

Programming Guidelines

During COVID-19 Pandemic



In Person Programming Guidelines and Procedures

These guidelines will be evaluated and adjusted according to recommendations from the Center for Disease Control, Minnesota Department of Health and other governing agencies.

Group Size

Groups will consist of no more than 10 persons, including staff. At this time, all programs will be registered programs.

Social Distance Guidelines

In order that we promote social distancing during programs at SNC, we will do the following things:

- Address these guidelines during the introduction to the program/class
- Set up cones, or chalk marks 6 feet apart so that we are able to give the public a visual reminder of public distancing
- Use tables or stanchions as a barrier to the staff presenting the program, when appropriate
- Choose topics of programs that do not require us to get closer than 6 feet to participants of the program
- When possible, programs will take place outdoors so that we are able to spread out effectively
- Guidelines will be shared with registrants before programming begins via phone calls, videos or emails.

Cleaning Practices

Before the program, staff will:

- Clean all equipment using suitable disinfectant, make sure staff are outfitted with proper safety equipment (gloves if necessary)
- Prepare the teaching area for cleanliness to the best of our ability (wipe down tables, picnic tables, etc.)

During the program:

- Disinfectant will be available to sanitize equipment between uses for some equipment

Following the program, staff will:

- Clean all equipment using suitable disinfectant, make sure staff are outfitted with proper safety equipment (gloves if necessary)
- Prepare the teaching area for cleanliness to the best of our ability (wipe down tables, picnic tables, etc.)

Staff Protective Equipment

Staff will have access to face masks and gloves. A face mask will be used when unable to social distance effectively.

Participant Face Coverings

We strongly encourage all participants to bring a face covering when attending paid programming. Staff will have face coverings with them during each class. They will be utilized whenever we are unable to maintain the 6 foot social distance requirement, or comfort level dictates.

Signage

We will utilize branded signage to indicate the following procedures and policies as well as meeting locations.

- Reminders about hand-washing, social distancing, and other recommendations (might not be signs, but could be chalk drawings, safety cones etc.)
- Meeting locations, drop-offs if necessary, etc.
- Signage to delineate program space during program times

Additional Staff Training

In addition to regular staff training staff will have access to training on such topics as:

- Employee Right to Know
- Bloodborne Pathogen
- Personal Protective Equipment
- Disposal of Waste (waste will be disposed of properly, there will be no reuse of disposable items like gloves.)
- Clothing/Uniform Laundering (staff will launder uniform, including cloth face coverings following each day of work)

Participant Communication and Waivers

Guidelines will be shared with registrants before programming begins via phone calls, videos or emails.

All registered participants will be required to have a signed waiver on file. Waivers will include participants acknowledging the absence of COVID-19 symptoms at the time of the program.

Refunds will be available for registrants who cancel due to symptoms.

Health Monitoring (Participants and Staff)

Staff will not report to work if they are experiencing any of the symptoms of COVID-19 including, but not limited to: fever over 100.4, coughing, shortness of breath or difficulty breathing, chills, body aches, etc.

Staff will not monitor health of participants, but will require participant (or participant parent or guardian) to monitor.

Refunds Due to Illness

Full refunds for single programs, or prorations for program series will be awarded when cancellation occurs due to illness.

If staff are unable to teach the program due to illness, we reserve the right to cancel and will offer refunds.

Staffing Plan (to accommodate activities, cleanings, reporting, documentation, etc.)

Back up staff will be planned for programming. If staff are unavailable program will be cancelled and refunded.

Weather Emergencies

Should inclement weather occur the following procedures will be in place:

- Staff will monitor the weather, please feel free to call ahead of the program to inquire about the status.
- Staff will call the program contact to discuss changes due to weather and the group's preparedness for the conditions
- In the event of program cancellation due to weather, rescheduling programs or refund of program fees will be offered.
- If inclement weather happens DURING the program, your naturalist will bring you to the appropriate sheltered location and get you back to your vehicles as soon as possible. Refunds or rescheduled programs may result from these kinds of weather events as well.

First Aid

Naturalists will carry a basic first aid kit along with each program. It will be the responsibility of the adult with each child to perform first aid for that child. Serious injury will be handled by the appropriate medical personnel, which will be called by the naturalist in charge of the program.

Group Norms

1. Social distancing will not be enforced within family groups in the program by the teaching staff.
2. We will ask that you respect the distancing guidelines with your naturalist.
3. Staff will be wearing masks when we are unable to maintain a 6 foot distance.
4. Equipment will be cleaned prior to program and at the end of the program. There will be cleaning supplies available during the program as well, if needed.
5. We ask that all participants wash hands before the program and at the end of the program. We will have hand-washing supplies available during the program as well.