THE UNIVERSITY OF MAINE Cooperative Extension

COVID-19 PROTOCOLS

Programs for Adults Led by Volunteers or Staff

This checklist would be used for programs/events for adults, led by staff and/or volunteers

Current as of January 20, 2021

Name & Date of Program or Event: _____

BEFORE EVENT/PROGRAM

FOR STAFF: Communication with PA/Supervisor

After completing the checklist below send an email to your PA/Supervisor that the program/event will occur and that you have followed the program checklist. You do not need to send a copy of the checklist to your PA/Supervisor.

- ❑ Your email should include the following details about the program/event:
- ❑ Number of people who will be at the event (staff + participants)
- ❑ Location of the program
- ❑ Agenda (including start and end time, date, location, and schedule)

FOR VOLUNTEERS

- ❑ Complete the program checklist below.
- ❑ Complete COVID-19 related training for extension volunteers prior to your program/event. The training can be accessed here:
  https://extension.umaine.edu/plugged-in/return/restarting-educational-programs/#training
- ❑ Fill out the on-line program/event approval form in the link below prior to your program/event. Extension staff will approve your program/event 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 program/event:
  - ❑ Name of County (Drop box menu)- This would trigger the automatic email to staff for approval.
  - ❑ A check box indicating that you have followed the Adult Program Checklist. “I have completed the required training and have followed the Adult Program Checklist.”
  - ❑ Number of people who will be at the program/event.
  - ❑ Location of the program/event.
  - ❑ Date and time of the program/event.
  - ❑ Brief description or the agenda for the program/event.

Link to form:
https://extension.umaine.edu/plugged-in/return/restarting-educational-programs/#approval-form

The University of Maine is an equal opportunity/affirmative action institution.

BEFORE EVENT/PROGRAM

Program Participant Reservation/RSVP:

Include the following information (helps with contact tracking):

- ❑ Name
- ❑ Address
- ❑ Phone
- ❑ Email
- ❑ Add the following to all registration forms:

  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.

- ❑ Download a UMaine Extension Contact Tracking sign-in sheet for the program/event or call your Extension staff contact to have one mailed to you. **https://extension.umaine.edu/plugged-in/wp-content/uploads/sites/54/2020/08/Contact-Tracking-Form_Landscape.pdf**

Questions to ask DAY OF:

- ❑ Ask attendees to sign in and answer screening questions and provide contact information.
- ❑ Ask the following screening questions: (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 EVENT

- ❑ Ask attendees to sign in and answer screening questions and provide contact information.
- ❑ Maintain 6 ft. distance from others at all times. Household members are the exception.
- ❑ Require everyone to wear a face covering. Staff or volunteers should bring a few extra disposable masks to the program. If there are medical restrictions about wearing a face mask, staff should work with the participant to figure out a way to deliver the outcomes of the program while also not making an exception and letting them attend the program without a face covering. If staff need additional help and support with this please connect with your supervisor/PA and Fran Sulinski.
- ❑ 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 occuring.
- ❑ 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:

- ❑ Use disposable bowls, plates, and silverware if possible.
- ❑ Use individually packaged or pre-served food if possible.
- ❑ 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 Guideline — only option through mid-January 2021:

- ❑ Keep the number of attendees to no more than 50 (per UMaine System gathering limit).

Recommendations:

- ❑ Spray paint 6 ft. line marks or place traffic cones on the ground indicating 6 ft.
- ❑ Offer 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
- ❑ Volunteers must send contact tracking sign-in sheets to county staff within one week after an event for contact tracing purposes.
- ❑ Staff must place contact tracking sign in sheet in a file in case it is needed for contact tracing purposes.

The University of Maine is an equal opportunity/affirmative action institution.