

UMaine/UMM Summer Program/Event Checklist

*(This checklist is to be used for programs that are led by University staff.)*

*Programs led by UMaine/UMM Staff will adhere to all*

[*Maine CDC guidelines for overnight camp programs*](https://www.maine.gov/decd/checklists/overnight-summer-camps)*.*

 *In addition, the following checklist will be completed for each day or overnight event.*

Current as of (4/16/2021)

**Name of Program or Event:** Click or tap here to enter text.

**Dates of Event:** Click or tap to enter a date.

**BEFORE EVENT/PROGRAM**

***Registration/RSVP***  including the following information (Helps with contact tracking).

[ ]  *Name*

[ ]  *Address*

[ ]  *Phone*

[ ]  *Email*

[ ]  Remind participants to stay home if they are not feeling well or if they are at high risk of complications if exposed.

Add the following to all registration forms:

[ ]  *The University consistently seeks to take steps to minimize the risk of COVID-19 infections (or any other spread of disease) in accordance with applicable law, regulation, and guidance provided by health authorities. These efforts may include policies and safeguards implemented by the University such as symptom checks, social distancing, use of facial coverings, and isolating and quarantining when required. Despite these efforts, the University cannot categorically guarantee that any person entering University campuses or facilities will not contract COVID-19 or any other communicable disease and any such person must assess and accept the risks of illness or injury for themselves.*

***Location Selection/Prerequisites (Outside Meeting Venues-preferred for now)***

[ ]  Keep the number of attendees to 50 or fewer according to University of Maine and University of Maine at Machias guidelines. Remember to count adult participants.

[ ]  Confirm the location of the meeting/event is outside if possible. Or in a building with proper ventilation and open doors.

[ ]  Confirm there is a place to quarantine participants in the event of an outbreak during the program.

[ ]  Communication to Attendees:

[ ]  Attendees should be informed of the pre-screening questions (below) and should determine whether to attend

[ ]  Participants in high risk categories should determine their participation level. Per CDC: high risk categories include: people 65 or older, and people with underlying medical conditions such as heart conditions, immune complications, obesity, diabetes, and lung, kidney or liver disease.

[ ]  Participants should be informed of all required hygiene and PPE practices including face covering, proper removal, handwashing

[ ]  Participants should be informed of how to report COVID symptoms or result of positive test to UMaine or UMM staff.

[ ]  They will need to bring proper PPE (ie. face masks or face covering) If they do not have access to these items, they will be provided.

[ ]  They will need to be prepared to come pick up their participant within 30 minutes if symptoms occur during the program. Is 30 minutes a reasonable time?

[ ]  Encourage all participants to bring their own personal equipment including water bottles.

[ ]  Any requirements such as quarantining prior to the program. This will be determined on a case-by case basis according to current restrictions on travel to Maine ([Maine CDC travel guidelines](https://www.maine.gov/dhhs/mecdc/infectious-disease/epi/airborne/coronavirus/travel.shtml)). Will need to insert testing requirements from UM

[ ]  Follow Maine DECD guidance as applicable.

***Questions to ask DAY OF (printed form?):***

[ ]  *Ask the following screening questions: (If the answer is yes to any of the questions then the participant would be asked to leave.)*

[ ]  *Do you have a cough or a sore throat?*

[ ]  *Do you have a fever or do you feel feverish?*

[ ]  *Do you have shortness of breath?*

[ ]  *Do you have a loss of taste or smell?*

[ ]  *Have you been around anyone exhibiting these symptoms within the past 14 days?*

[ ]  *Are you living with anyone who is sick or quarantined?*

**DURING EVENT**

[ ]  Assign one person to do registration/check-in for each event/meeting/program. Reminder that adults need to sign for juveniles?

[ ]  Ask attendees to sign in and answer screening questions and provide contact information.

[ ]  Use posters indicating that people should maintain a 6ft distance and wear a face covering.

[ ]  Maintain a 6ft distance at all times. Household members are the exception.

[ ]  Require everyone to wear a face covering even when outside until there is six feet of social distance between participants. Staff or volunteers should bring a few extra disposable masks to the program.

[ ]  Work with participants who may not be able to wear a mask due to medical restrictions to determine how program outcomes might be delivered, while still adhering to the face covering requirement. If staff need additional help and support with this please connect with your supervisor or EOC.

