**USU Extension COVID-19
Program Guidance***Ongoing as of 6/1/20*

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As stated in the May 29th AggieCast and the follow up direction from Vice President Ken White, USU is treating the response to COVID-19 not as a switch, but as a dial.  This means that we are not re-opening fully and back to normal instantly, but that we are taking a phased approach that incorporates safety measures for both our employees and communities. The dial could slowly move forward towards green, *and it could also move backwards towards red* in response to the pandemic.  As such, **ALL PROGRAMMING INVOLVING THE PUBLIC MUST HAVE FORMAL APPROVAL UNTIL FURTHER NOTICE.**

We have seen great success with our online programming and applaud your efforts to continue reaching your audiences during this crisis.  **Our direction for you is to continue planning and scheduling your programs in a virtual format, but be nimble and flexible so you can move to face to face, if and when programs are approved following the steps and guidance below.**

**Instructions for Program Approval Requests:**

**Step 1:**   Faculty fill out the Program Risk Mitigation Plan AND the COVID-19 Planning Template attached.

**Step 2:**   Faculty send Program Risk Mitigation Plan AND the COVID-19 Planning Template to Andree’ Walker Bravo (andree.walker@usu.edu).

**Step 3:**   Andree’ Walker Bravo works with Department Heads to review the Program Risk Mitigation Plans and the COVID-19 Planning Template.

**Step 4:** Program Risk Mitigation Plans and the COVID-19 Planning Template are sent back to faculty for modifications as needed based on Department Head review.

**Step 5:** Program Risk Mitigation Plans and the COVID-19 Planning Template are sent to the USU Safety Committee for review. Approval requests will be prioritized based on timeline for implementation or decision deadline.

**Step 6:** Programs approved by the Safety Committee will move forward for approval by the Covid-19 Task Force. Programs not approved by the Safety Committee will be returned to the Department Head to return to the faculty for revision.

**Step 7**: Approved programs may be implemented. Non-approved programs return to step 4.

**In order for approval, you must complete both the Program Risk Mitigation Plan as well as the COVID-19 Planning Template.** The COVID-19 Planning Template is required by Governor Herbert’s Guidelines and both documents will be kept on file. Please note whether the current status of the risk phase is High, Moderate, or Low. If you have any questions or concerns, please contact Andree’ Walker Bravo (andree.walker@usu.edu) or your Department Head.

**Program Risk Mitigation Plan Template**

**Intent:**
This document is intended to provide Department Heads with the OPERATIONAL DETAILS needed approving Extension programming occurring during the High, Moderate, or Low Transmission Risk according to https://coronavirus.utah.gov/utah-health-guidance-levels/. This is considered a general approval document and further information may be needed and/or guidelines met for programs that don’t easily meet these requirements (i.e., residential camps, conferences, etc.).

**Instructions:**
Answer the following sections fully and ensure that answers are provided in RED text. When we are reviewing a risk mitigation plan, what we are really looking for are the operational details. With COVID-19, saying that social distancing will be practiced is fine, but what we are actually looking for is how it will be implemented. Will there be lines taped on the floor, stanchions setup to keep people apart, seating areas moved/removed, etc. You may want to include floor diagrams and pictures showing how the social distancing will be implemented.

Please do not leave sections blank.

**Part A: General Program Information**

1. Program Name: [Answer here]
2. Faculty/Staff Name: [Answer here]
3. Contact Phone number: [Answer here]
4. Contact Email address: [Answer here]
5. County: [Answer here]
6. Program/Event Date(s): [Answer here]
7. Program/Event Duration: [Answer here]
8. Program/Event Location: [Answer here]
9. Program/Event Partners: [Answer here]
10. Is this an Extension event that we have the authority to cancel? [Yes/No]
11. Is your County/Local Health Department supportive of this program occurring? [Yes/No]
12. Please indicate the current status for Health Guidelines: Check a box or highlight below
	* High Risk
	* Medium Risk
	* Low Risk
13. Please provide a brief description of your program/event: [Yes/No]

**Part B: General Audience Questions**

1. Who is the target audience? [Yes/No]
2. What is the desired/expected attendance? [Yes/No]
3. What interaction will happen between participants and staff? [Yes/No]

**Part C: Specific Program Elements**

1. Will it include an overnight stay? *If yes, provide detail in Part E.* [Yes/No]
2. Will food be provided? *If yes, provide detail in Part F.* [Yes/No]
3. Does the program/activity include minors? *If yes, provide detail in Part G*. [Yes/No]
4. Does it include livestock? *If yes, provide detail in Part H.* [Yes/No]
5. Does it include the use of hand tools? Power tools? [Yes/No]
	* If yes, please provide detail here.

**Part D: Facilities/Location**

*In this section, please describe the location and facilities you are planning on using for you event. This will include restrooms, seating, table layout, etc. and anything else about the facility/location you feel is important for the approvers to know.*

1. Please describe the location of the program/event in detail. Include pictures and floor plans if appropriate and available. [Answer here]
	* *NOTE: Having pictures and/or floorplans greatly helps approvers who may not be familiar with your facilities or areas. It makes it a lot easier for them to visualize your plans.*
2. Are there public restrooms and is there a plan to make sure those are cleaned regularly and frequently? [Answer here]
	* *NOTE: Even though USU might not own those facilities, since it is a USU event, there is an expectation that we will be providing safe facilities for our staff and participants to use.*
	* *NOTE: In your answer, please define what regularly/frequently mean to you.*
3. Do you have appropriate hand sanitizer or hand washing stations currently available? [Answer here].
4. Has your county downloaded the USU COVID-19 signage and do you have it printed and ready to display? (<https://www.usu.edu/covid-19/operations/prevention-signage>) [Answer here].

