



# Scenario Planning Worksheet

**What is the question or focus on the scenario planning exercise?**

*Planning recreation programs and services during and post Covid-19 pandemic*

**What is happening outside of our organization:**

- Physical and social distancing in place.
- Only socialize with one other household (Bubble).
- Parks and trails open.
- Non-contact sports beginning to open (golf, tennis, paddling, etc)
- Only gatherings of five people permitted.
- Programs and sport cancelled.
- Federal Government adjusted CSJ program and are providing funding for students that do not work this summer.
- Loss of jobs and income for residents.
- Schools closed.
- Community festivals and events cancelled.
- People are consuming more online content than ever before.

**What could the future look like:**

**Scenario A:**

Summer going ahead as planned

**Scenario B:**

Remaining under current restrictions – social/physical distancing

**Scenario C:**

Gradual easing of restrictions to small group activities (10-25 pers)

**Scenario D:**

Fall and beyond – returning to normal, adjusting service and integrating pandemic programming

**Considerations:**

**No longer valid**

**Considerations:**

- *Shift in service delivery – Consideration of programs and services that can be integrated into our normal service delivery.*
  - *Virtual options*

**Considerations:**

- *Engaging community on comfort level of possible programs.*
- *Transition to in-person programs*
  - *lead time needed*

**Considerations:**

- *Understanding the “new normal” – what will the lingering effects be for traditional programming and events*
- *Communications strategy with built*

	<ul style="list-style-type: none"> <li>○ <i>Community challenges</i></li> <li>○ <i>Increase loan/activity kits</i></li> <li>○ <i>Active Living &amp; Outdoor Recreation</i></li> <li>○ <i>Working with community partners</i></li> <li>● <i>Marketing and Communications</i> <ul style="list-style-type: none"> <li>○ <i>Adjust marketing plan (social and digital media focused)</i></li> <li>○ <i>How to engage people across the lifespan</i></li> </ul> </li> <li>● <i>Reducing summer students and adjusting job roles/requirements</i></li> <li>● <i>Managing students working from home</i></li> <li>● <i>Partnering with other municipalities and community organizations</i></li> </ul>	<ul style="list-style-type: none"> <li>● <i>Adjustments for small groups – different delivery, more sessions, cleaning equipment and other safety practices.</i> <ul style="list-style-type: none"> <li>○ <i>Removing drop-in programs and further use of pre-registration to adhere to permitted group size</i></li> </ul> </li> <li>● <i>Most likely outdoor locations – space for distancing and parking</i></li> <li>● <i>Staff safety considerations - safety equipment and guidelines</i></li> <li>● <i>Cost of cleaning equipment, sanitizer, etc.</i></li> <li>● <i>Adjusting to physical distancing in small groups</i></li> <li>● <i>Hiring and Training students – OHS, safe practices</i></li> </ul>	<p><i>in safety considerations</i></p> <ul style="list-style-type: none"> <li>○ <i>Continued messaging and education around safety.</i></li> <li>○ <i>Cleaning equipment</i></li> <li>○ <i>Participant rules, regulations, guidelines</i></li> <li>● <i>Continued focus on staff safety</i></li> <li>● <i>Possible impacts on insurance</i></li> <li>● <i>Assisting partners and community organizations with transition to new normal</i></li> <li>● <i>Continue to consider alternative formats of program delivery and integrate into recreation programs</i></li> </ul>
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**How can we respond:**

- Develop workplan for scenarios.
- Continually consider new programs and adjustments.
- Review program sites for small group activities for distancing space.
- Continually review procedures with OHS and adhere to provincial restrictions.
- Engage community through the process.
- Consider possible adjustments to budget due to Covid-19.
- Reconsider any paid programming.
- Use this as an opportunity to provide new services.

**Build the narrative .... the summary ... the story:**

As restrictions for Covid-19 change we need to be prepared to transition our service delivery to provide recreation programs under updated guidelines. Under current restrictions we will continue to develop alternative delivery methods and be intentional about planning for future scenarios, with special attention given to adjustments of current programs and development of new ones that can be integrated into our normal service delivery.

Special consideration of our geographic challenges and further increase of socio-economic challenges due to effects of Covid-19, we need to adapt our delivery accordingly.

**Action Plan:**

- Develop workplans for each scenario and continually review and assess as restrictions change.
- Adjust student hiring needs and process for the summer.
- Purchase safety and cleaning equipment.
- Develop back to work plan for the department.
- Adjust Marketing and communications strategy.

- Adjust budget and programming, as necessary.
- Assess outdoor and indoor locations for programs – considering space for distancing.