

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 October 5, 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**
- 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.
- 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.