



Extension

UNIVERSITY OF WISCONSIN-MADISON

# Extension Program Guidance & Approval

Version Date: March 1, 2021

As an employee or volunteer with UW-Madison Division of Extension, your health and that of program participants are of utmost importance.

By following best practices, we hope to offer more opportunities for participants to interact in person within the parameters provided by public health officials.

This form is designed to provide guidance, support program planning, and obtain approval (which is required for programming involving youth audiences) for holding a program or event. Please review the form and complete it to the best of your ability. If you have any questions please work with your supervisor, Extension Educator or Area Director.

Event Title:		
Event Date and Start Time:		
Event Duration:		
Event Location (venue, city, county):		
Is this event recurring?	Yes	No
If yes, please detail the frequency and total number of events:		
Anticipated Total Number of Individuals Attending (including the organizer):		
If more than 20 individuals, detail plans for separating into pods:		
Name of Volunteer or Extension Employee Submitting this form:		
If volunteer-led, has the volunteer read the Division of Extension <a href="#">Infectious Disease Preparedness and Response Plan for Volunteers</a> and viewed the <a href="#">training video</a> ?		
	Yes	No
Date Submitted:		

## Program Overview

Briefly describe the purpose of the program or educational event and alignment with Division of Extension's mission. Include why in-person delivery is requested and a thorough description of what is planned.

## Facilities

### This program will be conducted:

Outdoors: no shared enclosed space. The size of the area will allow for the number of attendees to maintain 6 feet or greater distance from people outside of one's own household.

Indoors: the size of the room, facility, area is large enough to allow for the number of expected attendees. Recommended guidance from Wisconsin Department of Health Services (DHS) states that individuals should maintain separation of 6 feet or greater at all times from people outside their household, to the greatest extent possible.

### For all events:

- Tables, chairs, booths, etc. will be spaced at least 6 ft. apart to ensure physical distancing from people outside of one's own household to the greatest extent possible.
- All unnecessary touchpoints, especially those that cannot be sanitized between uses, will be removed or blocked from use. Examples include, benches, drinking fountains or playground equipment.
- You are using a facility that can ensure cleaning of shared spaces meets recommendations by the [Center for Disease Control \(CDC\)](#).  
The number of people who occupy a restroom at one time is limited to allow for social distancing, in accordance with [DHS guidance](#).
- You understand the areas you are responsible for and have a plan to wipe them down before and after use.

Please provide additional details of the facility layout that are important to consider while programming. If the event is to be held outdoors, please include considerations for weather. Include details regarding shared use facility space and any safety protocols partner sites have implemented:

## Shared Equipment

To the extent possible, reduce the need for sharing equipment during programming.

Will there be any shared equipment provided during programming (e.g. tools, electronics, art/craft supplies)?

- No
- Yes, we will be assigning individuals their own equipment
- Yes, we will be sharing equipment between individuals (for example expensive tools, electronics)

If shared equipment is needed, please provide a list of all necessary equipment/supplies you will be providing, how you will handle materials to limit sharing, and the protocols in place to thoroughly sanitize between uses.

## Personal Protection Equipment (PPE)

- Hand sanitizing equipment (soap and water preferred, hand sanitizer with at least 60% alcohol, tissues, and no-touch trash cans) will be readily available and frequently used.
- Signs will be posted on how to stop the spread of COVID-19 (We will be developing and distributing appropriate signage for use at events; if needed prior to them being available, please use the link below, additional languages are found on the [CDC website](#)).  
[CDC "Stop the Spread of Germs" poster](#)  
[CDC "Detenga la propagación de gérmenes"](#) (Spanish Language)
- Individuals will be asked to wear protective [face coverings](#), and a supply of disposable masks will be available for those who do not bring theirs. Face covering are required when 1) indoors in spaces with other individuals or where other individuals could be expected or 2) outdoors when maintaining 6 foot physical distancing might be difficult (e.g., as in a crowded space).
  - Note: some individuals may choose not to wear a face covering due to medical concerns.
- Gloves will be used when the nature of the [work requires such](#) (e.g. gardening, food service). Note in most cases, wearing gloves is not necessary.

Please describe additional considerations for necessary protective equipment:

## Foods

Will there be food present during the event/programming?

