**Purdue Extension COVID-19 Safety Plan**

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

Hosting Unit/Person \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Venue space sq ft. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date(s) of the Event \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Time(s) of the Event \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of Attendees \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Purpose of Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Social Distancing:** **Yes No**

|  |  |  |
| --- | --- | --- |
| Will Tables be spaced 6ft apart? |  |  |
| Will Chairs be placed 6ft apart? |  |  |
| Will Signage for Social Distancing be used? |  |  |
| Will masks be available for those who request one? |  |  |
| **If you answered “no” to the questions above, please explain:** | | |

**Cleaning/Sanitation: Yes No**

|  |  |  |
| --- | --- | --- |
| Will hand sanitizer be available for attendees? |  |  |
| Will tables/Chairs be disinfected before event? |  |  |
| Will sanitizer be available for interactive elements (computers, A/V equipment, etc)? |  |  |
| **If you answered “no” to the questions above, please explain:** | | |

**Communication/Signage: Yes No**

|  |  |  |
| --- | --- | --- |
| Will you encourage social distancing in the announcements and/or welcome message? |  |  |
| Will you remind people that they need to follow federal, state and local health guidelines? |  |  |
| Will you be collecting registration/attendance for the event? |  |  |
| Do you have a procedure if staff or attendees display symptoms of COVID-19 at the event? |  |  |
| **If you answered “no” to the questions above, please explain:** | | |

**Food and Beverage: Yes No NA**

|  |  |  |  |
| --- | --- | --- | --- |
| Is food individually wrapped for distribution? |  |  |  |
| Is food distribution designed to limit the sharing of utensils? |  |  |  |
| **If you answered “no” to the questions above, please explain:** | | | |

**Transportation: Yes No NA**

|  |  |  |  |
| --- | --- | --- | --- |
| If you are transporting people, will the occupancy be less than 50% capacity? |  |  |  |
| **If you answered “no” to the questions above, please explain:** | | | |

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

Jason Henderson, Senior Associate Dean and Director of Extension