



Northern Community & School Recreation Coordinator Program

COVID-19 UPDATE August 24, 2020



OVERVIEW

We are in unprecedented times and the need for safe, positive, social connections and interactions in Northern communities couldn't be higher – especially for children and youth. Hosting the NC&SRCP, provides the school and community with a human resource to facilitate much needed sport, culture and recreation opportunities – outside of the education curriculum.

As we transition into a new program year – the role and work plan of a CSRC may need to be adjusted to ensure the safety of the community. The determination of these administrative logistics and plan details are to be made at the community level in alignment with the purpose and objectives of the NC&SRCP.

This document aims to provide a framework for adjusting working conditions and program targets, under which the purpose and objectives of the program can still be met.

Ultimately, it is the responsibility of the employer to ensure the CSRC is following local and provincial guidelines as they make decisions regarding the future of recreation. Staff should be trained in policies, practices and procedures for working in their respective spaces.

Linkages to guidelines most applicable to the NC&SRCP, can be found here:

[Child and Youth Day Camp Guidelines](#);

[Sport & Activity Guidelines](#);

[Recreation Guidelines](#); and

[Primary and Secondary Institution Guidelines](#).

The Northern Sport, Culture and Recreation District (NSCRD) does not consider itself an authority on health and safety issues, including those pertaining to COVID-19

It is the responsibility of all providers of recreation services to determine how to meet or exceed the guidelines provided by the Government of Saskatchewan and the Saskatchewan Health Authority.

Workplace Health and Safety Committees should be involved in all planning stages to ensure that local requirements are met.

All employers are responsible for adhering to the most current Provincial Acts and Regulations.

2020-21 REPORTING

Reporting is a critical component to the NC&SRCP accountability and success. Due to COVID-19, extensions have been given on the following reporting requirements:

2020-21 Annual Program Plan & Budget	May 31 st to Sept. 30 th
2019-20 Self Evaluation	May 31 st to Sept. 30 th
2019-20 HIGH FIVE QUEST 2	2 required evaluations, from 3
2020-21 Annual Agreement	September 30th

2020-21 NC&SRCP Annual Agreements will be sent to participating schools mid-September. It is hoped this will provide local program managers the extra time needed to adjust to the unknowns of returning to school during a pandemic.

CURRENT STATE

The current state of programming in communities hosting the NC&SRCP varies depending on the health, leadership, school and community strategies for navigating this pandemic. The goal for NSCRD is to assist all sites in a gradual return to provide a full slate after-school program opportunities to students and ultimately the community. It is hoped this document will assist and be incorporated into the approach for re-opening schools and offering community based recreation services.

A self-evaluation of each sites current state is suggested to determine the best approach to transition. The majority of sites have returned to some level of CSRC facilitated programming over the summer months. It is our hope that the existing levels of programming can be built upon as it is safe to do so. This framework may also be used and adapted to meet each school/community re-open plan.

The uniqueness and strength of the NC&SRCP is that it is a community-based program administered by the school, but existing primarily outside of the school curriculum, in partnership with the community. We ask local program managers to draw upon the strength of this partnership; recognize the value of their CSRCs' ability to link community and school – through sport, culture and recreation; foster the inherent role of the CSRC as a facilitator of opportunities outside of school hours; and to enhance the quality of life for students and the community as a whole.

WORKPLAN FRAMEWORK

It is our belief that even in an outbreak scenario there is a need for sport, culture and recreation and its positive contributions to building strong communities and families, enhancing mental, physical and social wellbeing and connecting people to nature – which are facilitated in a responsible and safe manner that adheres to public health guidelines.

The first step to determining the type of programming to be offered should start with the question – is it safe? If yes, appropriate public health controls need to be considered for each program and space and be in accordance with community and provincial guidelines.

Below is a summary, not a comprehensive list, of program measures and how they may be applied through different levels of programming (depending on current risk in the community). Sites should refer to their policy and provincial guidelines for detailed operational requirements of different types of programs.

A variety of examples, successful programs, resources and links to support programming at all stages can be found on our Northern Community & School Recreation Coordinator Program Facebook Page.

	<i>High risk & uncertainty</i>	<i>Medium risk, reduced restrictions</i>	<i>Lower risk, high capacity to manage programs safely in controlled settings</i>
PROGRAM MEASURES	VIRTUAL / NO CONTACT PROGRAMS	INDIVIDUALIZED or FAMILY BASED / OUTDOOR PROGRAMS	RESTRICTED GATHERING / INDOOR PROGRAMS
Physical Distancing	Virtual and no contact programming can be facilitated without the physical presence of the CSRC or participants.	Limited contact with individual students or families in an outdoor setting.	Contact with students indoors where adequate physical distancing and adherence to gathering restrictions is possible.
Engineering Controls	Interactions between the CSRC and participant are made virtually or through no-contact drop offs / pick-ups of materials, equipment and supplies.	Reconfiguring of program design, program space and transition areas may be necessary.	Reconfiguring of program design, program space and transition areas may be necessary.

