

The Inglewood Community Garden (ICG) Access Protocols

Introduction

The following protocols represent the ICG's best faith efforts to establish requirements for gardeners choosing to attend the ICG to prepare and plant their beds, so as to be able to do so in as safe a manner as possible for both themselves and their fellow gardeners, during the c19 Spring of 2020.

If, for whatever reason(s), you are unable to comply with the following protocols please contact us directly at: info@inglewoodcommunitygarden.ca

Please **NOTE**: Contravention of any of the "proscriptive protocols" in the following document will result in the immediate cancellation of your gardening privileges.

Proscriptive protocols are identified with this symbol: **P** and indicate the strictest protocols.

Admittedly "proscriptive protocols" sounds draconian – but, as the ICG and its Board of Directors, are taking it upon ourselves to supervise people "coming together" at this time – we do not want there to be **ANY** doubt by **ANYONE** about how extremely seriously we take that responsibility.

SPECIAL NOTE: Sick Gardeners or Volunteers

Any gardener or volunteer with cold-like symptoms, including cough, fever, shortness of breath, runny nose, or sore throat, is required by law to isolate and may not participate in volunteer or workplace activities.

If a volunteer (or gardener) becomes symptomatic while on site at a volunteer location, they must immediately tell the person in charge of their activity and leave the site. If a mask or cloth face covering is available, they should put this on to reduce the chance of spread to others. Items they handled during that day should be cleaned and disinfected.

Symptomatic individuals must stay in isolation for 10 days from the start of symptoms, or until symptoms resolve, whichever takes longer. For more information visit:

<https://www.alberta.ca/isolation.aspx>.

IF you are experiencing cold-like symptoms ...

... contact us and we will undertake to make alternative arrangements for you and your bed.

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Access to the Garden: Scheduling, Applications, Access and Entering the ICG

Scheduling

The ICG will be offering a — **yet to be determined** — number of 3 day schedules where gardeners will have to use an online form to select a Date and Time Slot to attend the Garden.

These schedules will operate on weekdays and on the weekend.

Each day in a 3 day schedule for an as yet to be determined number of 2 hours each.

These schedules are intended to be a short term solution to allow gardeners time to prepare and plant their beds.

The ICG is working on a more viable and flexible long term approach where "scheduling appointments" can be set aside.

Applications

Until further notice access to the ICG will be accorded to **ONLY** those gardeners and volunteers ...

1. Who have submitted the ICG Access Request Form and
2. Whose names are on the **Attendance Roll** supervised by an ICG Steward

A link to the online ICG Access Request Form will be sent to ...

- All Primary gardeners who are currently renting a bed in the ICG
- Secondary gardeners and Volunteers

The Primary Gardener Access Request Form will contain the ...

1. ICG Access Agreement – which all gardeners seeking access to the ICG must acknowledge and accept
2. Option to choose **ONE Date** and **ONE Time Slot**, on that date

The Secondary gardeners and Volunteers Access Request Form will contain the ...

1. ICG Access Agreement – which all gardeners or volunteers seeking access to the ICG must acknowledge and accept

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Access to the ICG

1. Please observe mandated spacing guidelines while in the parking lot.
2. For the foreseeable future access to and activity within the ICG will be monitored by ICG Board of Director members or their appointed stewards
3. ... **P**... Anyone seeking access to the garden – **MUST** have their name on the **Attendance Roll** for that **Date** and **Time Slot** – **NO EXCEPTIONS**
4. **ONLY** PRIMARY gardeners, SECONDARY gardeners and volunteers – whose names are on the **Attendance Roll** for that **Date** and **Time Slot** will be allowed into the ICG
5. ICG Stewards will supervise the **Attendance Roll**
6. Entry and exit to and from the ICG will be monitored and recorded
7. **Attendance Rolls** will be printed for each **Date and Time Slot** and be administered so that no physical contact by gardeners or volunteers will be required in order to “check-in” and “check-out”
8. ... **P**... On site identification of attendees shall be at the ICG Steward's discretion BUT liability for any abuse of the “check in” procedure shall be the responsibility of the respective PRIMARY gardener
9. In short – **DO NOT EVEN THINK** – about sending anybody other than your SECONDARY gardener to “stand in for you”!

