Programs for Adults Led by Volunteers or Staff

This checklist would be used for programs/events for adults, led by staff and/or volunteers

Current as of February 2, 2022

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).

FOR VOLUNTEERS

- Complete the program checklist below.
- Complete COVID-19 related training for extension volunteers prior to your program/event. The training can be accessed here: [https://extension.umaine.edu/plugged-in/return/restarting-educational-programs/#training](https://extension.umaine.edu/plugged-in/return/restarting-educational-programs/#training)
- Fill out the on-line program/event approval form in the link below prior to your program/event. Extension staff will approve your program/event based on the information in the form. If you are unable to fill out the form on-line please call your extension staff contact for approval. The form will ask you the following details about the program/event:
  - Name of County (Drop box menu)- This would trigger the automatic email to staff for approval.
  - A check box indicating that you have followed the Adult Program Checklist. “I have completed the required training and have followed the Adult Program Checklist.”
  - Location of the program/event.
  - Date and time of the program/event.
  - Brief description or the agenda for the program/event.

Link to form: [https://extension.umaine.edu/plugged-in/return/restarting-educational-programs/#approval-form](https://extension.umaine.edu/plugged-in/return/restarting-educational-programs/#approval-form)
BEFORE EVENT/PROGRAM

Program Participant Reservation/RSVP:

Include the following information (helps with contact tracking):

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

☐ Download a UMaine Extension Contact Tracking sign-in sheet for the program/event or call your Extension staff contact to have one mailed to you. [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)

Location Guidelines:

☐ **Physical distancing:** Effective May 24, the University’s general physical distancing requirement was 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.

Questions to ask DAY OF:

☐ Ask attendees to sign in and answer screening questions and provide contact information.

☐ 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

☐ Ask attendees to sign in 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.

Have hand sanitizer (at least 60% alcohol) and/or hand washing 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.

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.

Use posters indicating that people should wear a face covering if the program/meeting is indoors.

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

Volunteers must send contact tracking sign-in sheets to county staff within one week after an event for contact tracing purposes.

Staff must place contact tracking sign in sheet in a file in case it is needed for contact tracing purposes.