**College of Agriculture Safety Plan Approval Process**

* Events must be approved by the appropriate office depending on the size of the event. **Please submit your request 3 weeks in advance.**
* For events with **fewer than 100 attendees**, use the College of Agriculture COVID-19 Event Safety Plan template below and send to [safetyplan@purdue.edu](mailto:safetyplan@purdue.edu)
* For events with **100 or more attendees**, use the appropriate form on the [Provost’s website](https://www.purdue.edu/provost/events/approval.html) and include **“100+”** at the beginning of the email subject line when submitting the plan for approval. Example: 100+ OAP Animal Sciences April 12, 2021
  + For **on-campus** Extension events, send to [safetyplan@purdue.edu](mailto:safetyplan@purdue.edu). **Do not send to provost’s office.**
  + For all other College of Agriculture events, send to Provost for approval and copy [safetyplan@purdue.edu](mailto:safetyplan@purdue.edu).
* For **INDOOR** **off-campus events hosted by Extension**, submit the appropriate form (see above) to [safetyplan@purdue.edu](mailto:safetyplan@purdue.edu). **Do not send to provost’s office.**
* For **OUTDOOR off-campus events hosted by Extension**, a safety plan does NOT need to be submitted.
* For **off-campus events hosted by Extension** that include both indoor and outdoor activities, submit a safety plan JUST for the parts of the event that are held indoors to [safetyplan@purdue.edu](mailto:safetyplan@purdue.edu). **Do not send to provost’s office.**

The process to submit safety plans for approval is:

1. Send completed safety plans to appropriate emails as noted above – can be in Word or pdf format.
2. Subject of the email must have the following:
   1. If the event is for 100 or more people, include “**100+**” at the beginning
   2. Extension, ARGE, OAP, IPIA, OMP, or Dean - submitters need to just pick one
   3. Department or County
   4. Date

Examples:

* 100+ OAP Animal Sciences April 12, 2021
* Extension Dearborn Co May 2, 2021

Dean/Associate Deans are responsible for reviewing and approving/denying the safety plans for events in their areas.

**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***

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| **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). |
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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. |
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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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| **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.** |
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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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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.*