In the event of a “disagreement” – at the garden gates or inside the ICG itself – gardeners and volunteers **MUST** comply with directions given by the ICG Board Member or ICG stewards.

Entering the ICG

1. Please arrive shortly before the start of your Time Slot
2. Please wait in your vehicle until just before your Time Slot begins

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3. IF you arrive by bicycle please wait **SEVERAL** metres from the gate until your time slot begins
 - (a) Bicycles will be allowed in the garden
 - (b) Bicycles should be placed in the bike stand
 - (c) **IF** the bike stand is full, bikes **should** be placed against the south fence near the stage
 - (d) Bicycles may also be locked to the outside of the south fence near the Storage Shed
4. ... **P**... Do not enter the garden **BEFORE** the beginning of your Time Slot
5. ... **P**... While entering the garden maintain social distancing
6. ... **P**... Do not attempt to drive into the garden to unload supplies – use the wheelbarrows
7. **NO CHILDREN** will be permitted in the garden until further notice
8. Believe us, we want children back in the garden as soon as possible!
9. A sink with soap and cold water will be available near the Eastern most water stand ... once we have water in the ICG

Personal Protective Equipment (PPE)

1. Masks are discretionary
2. Gloves are discretionary
3. The ICG will **NOT** provide gloves
4. **OPTION**: Carry a small bottle of hand sanitizer instead of wearing gloves

Gardeners' Tools and ICG Shared Tools

Tools – Gardeners

1. Gardeners are enthusiastically **ECOURAGED** to bring their own small hand tools
2. Gardeners are encouraged to sanitise their tools before and after use
3. ... **P**... Gardeners **MUST NOT** leave personal tools in the garden

Tools – ICG: Essential Shared Tools

1. Garden cart, wheelbarrows and long handled shovels or forks

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2. ... **P**... Gardeners **MUST** sanitise them before and after use: this is particularly important for wooden handled tools.

Tools – ICG: Small Hand Tools

1. ... **P**... The ICG will make a limited number of small hand tools available – gardeners **MUST** sanitise the ICG hand tools before and after use

Gardening Supplies brought to the ICG

1. ... **P**... Seed packages, carrier bags, containers and ANY other packaging and paraphernalia which you bring to the garden **MUST** be taken home when you leave the garden at the end of your time slot – **DO NOT** leave them on your bed
2. ... **P**... Unused or incompletely used materials, such as compost, peat moss, mulch, soil, etc **MUST** be taken home with you when you leave the garden at the end of your time slot – **DO NOT** leave them on your bed

Departure from the ICG

1. ... **P**... Gardeners should have ceased working and be prepared to leave the garden at least **during** the 15 minutes **before** the end of their Time Slot, if not before
2. ... **P**... Be out of the garden **before** the next Time Slot begins
3. ... **P**... Once out of the garden, proceed directly to your vehicle and depart
4. ... **P**... **UNDER NO CIRCUMSTANCES** may you remain in the garden beyond your allotted Time Slot
5. A sink with soap and cold water will be available near the Eastern most water stand ... once we have water in the ICG

Porta Potty

1. A Porta Potty will installed within the ICG fence line by the time the Rental Garden Planting Schedule begins
2. The door handle **MUST** be sanitized before and after any use.
3. Date of the installation of the Porta Potty remains to be determined.

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Governmental Guidelines and Reference Material

P Government Mandated Social Distancing Guidelines and preventative measures must be adhered to at all times while attending the garden.

Particular emphasis will be placed upon maintaining our Municipal guidance.

Municipal via City of Calgary:

<https://www.calgary.ca/CSPS/cema/Pages/Response-to-Coronavirus.aspx?redirect=/covid19>

Municipal via Calgary Horticultural Society:

<https://www.calhort.org/wp-content/uploads/covidmessagecommunitygardens.docx>

Provincial Government of Alberta:

<https://www.alberta.ca/coronavirus-info-for-albertans.aspx>

Federal Government of Canada:

<https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/prevention-risks.html>