Programs for Youth Led by Master Gardener Volunteers

This checklist is to be used by Master Gardener volunteers leading events with youth participants.

Current as of October 5, 2021

Name of Event: 

PRIOR TO MEETING

☐ Fill out the project approval form prior to your event. Once your County Coordinator 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/gardening/toolkit/covid-19-mgv-approval-form/ Password=ladybug.

☐ Additionally, each participating Master Gardener Volunteer must be approved for in-person volunteering by their Coordinator. More information: https://extension.umaine.edu/gardening/toolkit/covid-19-volunteering/ Password=ladybug.

☐ For indoor meetings/programs: Effective May 24th the University of Maine System will remove all pandemic-related group gathering limits 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. Don’t forget to be two deep! (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 meetings or programs 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.

☐ Communicate the following to participants prior to the event:

☐ That they will need to bring facemasks if indoors and other materials for safety. If you need face-coverings please contact your county office.

☐ Any materials needed for completing their project work.
Remind participants that if they are not feeling well they should not attend the meeting. 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 social distancing spacing if indoors, parental instructions for pickup, and anything needed for project work during the meeting.

Download a UMaine Extension Contact Tracking sign in sheet for the club meeting 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.

Space tables, stalls, or other project-related items at least 3 ft. apart.

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. Only one person should be in the restroom at a time (even if the area is designed for multiple users).

ARRIVAL

Record the date of the event and who was in attendance using the contact tracking form. Include contact information for anyone who isn’t an enrolled Master Gardener Volunteer, including the following:

- 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:

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 THE PROGRAM/MEETING**

- Follow the University of Maine guidelines with regards to 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.
- Work with participants who may not be able to wear a mask due to medical restrictions, please consult with Extension staff about making an accommodation that would allow the youth to participate in the meeting in another way. It would not be okay to allow a participant to still attend an indoor meeting/program and not wear a mask.
- Have masks available in the event that a participant forgets to bring one.
- Maintain social distancing (3 ft.) throughout the activity if indoors and 6 feet if eating indoors. Household members are the exception.
- 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 program/meeting.
- 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 use.
- Have an ice breaker or other activity for members to do while waiting for the meeting to start or for pick up at the end of the meeting.

**DISMISSAL**

- Have each member wash or sanitize hands before leaving.
- Clean surfaces with soap and water, then disinfect with an alcohol-based sanitizer.
  - Tables
  - Doorknobs
  - Light switches
  - Countertops
  - Handles
  - Desks
  - Phones
  - Keyboards
  - Toilets
  - Faucets
  - Sinks
  - Nonconsumables
- Volunteers must send attendance sheets to county staff within one week after a program/meeting for contact tracking purposes.

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extension.umaine.edu/plugged-in/return

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