

### Purdue College of Agriculture COVID-19 Safety Plan

Contact Name \_\_\_\_\_  
Contact Email \_\_\_\_\_  
Contact Phone \_\_\_\_\_

Event Name \_\_\_\_\_  
Location/Venue \_\_\_\_\_  
Expected Number of Attendees \_\_\_\_\_  
Venue size (sq. feet) \_\_\_\_\_  
Date(s) of the Event \_\_\_\_\_

If multiple buildings/locations are involved in the event, list size of each separately.

List partners involved with the organization and implementation of the event.

Please provide details on how each of the requirements below will be met.

**Once completed, please send to [safetyplan@purdue.edu](mailto:safetyplan@purdue.edu)**

**Put the following in the email subject line:**

- 1. Pick Only One: Extension, ARGE, OAP, OMP, IPIA, Dean**
- 2. Department or County**
- 3. Date of Event**

**Examples: Extension Dekalb Co July 18, 2020, OAP Animal Sciences July 13, 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).

**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 if useful to explain.

**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.

**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.

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

**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?

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

**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.**

**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/>

Approval: \_\_\_\_\_

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.*