[ ]  Have hand sanitizer (at least 60% alcohol) and/or handwashing station present for participants to use as they arrive, depart, eat and at other appropriate times throughout the event.

[ ]  Plan for restroom facilities. Be sure all participants can wash or sanitize their hands before and after using the restroom. Only one person should be in the restroom at a time (even if the area is designed for multiple users).

[ ]  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 users.

[ ]  If participants need to complete any paperwork or complete an activity during the event, provide pens or pencils to each participant so that no sharing is occurring.

[ ]  Consider having participants take home the materials they used.

[ ]  Have a bin marked "clean" for picking up materials.

[ ]  Have a bin marked "dirty" for dropping off used materials.

[ ]  Make sure a trash can is available with an open top.

[ ]  If a participant exhibits symptoms of COVID-19 during the program:

[ ]  The individual needs to be quarantined until parents arrive.

[ ]  Parents of the individual need to be contacted to pick up the participant.

[ ]  Monitor the health of the other participants and staff for signs or symptoms.

**Food Preparation Guidelines:**

[ ]  When food service is available, ALL state CDC and University protocols should be followed <https://nrckids.org/CFOC/Database/4.9>;

[ ]  Wear gloves and mask/face shield while preparing and serving food.

[ ]  Serve food behind a plexiglass barrier

[ ]  Provide a no-contact trash can

[ ]  Only UMaine or UMM trained staff will prepare and serve food

[ ]  Use disposable bowls, plates, and silverware if possible

[ ]  When possible, eliminate “self-service” for food and beverage items, including condiments, etc.

[ ]  Use individually packaged or pre-served food if possible.

[ ]  Have participants wash hands or use hand sanitizer before and after eating or handling food.

**Indoor Specific Guidelines (meeting outside is still preferred):**

[ ]  Keep the number of attendees to no more than 50 (per UMaine System gathering limit). The number of attendees for indoor spaces will depend on the sq footage of the room but can not exceed 50. (Staff can resource size & capacity formulas by working through UMaine Facilities Management Claude Junkins (junkins@maine.edu.)

[ ]  Attendees and staff must be able to maintain 6ft between each other at all times.

*Recommendations*

[ ]  Open windows and doors if possible

[ ]  Offer online call-in option

[ ]  Participants sign up for a time slot if programming allows

**Outdoor Specific Guidelines**:

[ ]  Number of attendees cannot exceed 50 (per UMaine System gathering limit) May change to a greater number for summer

*Recommendations*

[ ]  Spray paint 6ft line marks or place traffic cones on the ground indicating 6ft. apart when possible.

[ ]  Participants have assigned seating/tables

**Overnight Accommodation Guidelines**:

[ ]  Limit number of participants per sleeping quarters based on ability to maintain 6ft distance (exceptions can be made for participants from the same household).

[ ]  Participants will wear masks when not lying down/sleeping.

*Recommendations*

[ ]  Arrange beds/sleeping arrangements head to foot to allow for 6ft distance between participants

[ ]  For outdoor camping events, individual tents or shelters are preferred; shared tenting is acceptable for siblings or individuals from the same household.

**Communication with Supervisor**

[ ]  Send an email to your Supervisor that the program will occur and that you have followed the program checklist.

[ ]  Your email should include the following details about the program:

[ ]  Number of people who will be at the event (staff + participants)

[ ]  Location of the program

[ ]  Agenda/Description (including start and end time, date, location, and schedule)

**AFTER EVENT/SESSIONS**

Clean of program specific items will be the responsibility of the program. Other general cleaning needs should be communicated to Facilities Management to assure proper protocols and guidelines.

[ ]  Clean surfaces with soap and water, then disinfect with an alcohol-based sanitizer.

[ ]  Tables

[ ]  Doorknobs

[ ]  Light switches

[ ]  Countertops

[ ]  Handles

[ ]  Desks

[ ]  Phones

[ ]  Keyboards

[ ]  Toilets

[ ]  Faucets

[ ]  Sinks

[ ]  Nonconsumables

[ ]  Place sign in sheet in a file in case it is needed for contact tracking purposes. Please keep the sign in sheet for the summer as the CDC may ask to produce a copy in a short notice if a Covid case is linked to your program.