Administrative Controls	<p>Technology is heavily relied on and some CSRCs may be required to upgrade their skills and on online presence to succeed in this type of programming.</p>	<p>Signage and communication prior to the program are critical.</p> <p>Registration of participants and ensuring understanding of risks should be standard.</p> <p>Participants are engaged one at a time or as a family unit.</p>	<p>Signage and communication prior to the program are critical.</p> <p>Registration of participants and ensuring understanding of risks should be standard.</p> <p>Group numbers are limited – attention will need to be given to inclusion parameters.</p>
PPE / Cleaning and Sanitation	<p>Appropriate PPE, screening, cleaning and sanitation are required if equipment and supplies are required.</p>	<p>Appropriate PPE, screening, cleaning and sanitation are required.</p> <p>Program design must accommodate cleaning and sanitation between each participant / family.</p>	<p>Appropriate PPE, screening, cleaning and sanitation are required.</p> <p>Program design must accommodate cleaning and sanitation between each program.</p>
Program Targets	<p>Students and Community</p>	<p>Students and their families</p>	<p>Dependent on facility.</p>
Facility Usage	<p>Can be maintained in office and remote working conditions – or a combination of both.</p> <p>Does not require the use of a facility or school space.</p>	<p>Can be maintained in office and remote working conditions – or a combination of both.</p> <p>Requires the use of either school or community outdoor spaces and thus should follow the protocols and procedures dependent on the location and type of program.</p>	<p>Can be maintained in office and remote working conditions – or a combination of both.</p> <p>Requires the use of either school or community indoor spaces and thus should follow the protocols and procedures dependent on the location and type of program.</p>

CSRC ROLE DURING PANDEMIC

Below is a list of duties that align with the overall purpose and objectives of the program that may be focused upon at this time of uncertainty; and in compliance with current community and provincial guidelines.

- Support school based pandemic preparedness, safety plans and protocol. *
- Collaborate with community based recreation and partner on the facilitation of sport, culture & recreation programs.
- Participate in preparedness education and training specific to offering safe programs in the age of a pandemic.
- Prepare for increased online communication and enhance virtual facilitation skills (ie: increase presence on social media; create and host video calls/webinars/online forums or discussions; participate in webinars and tutorials; etc.).
- Create detailed activity and COVID-19 plans for all future programs – present to steering committee for review and discussion.
- Register for online training and certification opportunities (NSCRD can provide a listing).
- Participate in NSCRD facilitated webinars and conference calls.
- Facilitate online training opportunities for community volunteers / leaders.
- Conduct surveys and community needs questionnaires – foster positive relationships with community members.
- Foster relationships and leadership in students through mentorship in a virtual or physically distanced way.
- Facilitate Virtual / No-Contact Program opportunities and when safe to do so - Individualize or Family Based / Outdoor Programs; and Restricted Gathering / Indoor Programs (see table above).

* The NC&SRCP program is funded by the SK Lotteries Trust Fund and is designated to support community-based sport, culture and recreation. A portion of a CSRCs role may be shifted to school-based support for the purpose of ensuring the safety of students and staff during the pandemic. ***However, a balance must be achieved so that the CSRC position continues to strive to meet program objectives on a daily basis. Funding cannot be guaranteed should the position be reassigned entirely to school based support roles and hours.***

SAMPLE DAILY SCHEDULE

Below is a sample of what a day might look like for a CSRC. Please note, this schedule is to provide guidance for sites striving for a balance between navigating the pandemic in their schools and meeting NC&SRCP objectives.

12 PM COMMUNICATION & ADMIN

- Review of daily pandemic plan protocol and updates (community / school).
- Social media check-in; post and share programming, educational and awareness content – physical activity, wellness sports, culture & recreation focused.
- Report to supervisor regarding plans and programs; HR tasks.

1 PM PLANNING & SUPPORT

- Assist with school-based pandemic preparedness and safety measures.
 - Planning for afterschool sport, culture & recreation programs. *
- *dependent on current community and provincial guidelines*

3:30 – 5 PM PROGRAMMING*

- Programming Options: Virtual / No Contact; Individualize or Family Based / Outdoor; Restricted Gathering / Indoor
- *dependent on current community and provincial guidelines*

5 PM SUPPER BREAK

6 – 9 PM PROGRAMMING / PROFESSIONAL DEVELOPMENT / STATS / PARTNERSHIP DEVELOPMENT*

- Programming Options: Virtual / No Contact; Individualize or Family Based / Outdoor; Restricted Gathering / Indoor
 - Participation in online certifications and trainings.
 - Record stats, complete program reports and evaluations.
 - Plan and communicate with community partners.
- *may require remote working at home or community facility/spaces in collaboration with community partner.*

NOTES

References are made throughout the document to the compliance with current provincial guidelines.

As per the [SK Re-Open Plan \(pg.7\)](#), the following recommendations should remain in place through all five phases:

- Protective measures for vulnerable populations.
- Individuals should continue working from home if they can do so effectively.
- Physical distancing must be maintained, wherever possible.
- People must stay at home when they are sick.
- Vulnerable individuals, such as seniors and those with underlying health conditions, should continue to exercise caution and minimize high-risk exposures, such as public outings.
- Personal hygiene will continue to be a key prevention measure.
- Enhanced cleaning and disinfection should take place in workplaces, public spaces and recreational facilities.
- Current public and private gathering restrictions must be followed.
- Although the public health order regarding the size of gatherings does not apply to businesses and workplaces, they are expected to follow the recommended public health measures, including:
 - physical distancing for staff and clients;
 - regular cleaning and disinfection;
 - frequent handwashing and sanitizing;
 - use of PPE where available and appropriate; and
 - keeping staff who demonstrate or report COVID-19 symptoms out of the workplace.