



UNIVERSITY OF MARYLAND EXTENSION

PROGRAM REOPENING

Resources and Guidelines for
In-Person Adult Programming
for Faculty/Staff

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UNIVERSITY OF MARYLAND EXTENSION

Greetings,

University of Maryland Extension (UME) faculty and staff are faced with new challenges in staying connected with our partners and audiences during the current COVID-19 pandemic. Although we have been working hard staying engaged with our community partners and audiences via virtual programming and events, we now must prepare to gradually and responsibly move forward and offer in-person UME adult events and programs. It is vital we all stay safe as we reconnect with our community members and audiences to renew in-person programming.

The UME Program Reopening Committee was charged with developing guidelines and helpful resources for educators to return to in-person programming in response to COVID-19 health and safety issues. Faculty and program leaders from Agriculture and Food Systems (AgFS), Environment and Natural Resources (ENR), and Family and Consumer Sciences (FCS), and an Area Extension Director led the effort in creating these guidelines. Our committee began drafting this document on August 12, 2020 and has worked diligently to have these guidelines approved and ready for implementation for fall 2020 meetings and programs. The information contained in this reopening guide encompasses both indoor and outdoor in-person adult programming, and has been informed by COVID-19 guidelines from the Centers for Disease Control and Prevention (CDC), the Maryland State Department of Health, the *Restoring Maryland 4-H Programs Faculty/Staff Guidebook*, and the Outdoor Agriculture and Food Systems Extension Meeting Requirements. Cathy Porterfield, Jamie Morris and Trish Moore served as the primary authors and designer of the *Restoring Maryland 4-H Programs Faculty/Staff Guidebook*. This document served as the foundation of this UME resource.

This guide, the *University of Maryland Extension Program Reopening –Resources and Guidelines for In-Person Adult Programming for Faculty/Staff*, was reviewed and approved October 12, 2020, by Dr. Craig Beyroudy, Dean and Director College of Agriculture and Natural Resources; Dr. Jim Hanson, Professor and Associate Director of Extension; and Aly Valentine, Assistant Director of Operations. The guide outlines UME's expectations and the requirements that must be followed to support a safe and healthy environment for in-person adult programming. Since COVID-19 continues to evolve, the content within these guidelines is subject to change should there be updated information or concerns for health, safety, or implementation of protocols.

We appreciate your patience as we work together and begin to gradually resume adult, in-person programs.

Warm Regards,

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The *University of Maryland Extension Program Reopening-Resources and Guidelines for In-Person Adult Programming for Faculty/Staff* was developed for UME Educators for the sole purpose of providing in-person programs to adult audiences.

Several UME programs focus on youth and/or have programs with a significant volunteer component. Programs with a youth or volunteer component often present inherently different risks. In recognition of these differences, separate guidelines were created or are in development. We recognize that not all programs fit neatly within the program boxes we have created. If you have questions about which protocol to follow after reading the guidelines, please reach out to your program leader for guidance. Specific programmatic guidelines, like those mentioned below, can be found in the shared Google Drive folder “UME Program Reopening” website (go.umd.edu/UMEPProgramReopening).

PROGRAMS WITH YOUTH AUDIENCES

The 4-H Youth Development program has developed a comprehensive set of guidelines for 4-H youth programming. The 4-H youth guidelines are fairly similar to adult guidelines; however, the maximum capacity has been reduced to 25, and certain approvals/protocols are required. Additional information for each programming area includes:

- 4-H Youth Development: Follow 4-H Youth Development guidelines.
- SNAP-Ed and EFNEP Youth In-Person: Discuss with project director.
- AgFS, FCS, ENR and Master Gardener Youth: Discuss with program leader.

VOLUNTEER OR VOLUNTEER-LED PROGRAMS

UME Educators who supervise volunteers and who plan to offer volunteer-led, in-person programs or events should refer to the respective program areas below:

4-H Volunteers: Follow 4-H Youth Development in-person guidelines (found in Google Drive file mentioned above).

