



Programs for Youth Led by Staff

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

Current as of October 5, 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 and UMaine Event Request (um.eventrequest@maine.edu) 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:

- ☐ Location of the program.
- ☐ Agenda (including start and end time, date, location, and schedule).
- ☐ Send a copy of the email to your PA/Supervisor and to (um.eventrequest@maine.edu).

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**

Location Guidelines

- ☐ **For indoor meetings/programs:** Effective May 24th the University of Maine System will remove all pandemic-related group gathering limits for inside programs/meetings, in keeping with the guidance of Maine civil authorities. However, 3 feet of social distance must still be maintained and if eating indoors 6 feet of social distance must be maintained. You will need to determine the capacity based on the 3 foot social distance requirement. Remember to count adult participants. (Staff can resource size and capacity formulas by working through UMaine Facilities Management Claude Junkins (junkins@maine.edu.)
 - ☐ Open windows and doors if possible.
 - ☐ For indoor programs or meetings all youth and adults must wear a face mask.
- ☐ **For outdoor meetings/programs:** Effective May 24th the University of Maine System will remove all pandemic-related group gathering limits for outside programs/meetings, in keeping with the guidance of Maine civil authorities.
- ☐ Communicate to attendees that they will need to bring proper PPE (ie. facemasks or face covering) if indoor program/meeting. 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.)
 - ☐ 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

- ☐ 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 3 ft. distance and wear a face covering when indoors.
- ☐ Maintain a 3 ft. distance at all times when meeting indoors and 6 feet of distance should be followed when eating indoors. Household members are the exception.
- ☐ Follow the University of Maine guidelines with regards to wearing face masks.
 - ☐ For **indoor meetings and programs** all youth and adults must wear a face mask.
 - ☐ 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.

- ☐ 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.
- ☐ If the program/meeting will be indoors it is recommended that you open windows and doors if possible.
- ☐ 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.

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.