Meetings for Adults Led by Volunteers

This checklist would be used for adult meetings led by Extension volunteers that staff would not typically attend.

Current as of March 31, 2022

Name & Date of Meeting: ____________________________

BEFORE MEETING

☐ Complete COVID-19 related training for extension volunteers prior to your meeting. The training can be accessed here: extension.umaine.edu/plugged-in/return/restarting-educational-programs/#training

☐ Fill out the on-line meeting approval form in the link below prior to your meeting. Extension staff will approve your meeting 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 meeting:

☐ Name of County (Drop box menu). This would trigger an automatic email to staff for approval.

☐ A check box indicating that you have followed the Adult Meeting Checklist. “I have completed the required training and have followed the Adult Meeting Checklist.”

☐ Location of the meeting.

☐ Date and time of the meeting.

☐ Brief description or the agenda for the meeting.

☐ Link to form: extension.umaine.edu/plugged-in/return/restarting-educational-programs/#approval-form

☐ Complete meeting checklist below.

☐ Add the following statement to any meeting announcement/email invite:

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.
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
- Send contact tracking sign-in sheets to county staff within one week after the meeting for contact tracing purposes.