Master Gardener Volunteer Led Programs: Follow in-person MG program guidelines. (in development)

ENR and Watershed Stewards Academy Volunteers: Follow volunteer in-person program guidelines. (in development)



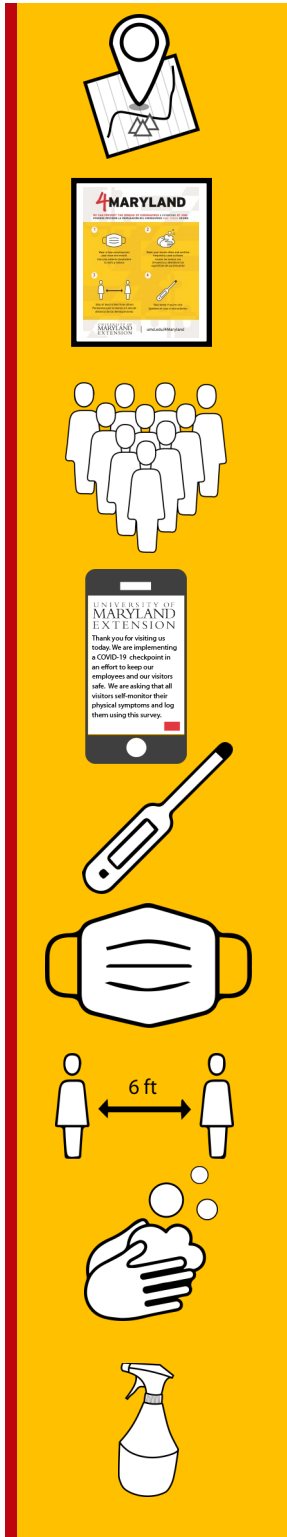
TABLE OF CONTENTS

Baseline Standard Infographic	1
Restoring UME In-person Programming for Adult Education	2
Location/Facility	2
Signage.....	3
Attendance Maximums and Required Spacing.....	3
Pre-Program Survey and Agreement	4
At Participant Arrival	4
During the Program	5
Face Covering	5
Social Distancing.....	5
Hand Hygiene.....	6
Cleaning.....	6
Other Considerations	6
Food/Snacks/Water	6
Faculty/Staff as Role Models	7
Partnering with Other Organizations	7
Attending Advisory/Planning Board Meetings	7
In-Person Speaking Invitations from Outside Organizations	7
Individual Field/Site Visits/Consultations	7
Permission to Hold Event/UMD Survey/Event Reporting	7
Attendance Record Instructions.....	8
Required Signage	9
Appendix	10
Cleaning, Sanitizing, and Disinfecting Procedures	i
I. Definitions.....	i
II. General Steps for Cleaning, Sanitizing, and Disinfecting	ii
Six Steps for Safe and Effective Disinfectant Use.....	iii
III. Plan for Cleaning, Sanitizing, and Disinfecting All Facilities	iv
IV. Other Information to Consider	vi
Program Cleaning, Sanitizing, and Disinfecting Checklist	vii
Program Equipment and Resource Checklist	ix
Program Registration Example	x
Using UME Registration Google Form Template	xi
Sample Attendance Record	xii
Required Signs Visual Summary	xiii
Post Program Report.....	xv
Health Agreement/Symptom Survey	xvi

University programs, activities, and facilities are available to all without regard to race, color, sex, gender identity or expression, sexual orientation, marital status, age, national origin, political affiliation, physical or mental disability, religion, protected veteran status, genetic information, personal appearance, or any other legally protected class.

BASELINE STANDARDS INFOGRAPHIC

The guidelines below are intended for programming conducted by UME faculty and staff for adult audiences. Guidelines for 4-H, Master Gardener, and other youth or volunteer-led programming are available separately. It is the responsibility of the faculty and staff that these standards and guidelines are followed.



LOCATION

In-person teaching events may be conducted either indoors or outdoors. There are different requirements for indoor versus outdoor meetings.

DIRECTIVES

UME activity must comply with state and local directives for gatherings. Signage and UME public health guidelines must be posted.

ATTENDANCE MAXIMUMS AND REQUIRED SPACING

Indoors: May not exceed 40 people with a minimum of 56 sq. ft. per person.

Outdoors: Events with one station/teaching area are allowed a total of 40 people.

Events with over 40 people must use multiple stations limited to 25 people per station and a maximum capacity of 100 people.

PRE-PROGRAM SURVEY AND AGREEMENT

All participants must complete a pre-program survey providing contact information, a review of COVID-19 symptoms, and agree to follow UME program requirements.

PARTICIPANT ARRIVAL

Upon arrival, participants must confirm their contact information, attest they are not exhibiting any COVID-19 symptoms, and verify they do not have a fever and did not have contact with individuals with COVID-19.

FACE COVERING

All participants including instructors must properly wear appropriate face coverings during the activity, as recommended by the CDC.

PHYSICAL DISTANCING

Participants must stay at least six feet apart throughout the activity.

