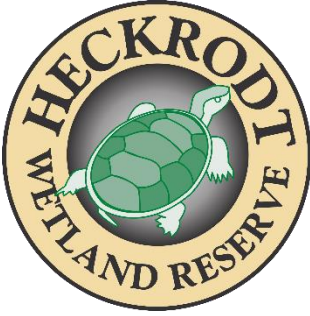


Programming Wellness Protocol at Heckrodt Wetland Reserve



1305 Plank Road
Menasha, WI
54952
Phn: 920.720.9349

These procedures will be done by Heckrodt Education Staff in good faith before and after any program. Staff resources will be set-aside daily for these new safety measures.

Prior to daily programming:

- Teaching staff will perform self-health assessments (signing off on a daily sheet).
- Nature Center restrooms and public surfaces will be sanitized twice a day (during Phase 1 and Phase 2).
- All teaching supplies will be sanitized before being used in programming.
- Programming logistics will be modified to limit exposure to staff and program participants (as of June 1st – Nature Center will be closed to the general visitors and class sizes will be limited to 8 youth or less – maintaining 10 or less in a group setting and all programming will be taught outdoors in an open air space – pavilion/deck areas).
- COVID-19 Training. All staff have access to current CDC guidelines on how to stop the spread of COVID-19, physical distancing and other protocols and measures (regular review of procedures will be covered and documented).

During program:

- Masks will be required for educators/staff when safe distancing is not feasible. Masks for participants (during Phase 1) will be encourage and provided by HWR. HWR staff will wear masks and encourage program participants to do the same according to state and local guidelines.
- Staff will do a verbal wellness check (during Phase 1) with guardian/participant during scheduled drop-off (documented at check-in).
- Staff will also carry hand sanitizer in their teaching bags to distribute as needed.
- Creative programming will be done to maximize physical distancing (i.e. marking places to sit and hiking rope with handles that are 6 feet apart).
- Programming will also be done to limit sharing.
- Group restroom breaks will be done to allow nonteaching staff to properly clean the restrooms upon use.
- Scheduled handwashing and sanitizing will be done as needed throughout program.
- Heckrodt will only provide prepackaged snacks or naturally occurring packaged fruits (i.e. bananas and oranges). Water bottles and lunches will be guardian's responsibility.

After Program:

- Staff will disinfect all used teaching supplies and learning scapes.
- Teaching staff will complete this document and submit to Director of Education.
- If HWR has been informed of an employee or program participant that has had a confirmed case of Covid-19, Heckrodt Leadership Team will determine the next steps based on state and health agency guidelines. Our HWR Leadership Team is in contact with and adhering to City of Menasha Public Health Department recommendations. We will work with them and follow the appropriate actions.

