

Checklist for Indoor Playgrounds and Playzones

This checklist is one of several resources intended to support indoor playgrounds to reduce the spread of COVID-19 by implementing public health measures. It is to be used in conjunction with other public health directives available on the health unit website.

Visit wdgpublichealth.ca for ongoing updates and links to additional resources. Wellington-Dufferin-Guelph Public Health (WDGPH) is unable to review individual policies and protocols. These are not legal documents.

Screening

Considerations	Details
<p>Develop a Screening Process for Staff, Parents and Participants</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Share details on the screening process with parents, participants and staff in advance if possible (website, social media, phone). <input type="checkbox"/> Direct parents/guardians and staff to complete the following check before coming to the playground (share Ontario's Self-Assessment as an example): <ul style="list-style-type: none"> <input type="checkbox"/> Parents/guardians must check their children's temperature <input type="checkbox"/> Staff must check their own temperature <input type="checkbox"/> Monitor for signs and symptoms of COVID-19 <input type="checkbox"/> If there are any signs or symptoms, parents, children and/or staff must stay home. <input type="checkbox"/> Screen all individuals, including participants, parents/guardians and staff upon arrival. Consider posting and sharing the WDGPH screening poster. <input type="checkbox"/> Deny entry to any person, including the child of a parent/guardian, staff, etc. who has any of the symptoms outlined in the COVID-19 Reference Document for Symptoms on the Ministry of Health's website. <input type="checkbox"/> You are encouraged to keep daily records of anyone (e.g., participants, parent/guardian, staff and visitors) entering the play area who stay for 15 minutes or longer. Records include name, contact information, time of arrival/departure, screening completion, etc.

Physical Distancing

Considerations	Details
<p>Physical distancing of at least 2 metres between</p>	<ul style="list-style-type: none"> ☐ Encourage physical distancing of at least 2 metres between participants, parents/guardians and staff by: <ul style="list-style-type: none"> ☐ Spreading participants out into different areas; ☐ Spreading furniture, play equipment, and activity stations out into different areas; ☐ Using visual cues (e.g., signs, posters, floor markings, etc.). ☐ Mark spaces on the floor where people can stand at the front desk with intervals of 2 metres (6 feet) for patrons to line up. If physical distance cannot be maintained, barriers such as plexiglass may be used. ☐ Limit numbers of participants in play area, party rooms and other spaces to allow for physical distancing. ☐ Encourage use of contactless payment methods such as online registration or debit/credit card machines with tap function.
<p>Signage and visual cues</p>	<ul style="list-style-type: none"> ☐ Place signage at entrance and exit as well as around play area to direct parents and children and ensure physical distancing ☐ Consider floor decals and posters to remind customers to keep a two-metre distance and direct the flow of traffic.
<p>Indoor Gathering Limits</p>	<ul style="list-style-type: none"> ☐ Calculate and adhere to the maximum number of staff, participants and parents that can be in your facility/play area/room(s) at any one time in order to maintain distance of 2 metres (6 feet) between each individual <ul style="list-style-type: none"> ○ Guideline for space requirement is one person for every 4 square meters (43 square feet) of space. ○ Must not go over maximum indoor gathering limits of 50 patrons or maximum outdoor gathering limits of 100 patrons <ul style="list-style-type: none"> ▪ Staff who are working do not count towards gathering limits.

<p>Are all workstations, cash registers located at least two metres apart to allow for proper physical distancing between employees?</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Consider rearranging workstations, cash registers to allow for physical distancing.
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Face Coverings (Section 22 Order)

Considerations	Details
<p>As part of the section 22 face coverings are required in indoor playgrounds and playzones.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Post signage at entrances and exits to communicate face covering requirements. <input type="checkbox"/> Review the Frequently Asked Questions in regards to face coverings <input type="checkbox"/> Staff, participants over 5 years old and parents must wear face masks while in most areas of the facility including reception area, play areas, party rooms, common areas, or any other areas accessible to the public. <input type="checkbox"/> Participants may remove face coverings while participating in an activity that requires physical exertion. <input type="checkbox"/> Individuals may be exempt from wearing a face covering if: <ul style="list-style-type: none"> <input type="checkbox"/> They are under the age of 2 years; or a child under the age of 5 years either chronologically or developmentally and he or she refuses to wear a face covering and cannot be persuaded to do so by their caregiver. <input type="checkbox"/> Wearing a face covering would inhibit their ability to breathe in any way. <input type="checkbox"/> For any other medical reason, they cannot safely wear a face covering such as, but not limited to, respiratory disease, cognitive difficulties or difficulties in hearing or processing information. <input type="checkbox"/> The obligation to provide reasonable accommodation under the Ontario Human Rights Code requires exemption from this requirement.