HAND HYGIENE

All participants must have access to supplies for hand hygiene (sink with soap and water, hand sanitizer, portable hand washing station, etc.)

CLEANING

Cleaning, sanitizing, and disinfecting supplies with an EPA registration for use against SARS-CoV-2 must be available. High-touch surfaces and shared equipment, such as tables and chairs, or materials must be disinfected before each use.

RESTORING UME IN-PERSON PROGRAMMING FOR ADULT EDUCATION

The guidelines below are intended for programming conducted by UME faculty and staff for adult audiences in FCS, AgFS, 4-H and ENR program areas. Separate guidelines for 4-H youth, Master Gardener, and other youth or volunteer-led programming are available in the Shared Google drive folder “UME Program Reopening” (go.umd.edu/UMEPProgramReopening).

LOCATION/FACILITY

In-person teaching events may be conducted either indoors or outdoors. There are different requirements for indoor versus outdoor meetings as described below.

Indoor Meetings:

- The room must meet minimum size requirements of 56 sq. ft. per participant. Rooms must be configured to meet the minimum six-foot social distancing requirement. Tables and chairs must allow for six feet of space between participants. In auditorium-type facilities with permanent seating, indicate which seats can or cannot be used with signage or tape.
- Indoor facilities should have a designated area for a sign-in/registration table with ample space to physically distance during the check-in. Consider how you will manage the aisle ways and participant traffic flow.
- The instructor must maintain a distance of eight feet from the lectern/speaking spot to the first row of participants. Discourage instructors from moving around the class within eight feet of participants while speaking.
- Consider using a PA system or microphone to ensure everyone can hear well at socially distanced spaces.
- Consider restroom availability and determine the policy for participant’s use of and proper cleaning, disinfecting, and sanitizing of the facility’s restrooms. Considerations include number of people allowed in the facility at once, signage directing participants to the restrooms, and instructions for proper cleaning, sanitizing, and disinfecting of the facility’s restrooms including outlining those responsible for ensuring this is done.



Outdoor Meetings:

- Select locations with ample parking and adequate space for social distancing. Locations should have space for each station, area for sign-in/registration table, and be easy to navigate.
- Develop a contingency plan in the event of rain or other inclement weather. If possible, advertise the plan in the registration flier. For example: In case of rain or other inclement weather, call (xxx)-xxx-xxxx for event status.
- Consider technology needs such as access to power, an internet connection, or PowerPoint. An inverter powered by a vehicle or independent marine battery can be helpful for small power needs such as a microscope or projector. Always test the equipment the day before use to ensure it will provide adequate power for the length of your program. If available, a small generator may also be used. Consider using a PA system or a phone app.
- Consider restroom availability. If the event is held near a facility such as an Extension office, library, community building, or fairgrounds, determine the policy for participants to use the facility’s restrooms. Considerations include number of people allowed in the facility at once, sign-in procedures when entering indoor facilities, signage directing participants to the restrooms, and instructions for proper cleaning, sanitizing, and disinfecting of the facility’s restrooms including outlining those responsible for ensuring this is done. Determine if the temperature check (if required by facility) and arrival checklist performed at the start of the meeting will suffice for use of the facility’s restrooms to avoid duplication. For events without restroom facilities, consider having a portable toilet with adequate hand-washing stations. You may check with the local health department on rules for providing restroom facilities.

- For the purposes of this directive, a pavilion or tent with fully open sides and no restriction in air movement is considered an outdoor space.

SIGNAGE

Signage with basic directives is required.

Signage is required to inform and reinforce the guidelines that participants are required to follow. Directional signage should be prominently displayed leading participants to the event entry point. At the point of entry, signage with instructions on how to register should be displayed along with the 4Maryland signage on: face masks, social distancing, stay home if sick, and wash hands frequently. Signage can be found in the shared Google Drive folder “UME Program Reopening” (go.umd.edu/UMEPProgramReopening) under “required signage” and “optional signage.”



ATTENDANCE MAXIMUMS AND REQUIRED SPACING

UME activity must comply with state and local directives for indoor/outdoor gatherings. Check with local government and the local health department for regulations/directives on gatherings. The event must abide by the most restrictive of these guidelines and may vary (e.g., maximum capacity, minimum size requirement) by local or county governments.

