

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 March 31, 2022

Name & Date(s) of Program or Event: _____

BEFORE EVENT/PROGRAM

- ☐ 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: 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: extension.umaine.edu/gardening/toolkit/covid-19-volunteering/ Password=ladybug.

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: **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 24, 2021 the University of Maine System removed all pandemic-related group gathering limits for inside programs/meetings, in keeping with the guidance of Maine civil authorities.
 - ☐ Open windows and doors if possible.
- ☐ **For outdoor meetings/programs:** Effective May 24, 2021 the University of Maine System removed all pandemic-related group gathering limits for outside programs/meetings, in keeping with the guidance of Maine civil authorities.
- ☐ Communicate to attendees that they should still bring a face mask with them to the program in case it is needed.
- ☐ Encourage participants to bring their own camp chairs or other seating if possible.

DURING EVENT

- ☐ Assign one person to do registration/check-in for each event/meeting/program.
- ☐ Ask attendees to sign in and provide contact information.
- ☐ Follow the University of Maine guidelines with regards to wearing face masks.
 - ☐ Face masks are optional for K-12 indoor programs which is consistent with most schools in Maine.
 - ☐ 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.
- ☐ 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.