**Part E: Overnight Accommodations***Answer each question below or check NOT APPLICABLE based on your answer to C1.*

* NOT Applicable – the program will not include an overnight stay.
1. What does the overnight accommodation look like? [Answer here]
2. How are sleeping arrangements decided? [Answer here]
	1. Who will supervise sleeping arrangements to minimize COVID-19 risk? [Answer here]
	2. Are participants or USU making these arrangements? [Answer here]
3. If the overnight stay involves camping, how have you determined that the location is suitable and safe for an overnight stay? [Answer here]
4. If minors are attending, how will they be monitored overnight and what kind of supervision will be required? [Answer here]
	1. Who will be providing that supervision? [Answer here]
	2. Have those people successfully passed a background check and received training in
	youth protection? [Answer Here]
5. If the stay is longer than one night, what is the plan for cleaning the sleeping accommodations between each night? [Answer Here]

**Part F: Food**

*Answer each question below or check NOT APPLICABLE based on your answer to C2.*

* NOT Applicable – the program will not be serving food.
1. Where is the food coming from? [Answer here]
2. How will food be served? [Answer here]
	* *Example: Foods like pizza are a challenge. How will the slices be handed out to limit anyone touching it other than the person who will be eating it?*
3. If a staff member will be severing food to each diner, do you have the appropriate gloves, face coverings, hand sanitizer, etc. to accomplish this safely? [Answer here]
	* *For COVID-19 specifically, the guidelines from the State of Utah on food service need to be followed. Prepackaged box meals are preferable to plated or self-service.*
4. How will clean up happen to reduce the risk of COVID-19 exposure between diners? [Answer here]
5. What happens if there are leftovers? [Answer here]

**Part G: Working with Minors**

*Answer each question below or check NOT APPLICABLE based on your answer to C3.*

* NOT Applicable – the program will not include working with minors.
1. Have all the adults received and passed background checks, appropriate training in youth protection? [Answer here]
2. What are your reporting expectations and procedures in the event of inappropriate activity and have those expectations and procedures been clearly communicated to employees and volunteers? [Answer here]
3. What are the appropriate levels of supervision for this program/event and have they been outlined and assigned? Provide detail. [Answer here]
4. What is the specific plan to limit one-on-one contact with minors? [Answer here]
5. Do you have the appropriate parental consent forms current and on file? [Answer here]

**Part H: Livestock**

*Answer each question below or check NOT APPLICABLE based on your answer to C4.*

* NOT Applicable – the program will not include livestock.
1. Is the appropriate signage available to meet the state’s livestock liability statute requirements? Provide detail. [Answer here]
2. What is the plan to limit/eliminate interaction between spectators and animals? Provide detail. [Answer here]

**Part I: Symptom Monitoring**

*Symptom monitoring requirements are based on your local health department guidelines. According to the Phased Health Guidelines for the state, most recommend “Symptom checking in public and business interactions (checklist or verbal).” Verbal symptom checks (i.e., asking the employee, volunteer, participant or guardian) to answer yes or no to the following symptom list and then asking them to not participate if they have experienced symptoms in most cases will be sufficient.*

*Symptoms include fever of 100.4 degrees Fahrenheit or above, cough, trouble breathing, sore throat, sudden change in taste or smell, muscle aches or pains. The USU COVID-19 signage downloads include a graphic with the symptoms which may be useful. (*[*https://www.usu.edu/covid-19/operations/prevention-signage*](https://www.usu.edu/covid-19/operations/prevention-signage)*)*

1. How will you check participants for symptoms, ensuring social distancing, before the program begins? [Answer here]
	* *NOTE: What will the check-in line look like? Will you need marks on the floor to indicated appropriate distancing, etc.*
2. Will you be checking employees and participants? [Answer here.
3. How will you ensure the employee/volunteer checking the symptoms is protected from exposure? [Answer here]
4. Will you be keeping a log of everyone who attends or participates in the event? [Answer here]
	* *NOTE: This ends up being important if someone does get COVID-19 and we need to trace back everyone with whom they have had contact.*
5. What will that log look like and where will you store it? [Answer here]
6. What specifically is your plan should someone involved with your program/activity begin displaying symptoms? [Answer here].
7. Do you have a communications plan and contact information for everyone involved in case we need to let them know of an outbreak? [Answer here].
8. Have you decided in advance what criteria would cause you to cancel or postpone your event? [Answer here]
	* *NOTE: This refers to criteria specific to your county, program, demographic and/or number of your participants, etc. These criteria may be more restrictive than general guidance from USU Risk Management or the Utah Department of Health.*
9. What is the plan to accommodate individuals who are at high risk for severe COVID-19 complications? This should include employees, volunteers, participants, and spectators. [Answer here]
10. What COVID-19 specific training will be provided to employees/volunteers? [Answer here]

**Part J: Additional Details**

Are there any other details you feel would help us in approving your program/event? [Answer here]