- UMD resources: <https://umd.edu/4Maryland>
- Local health departments websites: <https://health.maryland.gov/Pages/departments.ASPX>
- Maryland coronavirus resources: <https://coronavirus.maryland.gov/>
- Maryland orders and guidance: <https://governor.maryland.gov/covid-19-pandemic-orders-and-guidance/>

Indoors:

- UME activity is limited to the maximum of 40 people or 1 person per 56 sq. ft., whichever number is lower, and not to exceed 40 persons total.
- At least one UME faculty/staff member is required for every 20 people.
- There cannot be more than 40 total participants congregated in one area at any time.
- Consider offering duplicate programs at different times to reduce class size.
- Recommend having several faculty/staff present at the activity to assist with check-in, and to assure local, state and CDC guidelines are followed.



Outdoors:

- Outside events with one station/teaching area are allowed a total of 40 people.
- Events with over 40 people must use multiple stations limited to 25 people per station and a maximum capacity of 100 people.
- There cannot be more than 40 total participants congregated in one area at any time.
- At least one UME faculty/staff member is required for every 20 participants.
- Recommend having several faculty/staff present at the activity to assist with registration, and to assure local, state, and CDC guidelines are followed.

PRE-PROGRAM SURVEY AND AGREEMENT

All registrants must register in advance by completing a pre-program survey providing contact information, declaration of any COVID-19 symptoms on the day of the event, and agree to follow UME program requirements.

- There are several methods for completion of the survey and agreement. For audiences with internet access, any web based survey tool may be used. A Google Form document has worked well for other educators. An example Google Form template can be found in the shared Google Drive folder. A hard copy form may also be used and can be found in the shared Google Drive folder “UME Program Reopening” (go.umd.edu/UMEPProgramReopening). Participants may call in to register; however, they must provide the same information and verbally acknowledge the participation agreement.
- Prior to the meeting, the registration and policy agreement forms should be reviewed and confirmed.
- Create a waitlist for those interested who cannot attend due to space limitations. To aid in-person check-in during the event, it is recommended that a registration list be created with each participant’s name, address, telephone number, email, agreement to policy, and a space to confirm they are asymptomatic. This list can be printed and used during participant arrival. A sample Excel spreadsheet can be found in the shared Google Drive folder “UME Program Reopening” (go.umd.edu/UMEPProgramReopening).
- If possible, email/call/text participants within 24 hours of the event to remind them of the check-in procedures, UME policies, and event location and start time.
- Registration fees must be fully refundable with no penalty assessed if participants cannot attend due to COVID-19 related reasons.



AT PARTICIPANT ARRIVAL

Participants will confirm their information for contact tracing purposes and either complete a paper version of a health agreement/symptom survey OR use a tablet to complete a health agreement/symptom survey. Participants need to complete a survey for each day of the program. In the health agreement/symptom survey, they will attest they are not exhibiting any COVID-19 symptoms, do not have a fever of 100.4° F or higher, have not been exposed to someone who has tested positive for COVID-19 in last 14 days, and are not living with someone who is currently quarantined. Signage should clearly indicate traffic flow and the facility set-up to maintain social distancing.



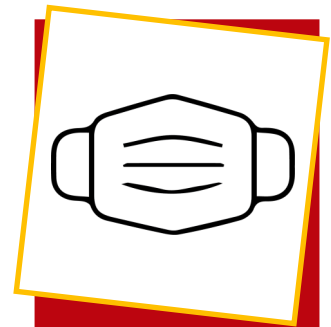
- Consider using signage, traffic cones, chairs, buckets, tape, sidewalk chalk, or other methods to mark participant path and the required six feet distance.
- Upon arrival, participants should report to the registration table. Each participant will verify information on the registration form and verify they do not have any symptoms using either a paper form or electronic means. Participant responses are confidential, so do not require them to respond verbally to medical questions. A poster of COVID-19 symptoms or a handout can facilitate this process. Keep the registration list after the program. Care should be taken to avoid one person being in close contact with several others during check-in. For example, plexiglass shields or barriers (e.g., tables) should be used to ensure six feet of separation to limit close face-to-face contact.
 - If using a tablet/computer, clipboard, or other items that need to be handled by each participant, the shared item must be disinfected after each use.
 - If using paper form, have participants hold it up and show you their attestation. Then ask the participant to drop the form in a box. Extension faculty and staff will maintain control of the box until the forms can be removed and placed in a locked file cabinet at the Extension office for six months under the supervision of the Area Extension Director. After six months, university protocol will be used to determine the storage of the documents.

