



Checklist For Community Gardens to Open/Operate During COVID-19 (May 2020)

Let's protect the health of our community during COVID-19. If you plan to operate a community garden in Haliburton County, Northumberland County or the City of Kawartha Lakes this growing season, please complete the following checklist. The requirements are based on Ontario government directives and are designed to protect the health of your garden members and reduce the spread of COVID-19 in our community.

Instructions:

Please note:

- To open/operate, all the following requirements must be marked 'Yes'
- However, if a response is 'No,' complete the final column explaining the plans you will put in place to meet the requirement (By following through on these corrective actions, you are addressing the issue and are complying with it)

Notify the Health Unit

If you have any questions, please contact the Health Unit at 1-866-888-4577, ext. 5006, or email: inspections@hkpr.on.ca. Once you have completed the checklist, you **must** notify the Health Unit about the following:

- Name and location of your community garden
- Whether there are plans to open the community garden this year
- Confirmation that you have received the Health Unit's checklist and the Ontario's Ministry of Health's guidance document for operating a community garden
- Agreement that you will follow these directions to open your garden

Checklist

General Advice	Yes	No	Please give details on how you will meet the requirement
Entrance Restrictions or Requirements			
1. The garden will not allow anyone in who shows COVID-19 symptoms, are feeling sick from something they ate or drank, has had contact with a confirmed case, or who is under self-isolation			
2. Only members, staff and volunteers are allowed to work in the garden. Members of the public are not allowed			

3. Access to the garden is only permitted to plant, maintain and harvest food. Public events and large gatherings of people are not allowed			
Physical Distancing Requirements			
4. Gardeners must be at least 2 metres (6 feet) apart from each other (except for members of the same family)			
5. To allow for physical distancing, no more than five people are allowed into the garden at any one time (<i>NOTE: Gatherings of more than five people are not currently allowed under Ontario's Emergency Declaration</i>)			
Hand Hygiene Requirements			
6. Handwashing stations <i>or</i> alcohol-based hand sanitizer (60-90% alcohol content) are provided in the community garden			
7. <i>If providing handwashing stations</i> , the garden provides information/signs nearby on how to properly wash hands (For example, washing hands that are visibly soiled with soap and water for 20 seconds is recommended)			
8. <i>If providing hand sanitizer</i> , the garden provides information on how to properly use it (For example, wipe hands clean before applying alcohol-based hand sanitizers)			
9. Members are reminded about the need for proper hand hygiene upon entering and leaving the garden area			
Sharing (Equipment, Tools) and Cleaning Requirements			
10. Gardeners should be asked/encouraged to bring their own tools			

<p>11. If garden tools must be shared:</p> <ul style="list-style-type: none"> • Tools are clearly labeled so they can be used again by the same person • Gardeners are assigned select tools and/or tasks • Clear instructions are given on how to properly clean and disinfect them (For example, organic matter must be removed from tools with soap and water before disinfecting them) 			
<p>12. Volunteers/members must not share garden gloves</p>			
<p>13. Gardeners are instructed to take garden gloves home and wash after each use</p>			
<p>14. Inform gardeners that they can use commercial products like Lysol or Clorox to disinfect tools and high-touch surfaces</p>			
<p>15. If using a bleach-water mixture for disinfecting, inform gardeners on the need to:</p> <ul style="list-style-type: none"> • Create the mixture using 1 Tbsp. of household (5%) bleach per 1 litre of water. • Make a fresh batch of bleach-water mixture each day • Use warm water (about 22° C) to create the solution and never mix it with detergent and other chemicals • Put water in the container first before adding bleach to prepare solution • Submerge garden tool handles for at least 10 minutes in the bleach-water mixture to disinfect properly 			
<p>16. Instruct gardeners to regularly clean and disinfect high-touch surfaces such as doorknobs, padlocks, water spigots, hoses, gates handle, railings, etc.</p>			

Signage Requirements			
17. Place clear, visible signs at all garden entrances reminding members, staff and volunteers about the symptoms of COVID-19 and where to seek assistance if they have symptoms (Use Ontario's COVID-19 Self-Assessment Tool at www.ontario.ca/coronavirus or call Telehealth Ontario at 1-866-797-0000)			
18. Place clear, visible signs throughout the garden — especially locations where shared equipment, tools, etc. are kept — reminding members, staff and volunteers to take steps to prevent the spread of COVID-19 by washing hands frequently, practicing physical distancing, etc.			
Communication and Other Requirements			
19. The community garden has developed clear and specific policies/protocols to prevent the spread of COVID-19 that follow Health Unit recommendations and instructions			
20. The community garden has clearly shared/communicated these COVID-19 policies/protocols to its members, staff and volunteers			
21. The community garden has an updated, current list of members, staff and volunteers who agree to help out with planting/growing and follow these COVID-19 policies and protocols			
22. A 'sign-in' and 'sign'-out' system is used to track who goes into the garden each day			

May 4, 2020