	<input type="checkbox"/> Train staff on the proper way to wear and care for face coverings
Do staff know how to properly put on, take off, and wash a cloth mask between uses?	<input type="checkbox"/> Provide staff with posters on how to wear and wash a cloth mask properly.

Hand Hygiene & Respiratory Etiquette

Considerations	Details
Hand Hygiene	<input type="checkbox"/> Ensure the availability of alcohol-based hand sanitizer at all entrances and exits. <input type="checkbox"/> All parents, participants and staff should be encouraged to wash their hands frequently with soap and warm water, for at least 20 seconds or use alcohol-based hand sanitizer before entering the play area. <input type="checkbox"/> Encourage additional hand hygiene opportunities: <ul style="list-style-type: none"> <input type="checkbox"/> All persons must wash their hands at the start of their shift or prior to engaging in play and before leaving. <input type="checkbox"/> Frequent hand washing must continue throughout the day especially when switching from one activity to another, after going to the washroom, before and after eating, etc. <input type="checkbox"/> Gloves should be worn when it is anticipated the hands will come into contact with blood or body fluids and when providing care to a symptomatic individual. <input type="checkbox"/> Ensure hands are cleaned before putting on gloves and after removing gloves and that gloves are removed immediately after completing a task and prior to touching clean items and surfaces. <input type="checkbox"/> At least 60% alcohol-based hand sanitizer is recommended and should be available, especially in areas without immediate access to hand washing sinks. Do not use alcohol free hand rub.

	<ul style="list-style-type: none"> <input type="checkbox"/> Ensure all hand washing sinks are unobstructed, possess hot and cold water, liquid soap, and disposable paper towel. Liquid soap containers cannot be “topped up” and reusable pumps must be cleaned and disinfected prior to refilling. Resource: Handwashing poster <input type="checkbox"/> Signage for proper hand washing and hand sanitizer use should be posted near sinks and hand sanitizer stations.
Respiratory Etiquette (coughing and sneezing instructions)	<ul style="list-style-type: none"> <input type="checkbox"/> To prevent the spread of respiratory infections, proper respiratory etiquette needs to be taught to participants and regularly practiced by staff and participants. <input type="checkbox"/> Post Respiratory etiquette posters at the entrance and in areas where they are likely to be seen, to remind staff and participants to practice proper respiratory etiquette. <input type="checkbox"/> Respiratory etiquette includes: <ul style="list-style-type: none"> <input type="checkbox"/> Covering your nose and mouth during coughing and sneezing with a tissue or sneezing or coughing into your sleeve or elbow. <input type="checkbox"/> Disposing of used tissues into the garbage immediately after use. <input type="checkbox"/> Practicing proper hand hygiene immediately after coughing or sneezing.

Cleaning & Disinfection

Considerations	Details
Enhanced cleaning and disinfecting procedures	<ul style="list-style-type: none"> <input type="checkbox"/> Train staff on enhanced cleaning and disinfecting procedures. <input type="checkbox"/> Post signage that remind all how to clean and disinfect properly. <input type="checkbox"/> Increase the frequency of cleaning and disinfecting high-touch surfaces and follow public health guidelines. Additional cleaning resources are available here. <ul style="list-style-type: none"> <input type="checkbox"/> This includes play areas, party rooms, washrooms.

	<ul style="list-style-type: none"> <input type="checkbox"/> Any shared toys, items must be cleaned and disinfected after use (e.g. ride on cars, balls, action figures, etc.) <ul style="list-style-type: none"> <input type="checkbox"/> Consider creating a drop off space for 'used' toys. <input type="checkbox"/> Refer to the list of approved disinfectants and use these products to clean and disinfect properly. <input type="checkbox"/> Refer to public washroom guidance for more information washrooms.
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Attendance Policies (if applicable)

Considerations	Details
<p>What attendance policies do you have to ensure the safety of your staff/patrons?</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Remind staff about the importance of reporting illness to their supervisor/manager <ul style="list-style-type: none"> <input type="checkbox"/> If a staff becomes sick while at work, they should go home immediately and self-isolate <input type="checkbox"/> Staff experiencing symptoms can call Telehealth, their health care provider, or go to an assessment centre for testing <input type="checkbox"/> Establish criteria for staff to return to work after illness <input type="checkbox"/> For more information on what to do if an employee becomes ill or tests positive for COVID-19, please review the COVID-19 Guidance for Reopening Businesses (WDGPH) <input type="checkbox"/> Consider allowing patrons to cancel or reschedule their appointments/class without penalty should they become ill

Additional Resources

[Risk Mitigation Tool for Workplaces/Businesses](#) (Government of Canada)

[WDGPH Guidance for Reopening Businesses](#)

[WDGPH Checklist for Reopening Businesses](#)