**Purdue Extension COVID-19 Safety Plan**

Contact Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Event Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Description of Event \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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 these requirements will be met.

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

**Put the following in the email subject Line: *County or Program and Date of Event*.**

**Examples*: Dekalb Co July 18, 2020, Animal Science July 13, 2020, NEP August 5, 2020***

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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 is useful to explain. |
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| **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. |
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| **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. |
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| **Staffing:** Please provide information regarding daily health screenings. In addition, provide information on who is responsible for cleaning/sanitation. |
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| **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? |
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| **Food/beverage:** Please provide information regarding food and beverage service during the event. |
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| **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/> |
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Approval: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Jason Henderson, Senior Associate Dean and Director of Extension