



**Off Campus Event Safety Checklist and Approval Form for Groups Over 50**  
 Read Full Event Guidelines for Fall 2020 [Here](#)  
 Submit to: [eventapproval@purdue.edu](mailto:eventapproval@purdue.edu)

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<b>Contact Phone</b>	765-894-0160
<b>Event Name</b>	Indiana 4-H/FFA Milk Quality and Products Career Development Event
<b>Hosting Unit</b>	Purdue Extension
<b>Location(s)/Venue(s)</b>	Hendricks County 4-H Fairgrounds, Danville
<b>Date(s) of Event</b>	October 10, 2020
<b>Event Time(s)</b>	9:00 am - 5:00 pm
<b># of Anticipated Attendees</b>	216 total contestants, but will be scheduled in groups of 36

It is strongly recommended that any unit sponsoring an off-campus event plan the event through Purdue Conferences, which can assist with the necessary compliance and contracting requirements. Add extra pages as needed.

<b>Purpose of Event:</b> Please provide a brief description of the event, including expected audience (i.e. faculty, staff) and potential speakers (Purdue or external).
Teach 4-H and FFA youth to identify dairy products and associated processing issues that would create defective products.

	<b>Yes</b>	<b>No</b>
Is this event being planned through Purdue Conferences If yes, you are done and can submit the form for approval. If no, please answer the following questions		x
Complies with all current federal, state, county, city restrictions regarding travel, event size and social distancing requirements	x	
Event Venue is adequately insured, consistent with University risk management guidelines	x	
There is a clear agreement documented between the University and the event site	x	
A financial plan assessing the financial risks of an event cancellation is complete and included	x	
The COVID-19 safety plan for the event is described below	x	
A plan is in place to ensure Purdue employees who work or attend any off-campus event must follow all required federal, state, local and event site health and safety guidelines as well as the <a href="#">Protect Purdue Plan</a> .	x	

Registers attendees through a single common system whereby: <ol style="list-style-type: none"> <li>1. Safety requirements can be communicated to attendees;</li> <li>2. Event safety compliance can be required of attendees under terms and conditions;</li> <li>3. Event staff and attendee contacts can be maintained for any needed contact tracing activities;</li> <li>4. And event data can be reported.</li> </ol>	x	
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**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.

A maximum of 36 youth contestants will evaluate dairy products and complete the written exam at a time. Tables and equipment will be spaced to accommodate social distancing. Face covering/mask is required and each person will be instructed to provide their own.

**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 masks, hand sanitizers and disinfectants for use during the event.

Each contestant is required to provide their own clipboard and pencil. Product will be in a pre-numbered disposable sampling container with lid. All samples for that practicum will be provided to contestants on a disposable tray. Adults creating samples will do so using food service gloves and will wear a mask. Hand sanitizer and disinfecting wipes will be available. All packaging will be discarded by the contestant.

**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.

Coaches have been provided information about initial contest modifications. Prior to the contest coaches will be provided any updates and will be expected to share all safety procedures with their students. Contestants and coaches will be reminded of social distancing and sanitizing procedures during the contest orientation.

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

Contest information will include anyone feeling ill, demonstrating COVID-19 symptoms, or instructed to remain in self-quarantine is not to participate in this event. Coaches will be responsible for monitoring their contestants.

**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?

All communication will be with the coach. Registration will be maintained by state 4-H office. Volunteers and staff working the event who become ill or display COVID-19 symptoms will be instructed to leave. Contestants will be dismissed from the contest and supervised by their coach.

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

Other than food used as part of the contest, no other food or beverages will be supplies.

Approved: \_\_\_\_\_