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Dear UMaine Cooperative Extension Volunteer:

As a UMaine Extension volunteer we have asked you to be patient these past few months as our in-person programs, activities and events were shut down due to COVID-19. We are pleased to announce that we will begin to gradually restart in-person Extension programming. We know that some of you may still not feel ready or comfortable with in-person volunteer roles and that's okay. We also know that many of you are anxious to resume some form of volunteer participation.

Our main priority is to keep you, our volunteers, as well as our 4-H members, program participants, staff, and our community safe and healthy. To adhere to University of Maine and Maine CDC guidelines, the use of face coverings, social distancing, maximum group numbers and handwashing protocols must be followed.

**All volunteer-led activities must be pre-approved by your Extension staff liaison.** In order to host an in-person Extension-related program/event/meeting, all UMaine Cooperative Extension volunteers are asked to do the following:

1. Go to the **Restarting Educational Programs in Person** website at the following link:  
<https://extension.umaine.edu/plugged-in/return/restarting-educational-programs/>
2. Choose the appropriate in-person activity checklist that you will need to follow for your in person program/event/meeting.
3. Complete the restart training which includes the following 3 videos on the "Restarting Educational Programs in Person" website:
  - a. Return to Safe Programming: <https://www.youtube.com/watch?v=pnFr1-p26kw&feature=youtu.be>
  - b. Wearing a Cloth Face Covering:  
<https://www.youtube.com/watch?v=ML3n1c0FHDI&feature=youtu.be>
  - c. How to Wash Your Hands Using Soap and Water:  
<https://www.youtube.com/watch?v=3PmVJQUCm4E&feature=youtu.be>

*(Please note, if you do not have access to the internet, training materials are available in print, and you can call your Extension staff liaison to complete the request to host a program/event/meeting.)*

4. Fill out and submit the appropriate **Program/Event/Meeting Approval Form for Volunteers** to request permission to host an in person program/event/meeting. The form should be submitted at least one week in advance. Once the request is submitted, your Extension staff liaison will be in touch with you to let you know if your request has been approved or denied. The approval forms are located on the **Restarting Educational Programs in Person** website at the following link:  
<https://extension.umaine.edu/plugged-in/return/restarting-educational-programs/>

5. If approved, please work with your Extension staff liaison for any additional materials (ex. attendance sheet, social distancing signage, extra disposable masks to have on hand, etc.) you may need for your program/event/meeting.

[www.extension.umaine.edu](http://www.extension.umaine.edu)

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Although things will look a little different for now, we are excited to welcome you back to some of our Cooperative Extension in-person programs/events/meetings. Our Extension staff are here to help you. Please don't hesitate to contact us with questions or concerns. Please note that these guidelines will be updated when conditions change and we will communicate these updates through our staff and website.

Thank you for volunteering for UMaine Extension. You really do make a difference and we appreciate it!

Sincerely,

A handwritten signature in black ink that reads "Hannah Carter". The signature is written in a cursive style with a vertical line to the left of the first few letters.

Dr. Hannah Carter,  
Dean of University of Maine Cooperative Extension