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 March 31, 2022

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: 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, 2021 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, 2021 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.

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.

DURING EVENT

- Ask attendees to sign in and provide contact information.
- Follow the University of Maine guidelines with regards to wearing face masks.
  - For indoor meetings and programs face masks continue to be required in all classrooms, research spaces and instructional circumstances (this would include these spaces in extension county offices, units, 4-H camp and learning centers and other extension program locations) unless the requirement is waived by the relevant faculty or staff member that is responsible for the space and/or the program.
  - Face coverings continue to be welcomed when individuals choose to wear them as a matter of personal choice.
  - For indoor events of more than 75 persons, face coverings are required unless proof of vaccination or a negative test is required as a condition of entrance, in which case face coverings can be optional as determined by the organizing authority. (Proof of vaccination against COVID-19 or a negative test already is required at indoor University events of more than 250 persons, meaning face coverings can be optional at such events as determined by the organizing authority.
  - For outdoor meetings and programs face masks are not required.
  - Bring a few extra disposable masks to the program/meeting if it will be held indoors.
  - 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.