

**Port Washington Recreation Department
2021 Community Garden
COVID-19 SAFE OPERATING PLAN**

Recreation Director: Kiley Schulte

Email: kschulte@cpwwi.org

Phone: (262) 284-5881

Objectives:

1. Follow local and state guidelines for safe and healthy operations of the Community Garden Program
2. Clearly communicate operations with staff, volunteers, and participants.

Resources:

[Wisconsin Department of Health Services](#)

[CDC Guidelines for Outdoor Learning and Community Gardens](#)

<p>Staff/Volunteers/Gardeners</p>	<ol style="list-style-type: none"> 1. Must wear CDC-approved facemasks while unable to maintain a distance of 6 FT from other gardeners and in shared spaces such as the tool shed, water tank area, and other common areas. 2. Must complete health screening prior to visiting the garden. 3. Provide all staff/volunteers training and enforce safe and healthy practices. 4. Follow regular sanitation schedule for shared equipment. Equipment must be sanitized before and after use of each gardener. 5. Frequent hand washing required (at least 20 seconds with soap and water or use of sanitizer greater than 60 % alcohol content). 6. Avoid touching face. 7. No shaking hands. 8. If you feel sick or have any signs or symptoms of COVID-19, STAY HOME.
<p>Operations</p>	<ol style="list-style-type: none"> 1. Adhere to all local state and city policies. 2. Maintain hand sanitizing stations in garden area. 3. Sanitize equipment and surfaces frequently including door handles and gardening equipment. COVID-19 approved disinfectant spray will be provided for sanitization use. 4. Sanitizing wipes must be discarded after each use. Suggest use of paper towels for wiping down surfaces. 5. After participants are finished in one area the equipment and area will be sanitized before another participant can use that equipment/station. 6. Communicate to all participants that social distancing of 6-feet must be maintained between households. 7. Signage must be placed at the entrance areas. 8. Inform Recreation Director of unsafe conditions requiring immediate attention.

Participant Communications	<ol style="list-style-type: none">1. Inform participants before entering about safe participation, via signage at entrance points and by email blasts/social media posts:2. Participate at Own Risk – Due to potential exposure to COVID-19, we ask all patrons to be respectful of others and observe social-distancing and CDC guidelines.3. Stay home if you are sick or in a high-risk group and have not been vaccinated.4. Wear a mask when entering and walking through the garden area. Once at own garden plot mask may be removed. It is recommended participants bring a small plastic bag to store mask in while gardening at own plot and thoroughly clean hands as much as possible.5. Always maintain a 6-FOOT DISTANCE. Whenever waiting in line, maintain 6 feet of distance between yourself and others.6. Wash and sanitize your hands frequently. Wash your hands with soap and warm water in our restrooms. Hand sanitizer is encouraged before/after each use of communal equipment.7. The garden area is for registered garden members only to lessen the number of potential exposures.
-----------------------------------	---