

# Safety Checklist for In-Person RCE Programs, Meetings, & Events

To be used by volunteers, faculty & staff.

As of May 2021, programs must be held outside with no more than 25 total individuals. Please contact Extension staff with questions.

## PRIOR TO MEETING

- Visit the **Restarting In-Person RCE Programs** website - <https://njaes.rutgers.edu/covid-19/rce-in-person.php>. This site includes all training materials, checklists, forms and additional resources.
- Complete the **Restarting In-Person RCE Program Guidelines** training video prior to hosting a program, meeting, or event. The training can be accessed at the website above.
- After viewing the training video, fill out the **In-Person Program Request** form specific to your type of program prior to your program, meeting, or event. Extension staff will approve your program based on the information in the form. If you are unable to fill out the form online please email your county staff for approval.
- The form will ask you the following details about the program, meeting or event:
  - Name of County (Drop box menu)- *This will trigger the automatic email to staff for approval.*
  - Number of people who will be at the meeting (youth, volunteers, and parents/guardians).
  - Location, date, time and duration of the meeting. Note if it is a single event or recurring event.
  - A check box indicating that you have followed the RCE In-person Program Checklist. "I have completed the **Restarting In-person RCE Program Guidelines** video training and will follow the **RCE In-Person Program Checklist**."
- Remember to keep the number of attendees to 25 or fewer according to Rutgers Cooperative Extension guidelines. The total number includes all youth and adult attendees, including volunteers and staff.
- Confirm the location of the program, meeting, or event will be outside.
- Communicate the following to participants prior to the meeting:
  - That they will need to bring facemasks, hand sanitizer, and other materials for safety.
  - That they need to complete the RCE Health Screening Form prior to arrival and will need to show a screenshot/print out of the completed form at arrival. The screening form can be accessed here: <https://go.rutgers.edu/RCE.healthform>.
  - Remind participants that if they are not feeling well they should not attend the meeting. If they answer yes to any of the questions on the health screening form they should stay home.
- Create any signage needed for checking in, reminders of social distancing spacing, parental instructions for pickup, and anything needed for project work during the meeting.
- Download a RCE Attendance Form or call your county office to have one mailed to you. The attendance form can be found here - <https://go.rutgers.edu/Attendance.form>.
- Encourage participants to bring their own camp chairs or other seating if possible.
- Remind participants to bring any food they wish to consume with them. Food will not be provided and Sharing food is not permitted.
- Disinfect any tables or common use items before and during the event as needed.
- Space tables, chairs, or program-related items at least 6 ft. apart.
- Set up a hand washing / sanitizing station at the arrival / check-in area.

- ❑ Designate a person to check in participants. Use the RCE Attendance form to record attendees and their phone number if they aren't already registered/enrolled.
- ❑ Restroom facilities may not be available at your outdoor location. Be sure that all participants can wash or sanitize their hands without access to a restroom. If restroom facilities are available, only one person should be in the restroom at a time (even if the area is designed for multiple users).

## **ARRIVAL**

- ❑ Record the date of the meeting and who was in attendance using the RCE Attendance form. Also include contact information for any guests not pre-enrolled/pre-registered, including the following information: Name, Phone/Email
- ❑ Have participants show their completed RCE Health Screening Form (screenshot or print out). If they do not have access to the online screening form, you can verbally ask them the health screening form questions before they enter. Note - If they answer is yes to any of the questions then the participant would be asked to leave.
  - ❑ Do you have a fever (temperature over 100.4F) or do you feel feverish?
  - ❑ Do you have a cough?
  - ❑ Do you have shortness of breath or difficulty breathing?
  - ❑ Do you have a new loss of taste or smell?
  - ❑ Within the past 14 days, have you been in close physical contact (6 feet or closer for at least 10 minutes) with a person who is known to have laboratory-confirmed COVID-19 or with anyone who has symptoms consistent with COVID-19 without appropriate PPE ("Personal Protective Equipment") use?
  - ❑ Have you been asked to self-isolate or quarantine at this time by a medical professional or a local public health official or due to NJ state travel advisories?
- ❑ Have each participant wash or sanitize their hands upon arrival.

## **DURING MEETING**

- ❑ Require everyone to wear a face covering. Participants can remove masks when eating food and drinking as long as they are properly distanced.
- ❑ Participants who are unable to wear a mask for any reason, are not allowed to participate at in-person meetings. Please consult with Extension staff about making an accommodation that would allow the individual to participate in another way.
- ❑ Have extra masks available in the event that a participant forgets to bring one.
- ❑ Have extra hand sanitizer available.
- ❑ Maintain social distancing (6 ft.) throughout the activity. Household members are the exception.
- ❑ Have a bin marked "clean" for picking up materials and one marked "dirty" for dropping off used materials.
- ❑ Make sure a trash can is available.
- ❑ Have participants wash or sanitize hands as appropriate throughout the program.
- ❑ Remind participants not to share chairs, tools, or other materials. If project materials must be shared, (for example a microscope to look at a water sample), disinfect between use.
- ❑ Have an ice breaker or other activity for participants to do while waiting for the program to start or for pick up at the end of the meeting.

## **DISMISSAL**

- ❑ Have each participant wash or sanitize hands before leaving.
- ❑ Clean surfaces with soap and water, then disinfect with an alcohol-based sanitizer. Surfaces to clean may include tables, doorknobs, handles, non-consumables, etc.
- ❑ Organizer must send the attendance sheets to county staff within one week after an event for contact tracking purposes. One option is to take a picture of the attendance sheet and email it to county staff.