Rapid Molecular Tests
- 8.2** It is advised that individuals seek this COVID-19 test from a Public Health agency and express that the need for the test is because of entry to a First Nation community.
- 8.3** 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.
- 8.4** 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](#), the following measures are in place.

9.0 Other Requirements

- 9.1** Each organizer for events or programming within the community is responsible for developing a safety plan for their event/program, outlining the steps they will take to ensure the safe delivery of the program, event, or activity.
- 9.2** Safety Plan must include:

- 9.2.1** Registration and screening protocols (including obtainment of proof of vaccination)
 - 9.2.2** A plan ensuring that the mandatory public health guidelines are being adhered to (i.e., maximum number of people, venue capacity, wearing a mask, physical distancing, hand sanitizing, etc.)
 - 9.2.3** Risk and mitigation strategies (how can you do this activity in a safe manner, and what will you do if something happens)
- 9.3** Each organizer for events or programming is required to present their event/program and its safety plan to the Pandemic Response Team for review and approval.
- 9.4** In certain circumstances, an organizer for an event, programming, or activity may be required to present the event and its safety plan to Ogimaa and Council to be reviewed and be granted approval.
- 9.5** Please adhere to participant capacity limits, according to the Easing of Restrictions Plan for both indoor and outdoor events and programming.
- 9.6** Programming and events will be delivered in a controlled environment where staff can monitor who enters and exits.
- 9.7** Mandatory screening is required for all participants, staff, and organizers.
- 9.8** 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.
- 9.9** Children will not be permitted to attend unless it is a family program where the child will be participating.
- 9.10** Two staff members minimum are to be present at every program.
 - 9.10.1** One staff member will provide screening on day of program at entrance.
 - 9.10.2** One staff member to deliver program.

10.0 Pre-Registration

Pre-Registration for all WUT community programming and events is required. 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.

11.0 Program Set-Up

11.1 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:

11.2 Indoor events/programming:

11.2.1 Please refer to Easing of Restrictions Plan to determine capacity and participant limits.

11.2.2 Masks are required, unless exempted for medical reasons.

11.2.3 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](#)

11.3 Efforts to mitigate the transmission of germs, bacteria, and viruses

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.

11.3.1 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.

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

11.3.3 Use hospital grade cleaning wipes.

11.3.4 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.

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

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

11.3.7 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 will ensure that everyone is 2 meters apart.

11.3.8 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.

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

12.0 Screening Process

12.1 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.

12.1.1 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.

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

12.1.3 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.

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

12.1.4 On the day of programming event and community programming organizers are expected to have two staff minimum at every program.

- 12.1.4.1** One staff member will be responsible for screening all pre-registered group participants as they arrive to the program session.
 - 12.1.4.2** The other staff/person will be delivering the program.
 - 12.1.4.3** Both workers are responsible to wipe down the work areas and high touch surfaces with disinfectant wipes.
 - 12.2** Any person with symptoms of COVID-19 will not be permitted 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 email so that a WHC Community Health Nurse can follow up with the community member.
 - 12.3** 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.
 - 12.4** 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. This ensures Wikwemikong Health Centre Community Health Nurse can follow up with the positive screener to provide health teaching and offer COVID-19 testing.
- 13.0 Sports Guidance**
- 13.1** Children under five (5) 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.
 - 13.2** Proof of vaccination is required for children five (5) years old and older to participate in any outdoor and indoor sports and recreational activities, leagues, programming, or events.
 - 13.2.1** This includes, but is not limited to:
 - Parents/guardians
 - Coaches
 - Teachers
 - Officials
 - Support staff
 - Team players
 - Others who do not reside within the community
 - 13.3** Proof of vaccination is required for all spectators that are five (5) years and older.
 - 13.4** When planning to participate in a sport or league, please ensure you are following the organization’s COVID-19 and Vaccination policies.

- 13.5** 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.

14.0 Resources Required

These are resources that will be required for in-person programming and events, but they are not limited to:

- 14.1** Screening Forms (digital or paper)
- 14.2** Hand Sanitizer
- 14.3** Disinfectant wipes
- 14.4** Orange Cones if applicable
- 14.5** Physical distancing tape
- 14.6** Gloves if applicable
- 14.7** Thermometer
- 14.8** Face Masks
- 14.9** Lunch bag if applicable
- 14.10** QR Code Scanner and/or app

15.0 Virtual Platform for Program Delivery

In efforts to adapt to our current situation and to coexist with COVID-19 for the long term, continuing to have our community's overall wellbeing as a priority, we are strongly recommending the use of virtual programming, events, and activities for Wiikwemkoong. This offers an alternative way for community members to participate from the comfort of their own home.

- 15.1** Employees of Wiikwemkoong Unceded Territory will be provided with training to support the virtual platform being offered for service delivery.
- 15.2** For the purpose of 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.
- 15.3** To support our citizens throughout this new way of connecting, the following steps will be required prior to delivering a virtual session:
 - 15.3.1** Confirm access to internet via Wi-Fi connectivity with the client.
 - 15.3.2** 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.
 - 15.3.3** 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).

- 15.3.3.1** The WUT program worker will decide for pickup of supplies and work with community members individually.
- 15.3.3.2** Curbside pickup will be offered to those who are able and willing to pick up supplies.
- 15.3.3.3** The home drop-off of supplies will be at the discretion of the organizers, pending resource availability.
- 15.3.4** 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.
- 15.3.5** All questions for a session will be answered at the end of the session, if possible, so these can be edited out so main content can be used for future purposes.
- 15.3.6** 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.
- 15.3.7** Upon completion of the virtual program, WUT staff will ensure participation is charted under group programming for reporting purposes.

16.0 Serving of food and beverages

The serving of food and beverages during programming or events shall follow the guidelines below:

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

17.0 Conclusion

These guidelines are to ensure the safety of WUT community members while continuing to provide critical services, and community wellness programming, events, or activities. In addition, this document is intended to assist the WUT Community Health Nurses, should their services be 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:

- Determine what Step in the Easing of Restrictions Plan we are currently in.
- Have you made sure the in-person community programming/event is permitted under the Easing of Restrictions Plan?
- Have you 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 **in-person** community programming/event.
- Have you decided whether the event will be indoors or outdoors?
- Have you checked what the capacity limits are for the Step we are currently in?
 - Have you checked the buildings' capacity limits signage for the space you wish to use for your in-person programming, events, or activities?
- 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?
- Have you informed community members regarding the mandatory requirement for proof of vaccination?
- Do you have a way to check for proof of vaccination?
- 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?
 - How will you check for proof of vaccination?
 - Have you determined a designated spot to complete the in-person screening requirement which is safe for staff and community members?
 - How will you ensure that staff 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 ensured that a safe distance is possible between all participants?
 - If outdoors, or a physical activity event, how will you ensure safety measures?
- If providing food/beverages, how will you ensure you are doing it in a safe way?
- What will lunch/snack/dinner time look like?
- Is there proper ventilation?

During the Event:

- Are those completing the screening wearing proper PPE, and screening the participants?
- Have you checked for proof of vaccination?
- Are you ensuring that all participants are following the public health guidelines (wearing a mask properly, washing your hands frequently and using hand sanitizer, and maintaining physical distancing)?
- Are you ensuring that all highly touched areas are being disinfected?
- What markers or visual cues will you have to remind community members of the importance of safety from COVID-19?

Post Event

- How will you safely clean up after?
- How will you follow up with all participants?
- What is your plan if you find out that one of your participants have tested positive for COVID-19 48 hours after your event/activity?
- How will you ensure safety measures are being enforced between staff during clean up?
- How will you safely dispose your PPE?

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.

