



THE UNIVERSITY OF
MAINE
Cooperative Extension



COVID-19 PROTOCOLS

Programs for Youth Led by Staff

This checklist is to be used for youth programs that are led by staff.

Current as of January 20, 2021

Name & Date of Program or Event: _____

BEFORE EVENT/PROGRAM

Reservation/RSVP:

Include the following information (helps with contact tracking):

- Name
- Address
- Phone
- Email
- Remind participants to stay home if they are not feeling well or if they are at high risk of complications if exposed.

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.*

Volunteers Helping Staff:

- Have Extension volunteers who are assisting you with this event/program complete the required COVID-19 training modules that can be accessed at this link:
extension.umaine.edu/plugged-in/return/restarting-educational-programs/#training
- Download a UMaine Extension Contact Tracking sign-in sheet for the program/event. 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**

extension.umaine.edu/plugged-in/return

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

Location Selection/Prerequisites

(outside meeting venues—only option through March 1, 2021):

- Keep the number of attendees to 50 or fewer according to University of Maine guidelines. Remember to count adult participants.
- Confirm the location of the meeting/event is outside if possible; or in a garage or barn with proper ventilation and open doors.
- Communicate to attendees that they will need to bring proper PPE (ie. facemasks or face covering) If they do not have access to these items they will be provided.
- Encourage participants to bring their own camp chairs or other seating if possible.

Questions to ask DAY OF:

- 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

- Assign one person to do registration/check-in for each event/meeting/program.
- Ask attendees to sign in and answer screening questions and provide contact information.
- Use posters indicating that people should maintain a 6 ft. distance and wear a face covering.
- Maintain a 6 ft. distance at all times. Household members are the exception.
- Require everyone to wear a face covering even when outside until there is six feet of social distance between participants. Staff or volunteers should bring a few extra disposable masks to the program.
- Work with participants who may not be able to wear a mask due to medical restrictions to determine how program outcomes might be delivered, while still adhering to the face covering requirement. 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 handwashing 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).
- Remind participants not to share chairs, tools, or other materials. If project materials must be shared, (for example a microscope to look at a water sample), disinfect between users.
- Have participants wash or sanitize hands as appropriate throughout the meeting.
- 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.
- 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 Guidelines:

- 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.
- 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.

Communication with PA/Supervisor:

- Send an email to your PA/Supervisor that the program will occur and that you have followed the program checklist. Your email should include the following details about the program:
 - Number of people who will be at the event (staff + participants)
 - Location of the program
 - Agenda/Description (including start and end time, date, location, and schedule)

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
- Place sign-in sheet in a file in case it is needed for contact tracking purposes.