Meetings for Adults Led by Volunteers

This checklist would be used for adult meetings led by Extension volunteers that staff would not typically attend.

Current as January 20, 2021

Name & Date of Meeting: ________________________________

BEFORE MEETING

☐ Complete COVID-19 related training for extension volunteers prior to your meeting. The training can be accessed here: https://extension.umaine.edu/plugged-in/return/restarting-educational-programs/#training

☐ Fill out the on-line meeting approval form in the link below prior to your meeting. Extension staff will approve your meeting based on the information in the form. If you are unable to fill out the form on-line please call your Extension staff contact for approval. The form will ask you the following details about the meeting:
  ☐ Name of County (Drop box menu). This would trigger an automatic email to staff for approval.
  ☐ A check box indicating that you have followed the Adult Meeting Checklist. "I have completed the required training and have followed the Adult Meeting Checklist."
  ☐ Number of people who will be at the meeting.
  ☐ Location of the meeting.
  ☐ Date and time of the meeting.
  ☐ Brief description or the agenda for the meeting.
  ☐ Link to form: https://extension.umaine.edu/plugged-in/return/restarting-educational-programs/#approval-form

☐ Complete meeting checklist below.

☐ Add the following statement to any meeting announcement/email invite:

The University consistently seeks to take steps to minimize the risk of COVID-19 infections (or any other spread of disease) in accordance with applicable law, regulation, and guidance provided by health authorities. These efforts may include policies and safeguards implemented by the University such as symptom checks, social distancing, use of facial coverings, and isolating and quarantining when required. Despite these efforts, the University cannot categorically guarantee that any person entering University campuses or facilities will not contract COVID-19 or any other communicable disease and any such person must assess and accept the risks of illness or injury for themselves.

☐ Remind participants to stay home if they are not feeling well or if they are at high risk of complications if exposed.

extension.umaine.edu/plugged-in/return
The University of Maine is an equal opportunity/affirmative action institution.
Questions to ask DAY OF:
If the answer is “yes” to any of the questions then the participant would be asked to leave.

☐ Do you have a cough or a sore throat?
☐ Do you have a fever or feel feverish?
☐ Do you have shortness of breath?
☐ Do you have a loss of taste or smell?
☐ Have you been around anyone exhibiting these symptoms within the past 14 days?
☐ Are you living with anyone who is sick or quarantined?
☐ Have you been out of state in the last 14 days?

DURING THE MEETING
☐ Download a UMaine Extension Contact Tracking sign in sheet for the meeting or call your extension staff contact to have one mailed to you. The Contact Tracking sign in sheet can be found here https://extension.umaine.edu/plugged-in/wp-content/uploads/sites/54/2020/08/Contact-Tracking-Form_Landscape.pdf
Note: Sign-in sheets must be sent to county staff within one week a meeting for contact tracing purposes.
☐ Maintain 6 ft. distance at all times. Household members are the exception.
☐ Require everyone to wear a face covering over the nose and mouth. The volunteer facilitating the meeting should bring a few extra disposable masks to the meeting. If a participant can not wear a mask due to medical restrictions please work with Cooperative Extension staff to identify how a person could still participate in the meeting even though they can not attend in person. Possible alternatives would be for them to call in or meet by a video conference platform such as zoom.
☐ Have hand sanitizer (at least 60% alcohol) and/or hand washing station present for participants to use as they arrive and depart.
☐ Plan for restroom facilities. Be sure all participants can wash or sanitize their hands before and after using the restroom. Only one person should be in the restroom at a time (even if the area is designed for multiple users).
☐ If participants need to complete any paperwork or complete an activity during the event, provide pens or pencils to each participant so that no sharing is occurring.
☐ Consider having participants take home the materials they used.
☐ Have a bin marked “clean” for picking up materials.
☐ Have a bin marked “dirty” for dropping off used materials.
☐ Use posters indicating that people should maintain 6 ft. distance and wear a face covering.
☐ Make sure a trash can is available.

Food Preparation Guidelines:
☐ Encourage participants to bring their own food. Sharing is not permitted.
☐ Have participants wash hands or use hand sanitizer before and after eating or handling food.

Indoor-Specific Guidelines:
Important Note as of November 20, 2020 indoor programs are not allowed and will be revisited March 1, 2021.
Outdoor-Specific Guidelines: [only option through March 1, 2021]:

- Number of attendees cannot exceed 50 (per UMaine System gathering limit).

Recommendations:

- Spray paint 6 ft. line marks or place traffic cones on the ground indicating 6 ft.
- Rotating sessions: participants could sign up for a time slot and arrive for their session.
- Assign seating/tables to participants to ensure social distancing.

AFTER EVENT

- Clean surfaces with soap and water, then disinfect the following with an alcohol-based sanitizer:
  - Tables
  - Doorknobs
  - Light switches
  - Countertops
  - Handles
  - Desks
  - Phones
  - Keyboards
  - Toilets
  - Faucets
  - Sinks
  - Nonconsumables

- Send contact tracking sign-in sheets to county staff within one week after the meeting for contact tracing purposes.