

Purdue College of Agriculture COVID-19 Safety Plan

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Location Choice #1 (Weather Permitting)

Event Name	Jackson County 4-H Junior Leaders Meeting
Location/Venue	Heritage Park, Brownstown (outdoor city park)
Expected Number of Attendees	35-45
Venue size (sq. feet)	1764 square feet (42 feet x 42 feet) – pavilion + approximately ½ acre grassy area (both the pavilion & grassy area will be used)
Date(s) of the Event	September 17, 2020 and October 5, 2020

The location below will only be used if there is inclement weather, not allowing us to meet outside. Specific safety protocols for the indoor and outdoor location are explained in the charts below.

Location Choice #2 (Inclement Weather Location)

Event Name	Jackson County 4-H Junior Leaders Meeting
Location/Venue	Courtroom, Jackson County Courthouse
Expected Number of Attendees	35-45
Venue size (sq. feet)	2016 square feet (48 feet x 42 feet)
Date(s) of the Event	September 17, 2020 and October 5, 2020

Description of Event: Please provide a brief description of the event, including expected audience (i.e. farmers, students, industry) and potential speakers (Purdue or external).

The Jackson County 4-H Junior Leaders Club is a leadership program for youth in grades 7-12. Most of the attendees will be youth. The 4-H Youth Educator and one or two other adult 4-H volunteers will also be present.

Social Distancing (requirement of 6 ft. per person): Please provide information on how social distancing will be maintained during the event. Briefly describe seating arrangements, registration tables, use of face coverings and line spacing as people enter and exit rooms, restroom areas, and other high traffic flow areas. Diagrams are not required, but may be attached is useful to explain.

Safety Protocol for Outdoor Location:

Junior Leaders will be asked to bring their own lawn chair or blanket to sit on outside during the meeting. Everyone will be spaced at least six feet apart. Face coverings will only be required outdoors if social distancing cannot be maintained. Youth will be required to wear face coverings while: arriving, setting up their chair/blanket, getting food from the food line, and when departing the meeting. If social distancing cannot be maintained at other times during the meeting, a face covering will be required. Extra face coverings will be available for those who forget to bring one with them.

Safety Protocol for Indoor Location:

We will be meeting in the old courtroom in the Jackson County Courthouse. No one will sit closer than six feet together. Seats that are not able to be sat in will be marked with painter’s tape or piece of paper with an “X” on it. All necessary paperwork for the evening will be placed in open seats, so there

is no crowding in line to pick up materials. There will be no registration table where Junior Leaders would naturally congregate. 4-H Junior Leaders will not sign in to the meeting as usual, the secretary will be in charge of taking attendance and turning in the attendance sheet to the 4-H Educator. The officers and 4-H educator will sit at the front of the room, spaced out by six feet. Face coverings will be required for the duration of the meeting indoors. Extra face coverings will be available for those who forget to bring one with them to the meeting. There is not expected to be high flow traffic during this time, as the meeting is after the courthouse is closed to the public.

Cleaning/Sanitation: Please provide information on the cleaning/sanitation protocols during the event, including frequency and who is responsible. Information on the sanitation of interactive elements (computers, A/V equipment, writing utensils, microphones, etc.). Please describe the availability of hand sanitizers and disinfectants for use during the event.

Safety Protocol for Outdoor Location: Youth will be bringing their own chairs or blankets to the meeting; therefore, we will not be sanitizing those for them. Junior Leader officers will pass out the necessary paperwork and pens/pencils when the meeting begins. They will need to take home all paperwork and writing utensils. We will not be using shared computers or AV equipment during the meeting. Hand sanitizer will be available for anyone to use before, during, or after the meeting. If a microphone is needed, we will sanitize in between uses.

Safety Protocol for Indoor Location:

Individual seats will be sanitized before the group arrives and after the group leaves. The county janitorial staff will be in charge of this process. If sanitation is required during the meeting, 4-H volunteers, Junior Leaders, and/or the 4-H Educator will be responsible. Each 4-H Junior Leader will have a pen or pencil placed on the seat and they will take it home with them. We will not be using shared computers, AV equipment, or microphones during the meeting. Hand sanitizer will be available for anyone to use before, during, or after the meeting.

Communication/Signage: Please provide information on how COVID-19 safety procedures will be distributed to event attendees and the signage to be used at the event to provide guidance to attendees.

Safety Protocol for Outdoor Location:

The approved safety plan will be emailed to all 4-H Junior Leaders to review before the meeting. If a 4-H Junior Leader feels like they cannot be in compliance with all elements of the safety plan, they will be asked to Zoom into the meeting. A reminder about social distancing and face coverings will be on the agenda. No other signage will be used, as we will be meeting at an outdoor location. The Junior Leader officers will make announcements about social distancing and face coverings.

Safety Protocol for Indoor Location:

The approved safety plan will be emailed to all 4-H Junior Leaders to review before the meeting. If a 4-H Junior Leader feels like they cannot be in compliance with all elements of the safety plan, they will be asked to Zoom into the meeting. There is signage already posted on the door to the Courthouse where 4-H Junior Leaders will be entering, in regard to COVID-19 safety procedures. A reminder about social distancing and face coverings will also be with everyone's packet of information in the available seats.

Staffing: Please provide information regarding daily health screenings. In addition, provide information on who is responsible for cleaning/sanitation.

Junior Leaders will be asked to self-assess their health status before attending the meeting in person. If anyone is experiencing COVID-19 symptoms, they will not be allowed to attend the meeting and will be encouraged to connect via Zoom if they are feeling well enough.

Registration/attendees: Please describe how registration/attendance will be collected, if at all. What will be the procedure if staff or an attendee displays symptoms of COVID-19 during the event?

4-H Junior Leaders will not sign in to the meeting as usual, the secretary will be in charge of taking attendance. The attendance record will be in the minutes for the meeting and turned in to the 4-H Educator. If an attendee or staff member displays symptoms of COVID-19 during the event, they will be asked to leave and participate virtually if there is enough time for them to do so.

Food/beverage: Please provide information regarding food and beverage service during the event.

Food and beverage will be provided in individually wrapped packaging. Two volunteers will be in charge of passing out food. Those serving food will be required to use hand sanitizer before putting on gloves and wear gloves while serving the food. They will also be required to wear face coverings while serving the food, regardless of being inside or outside.

Transportation: Please provide information regarding transportation of attendees (to/from airport, to/from off-site field locations) if applicable. **NOTE: May not be applicable for Purdue Extension events.**

There will be no transportation provided for the meeting.

Budgeting (only required when Purdue Extension is the hosting organization):

Please provide budget documentation and estimates of budget implications if the event is cancelled.

Please use the budget worksheets from <https://extension.purdue.edu/hub/cvent-resources/>

There are no budget implications for Purdue Extension if the meeting were to be cancelled.

Approval: Jason Henderson

Associate Dean/Dean

Once Safety Plan is approved, provide a copy of the signed document to your Department or Unit leader so they are made aware of the event.