Food Preservation Programs for Adults
Led by Volunteers

This checklist would be used for Food Preservation programs for adults, led by volunteers

Current as of August 20, 2021

Name & Date of Program or Event: _____________________________

BEFORE EVENT/PROGRAM

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

☐ Fill out the project approval form prior to your event. Once your Extension staff contact receives the form, they will work with you to develop a COVID safety protocol for the event/program. Link to the form: https://extension.umaine.edu/plugged-in/return/master-food-preservers-in-person-restart-approval-form/

☐ The form will ask you for the following information:
  ☐ Your Name
  ☐ Your Email Address
  ☐ Your Phone Number
  ☐ The county where you are enrolled as a volunteer
  ☐ Number of people you are expecting to attend the program/event,
  ☐ Location of the program/event,
  ☐ Outline/Description of the program/event
  ☐ Date and Time of the program/event
  ☐ A check box indicating that you have followed “the checklist and completed required training.”
Location Guidelines

- **Physical distancing:** Effective May 24, the University’s general physical distancing requirement will be removed for outside and inside programs/meetings in keeping with and except as otherwise required by Maine civil authorities.

- **General group size limits:** Effective May 24 the University of Maine System will remove all pandemic-related group gathering limits for outside and inside programs/meetings, in keeping with the guidance of Maine civil authorities.

- Communicate the following to participants prior to the program/event:
  - That they will need to bring facemasks if program is indoors and other materials for safety. If you need face-coverings please contact your county office.
  - Any materials needed for participating in the program.
  - Remind participants that if they are not feeling well they should not attend the event/program. If they answer yes to any of the questions below they should stay home.
    - Have you had a cough or a sore throat within the last 48 hours?
    - Have you had a fever or feel feverish within the last 48 hours?
    - Have you had shortness of breath within the last 48 hours?
    - Have you had a loss of taste or smell 48 hours?
    - Have you been around anyone exhibiting these symptoms within the past 14 days?
    - Are you living with anyone who is sick or quarantined?
  - Create any signage needed for checking in, reminders of wearing a mask if indoors and anything needed for the program/event.
  - Download a UMaine Extension Contact Tracking sign in sheet for your event/program or call your county office 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](https://extension.umaine.edu/plugged-in/wp-content/uploads/sites/54/2020/08/Contact-Tracking-Form_Landscape.pdf)
  - Encourage participants to bring their own camp chairs or other seating if possible.
  - Disinfect any tables or common use items before and during the event as needed.
  - Designate a person to check in participants.
  - Plan for restroom facilities. Be sure that all participants can wash or sanitize their hands before and after using the restroom.

ARRIVAL

- Record the date of the meeting and who was in attendance using the contact tracking form. Include contact information for any guests not enrolled in 4-H, including the following information:
  - 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.

Questions to ask DAY OF:

- Answer the following screening questions: (If the answer is yes to any of the questions then the participant would be asked to leave.)
  - Have you had a cough or a sore throat within the last 48 hours?
  - Have you had a fever or feel feverish within the last 48 hours?
  - Have you had shortness of breath within the last 48 hours?
  - Have you had a loss of taste or smell 48 hours?
  - Have you been around anyone exhibiting these symptoms within the past 14 days?
  - Are you living with anyone who is sick or quarantined?
DURING EVENT

☐ Ask attendees to sign in and answer screening questions and provide contact information.
☐ Follow the University of Maine guidelines with regards to wearing face masks for programs and meetings for adults with no youth.
☐ **For indoor meetings and programs** face masks are required indoors for all people regardless of vaccination status at least through September 30, 2021.
☐ **For outdoor meetings and programs** face masks are not required but are recommended for large gatherings.
☐ Bring a few extra disposable masks to the program/meeting if it will be held indoors.
☐ If there are medical restrictions about wearing a face mask for someone who shares with you that they cannot wear a 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.
☐ If the program/meeting will be indoors it is recommended that you open windows and doors if possible.
  ☐ Plan for restroom facilities. Be sure all participants can wash or sanitize their hands before and after using the restroom.
  ☐ 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.
  ☐ Avoid sharing materials whenever possible. Disinfect shared materials between users when materials must be shared.
  ☐ 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.
  ☐ Have participants wash or sanitize hands as appropriate throughout the meeting.
  ☐ Remind participants not to share chairs, tools, or other materials. If project materials must be shared, (for example a pressure gauge), disinfect between use.

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.