



## Purdue College of Agriculture COVID-19 Safety Plan

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Contact Phone	812-358-6101
Event Name	Jackson County 4-H Project Workshops – May, June, July 2021
Location/Venue	Outside, Jackson County Courtroom if Indoor Space Needed, Seymour High School (Sewing Workshops)
Expected Number of Attendees	varies based on workshops – no more than 50 at each workshop
Venue size (sq. feet)	<b>Courtroom</b> – 2016 square feet, <b>Heritage Park</b> – 1764 square feet + ½ acre grassy area, other outdoor locations as determined by volunteers leading project workshops, <b>Seymour High School FACS Classroom</b> - 1800 square feet
Date(s) of the Event	Dates to be determined based on volunteer availability Sewing Workshops already scheduled for June 8 <sup>th</sup> , 15 <sup>th</sup> , 22 <sup>nd</sup> , 29 <sup>th</sup> , and July 6 <sup>th</sup>

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

<b>Description of Event:</b> Please provide a brief description of the event, including expected audience (i.e. farmers, students, industry) and potential speakers (Purdue or external).
4-H Projects workshops will be held in May, June, and July. Project workshops will be open to any Jackson County 4-H member who wants to attend. 4-H members, 4-H Volunteers, summer assistants and/or Purdue Extension Educators, and parents will be present at all 4-H Project workshops.

<b>Social Distancing (requirement of 6 ft. per person):</b> 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.
4-H members will be encouraged to be spaced six feet apart for the duration of project workshops. If social distancing cannot be maintained, face coverings will be highly encouraged for participants. 4-H members will RSVP ahead of time for project workshops. Staff or volunteers at the actual event will record attendance, so a single registration table will not be utilized. Extra face coverings will be available if someone needs to use one during the event.

**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.

If any equipment is being used by multiple people, it will be disinfected with sanitation wipes in between users. Hand sanitizer will be available for anyone to use before, during, or after the meeting.

**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.

The approved safety plan will be posted on the Purdue Extension Jackson County website and the link will be shared with 4-H members who will be attending project workshops. Major parts of the safety plan will be included in mailings/emails that are distributed to Jackson County 4-H members.

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

4-H members, 4-H Volunteers, summer assistants, Purdue Extension Educators, and parents will be asked to self-assess their health status before attending project workshops in person. If anyone is experiencing COVID-19 symptoms, they will not be allowed to attend the meeting.

**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?

4-H members will RSVP ahead of time for project workshops, by either calling the Extension Office or emailing staff members. A master list of all 4-H members who register for project workshops will be maintained in the office. Staff or volunteers at the actual event will record attendance, so a single registration table will not be utilized. If an attendee or staff member displays symptoms of COVID-19 during the event, they will be asked to leave.

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

If food or beverage is provided during project workshops, it will be in individually wrapped packaging.

**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.**

There will be no transportation provided for 4-H project workshops.

**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/>

There are no budget implications for Purdue Extension if the project workshops are cancelled.

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