- No
- Yes - Participants will be asked to bring their own. Participants will be notified to clearly label their bottles and containers.
- Yes, we will be providing pre-packaged food that is from a store, caterer or pre-packaged home-made baked goods, under the following conditions:
  - Individuals will only eat and drink their own food and beverages (no sharing outside of individuals/households)
  - Requirements for face coverings apply, which means food may not be consumed indoors in group program settings.
  - There are no common source touch points like reaching for a slice of pizza, grabbing cookies out of a jar or package, shared pouring of beverage containers, or reaching into a cooler, etc.
  - Staff will use gloves when handling ready-to-eat foods (including ice).
  - Disposable plates, cups, and utensils will be utilized.
  - Those preparing and packaging food are required to wash hands, practice good hygiene and food safety standards, and wear a mask while preparing foods.

If you are providing food, please describe how this is important to the planned programming:

## Social Behaviors/Interactions

### Marketing & Registration

- There is a pre-registration process for the activity to manage the numbers of participants and learn about any accommodations needed to keep them safe.
- Prior to the event, attendees receive information on standards or practices that may be required of them to participate as indicated by nature of activity, including a disclaimer or accommodations for participants who are [considered at high risk](#) themselves or if they live or work with individuals at high risk.
- Event registration includes the following language:  
**UW-Madison Division of Extension faculty, staff and volunteers may require that program participants leave a program, based on health concerns associated with COVID-19.**
- Consider and communicate any staggering of arrival and drop off times to limit contact between groups as possible.
- Registrants will be informed to stay home when:
  - They are experiencing any of the symptoms of COVID-19 or have had known contact with anyone with COVID-19 in the last 14 days.
- There are plans in place and shared with registrants regarding cancellation and a refund policy.

Please provide any additional information about recruitment and registration for your event:

### Transportation

Will participants be responsible for their own transportation?

- Yes, Participants are responsible for their own transportation.
- No, the program will be responsible for arranging transportation (e.g. bus) that allows physical distancing and wearing of face coverings.
  - o Confirm transportation company thoroughly cleans before and after each use.

Please detail why providing transportation is necessary and additional safety planning:

### Participant Arrival

- Sanitizer will be available at the door for use upon arrival and departure and participants are directed to use.
- Onsite signage reminds participants to stay home if exposed to COVID-19 or experiencing symptoms, and to maintain physical distancing (suggested postings are being developed for use at events; if needed prior to them being available, please create signage as required in consultation with appropriate Extension personnel).
- There is a "check-in" process in place and identify trained person(s) who will be responsible for the following:
  - o verifying or supplying proper face coverings
  - o confirming health status by asking participants if they are experiencing any of the symptoms of COVID-19 (see addendum). And, if any question is answered yes, politely informing them not to attend or participate in the meeting/activity and to contact a healthcare provider.
  - o using the registration form to complete the attendance of everyone that was at the event/activity
  - o directing where to wait until activity starts to ensure social distancing, etc.

## ***During***

Social distancing (6 feet between individuals who are not members of the same living unit or household) will be maintained throughout the event. (You may need to be creative with different ice-breaker activities, rollcalls, etc.)

All participants will be reminded to practice good hygiene by avoiding touching their face, mouth, nose, and eyes, and covering coughs and sneezes.

## ***Departing***

- Everyone will be required to wash their hands or uses hand sanitizer prior to leaving.
- If your program involves younger children, there is a plan to maintain distancing after the meeting and while waiting for pick-up/transitions to ensure the safety of the children.

Please provide additional details on managing contact between participants and groups during the event:

## **Post-Event**

- Person responsible for the event will complete a post activity participant list and submit a copy to the Extension Educator (if volunteer led) or to a supervisor/Area Extension Director (for employees). Programs that serve youth or are volunteer led are required to use and submit a [Post-Program Contact Log](#) within 5 business days after the event. These forms must be uploaded using the SharePoint approval workflow. For other events (educator events with adults), there is no requirement to upload their attendance records; however maintaining and storing the list will be important for facilitating contract tracing should it become necessary.
- If you learn that a staff member, volunteer or program participant has tested positive for COVID-19, you agree to consult [CDC guidelines](#) and contact your [local health department](#) to discuss the appropriate management of potentially exposed staff and community members, and to determine additional cleaning and planning for future gatherings. You also agree to cooperate fully with state and local health department contact tracing efforts.

Please provide any other details or considerations: