

College of Agriculture Safety Plan Approval Process

Individuals hosting College of Agriculture sponsored events must submit a Safety Plan for approval.

The process to submit safety plans for approval is:

- 1) Send completed safety plans to safetyplan@purdue.edu – can be in Word or pdf format.
- 2) Subject of the email must have the following:
 - a. Extension, ARGE, OAP, IPIA, OMP, or Dean - submitters need to just pick one
 - b. Department or County
 - c. Date

Examples: OAP Animal Sciences November 12, 2020; Extension Dearborn Co December 2, 2020

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 _____Richard Beckort_____
Contact Email _____rbeckort@purdue.edu_____
Contact Phone _____812-358-6101_____

Event Name _____4-H Beef Tagging_____
Location/Venue _____Weight Shed, Jackson County Fairgrounds_____
Expected Number of Attendees _____70_____
Venue size (sq. feet) _____Building – 20’ by 20’_____
Date(s) of the Event _____Feb 27, 2021_____

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

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).

4-H Beef and Dairy Beef weigh-in. Parents and 4-H’ers will bring livestock trailers to the fairground. One trailer at a time will be unloaded at the scale shed. Animals will be tagged and weighed. Trailers will be loaded and leave.

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.

There will be 3 or 4 volunteers operating the gates and scales. Only one family at a time will be allowed in the scale building. Only 1 or two family members will be allowed inside the weigh shed at a time. Face covers will be required to enter the building.

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.

Only the volunteers will be allowed to handle/use scale/tagging equipment. Each volunteer will have their own job and will not trade equipment with other volunteers.

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.

Signs will be posted in and around the building stating regulations. 4-H families will be instructed prior to this day to remain in their vehicle until their turn at weighing.

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

Volunteers, Extension Staff and 4-H Families will be advised if they are showing any symptoms they will not be permitted to enter the scale building. Disinfectant wipes/sprays and hand sanitizer will be available for use during tagging.

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?

Only one person will be handling paperwork at this event. If paperwork requires signatures, extra pens will be available for participants to use and take with them. So, there is no sharing of pens or paper.

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

No food our beverages will be served at this 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.**

No transportation will be provided at this event.

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/>

If this event has to be cancelled, there will be no impact on the overall extension budget.

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.