- Participant’s temperature should be below 100.4° F to participate. Educators are not required to take participant temperatures; however, confirm the local facility/jurisdiction requirements regarding temperatures before the meeting.
- If pens or pencils are needed, either give each participant one to keep, or have separate baskets for clean and used pens.
- Pre-package any handouts and give them to each participant at the start of the event.
- If using multiple stations, consider how to group participants. Some methods include marking each set of handouts with a group number or pre-assigning groups using the registration list. Consider providing each participant with a reminder of their group such as a color-coded tag, shape, written note, etc.
- Provide instructions on where participants will report after check-in. Remind participants to stay within their original group/seat for the duration of the event.

DURING THE PROGRAM

Begin the program with a welcome and reminder of the policies. Remind participants that UME in-person programs are only possible if we follow state and UMD regulations. A sample welcome PowerPoint can be found in the shared Google Drive folder “UME Program Reopening”(go.umd.edu/UMEPProgramReopening).

- Have ample faculty/staff to help conduct the program. If there are multiple outdoor stations, consider having a faculty/staff member to assist participants in finding their station.
- Some programs require a certification signature such as those offering continuing education credits (e.g., pesticide recertification). In these cases, be sure to contact the certification agency to ask if verification of attendance can be submitted without a signature (i.e., a registration or attendance sheet signed by the UME educator). If a signature is still required, use individual certification sheets included in the handout packet. Have participants drop certification sheets in a box at the conclusion of the meeting. Avoid having multiple people sign the same sheet of paper or passing around a clipboard for signatures.



FACE COVERING

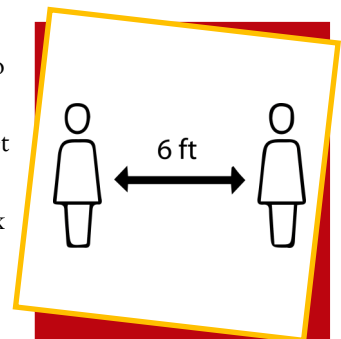
All participants including instructors must wear appropriate face coverings during both indoor and outdoor activities at all times.

- Signage with face covering directives and proper use should be prominently displayed. Have several extra disposable masks on hand to replace participants’ own masks if necessary.

SOCIAL DISTANCING

Participants including faculty and staff must stay at least six feet apart throughout the activity. Use visual physical distancing cues: place tables, chairs, traffic cones, or other objects at least six feet apart to help participants judge distance.

- Mark the ground/floor with tape marks or arrows to remind participants where to stand or what direction of travel.
- There should be one-way directional flow between stations so people do not meet during the transition from one station to the next.
- At the registration station, consider using two tables placed together to provide six feet of space between participants and staff.
- Per CDC guidelines, participants from the same household can be grouped together.



HAND HYGIENE

All participants must have access to supplies for hand hygiene (sink with soap and water, portable hand washing station, hand sanitizer, etc.).

- Hand washing with soap and water is preferred when facilities are available.
- Provide hand sanitizer, disposable paper towels, and a trash receptacle at each station and registration area. Hand sanitizer should meet minimum CDC requirements.
- Participants should be encouraged to use hand sanitizer upon arrival and when leaving the event.
- Keep disposable disinfectant wipes in restrooms (only use products with an EPA registration for use against SARS-CoV-2— <https://www.epa.gov/pesticide-registration/list-n-disinfectants-coronavirus-covid-19>). Post signs on stall doors and walls reminding users to wipe down handles, etc. before and after they touch them. Place a trash can right next to the door so participants can pull or push open the door using the wipe, then drop it in the can.
- Each participant should receive a disinfecting wipe at registration for wiping down their seating/table area and miscellaneous program materials.



CLEANING

Cleaning and disinfecting supplies must be available. High-touch surfaces and shared equipment or materials must be cleaned and disinfected before each use.

- There must be an appropriate plan for cleaning and disinfecting the meeting space before and after the event. This plan should include the person responsible for ensuring cleaning processes are followed and that the registration table, hardware, chairs, and other meeting equipment are cleaned and disinfected.
- Remember to disinfect all items before and after use and in between touches by individuals. If there are multiple sessions, the sanitation plan needs to be executed between sessions. Avoid using items that are difficult to clean or disinfect.
- For outdoor events, consider asking participants to bring their own chairs if seating is needed. This prevents having to disinfect on-site chairs or benches between station switches. However, be sure to have some extra seating on hand in case participants do not bring their own chairs.
- For detailed information on cleaning, sanitizing, and disinfecting procedures, see the “Cleaning, Sanitizing, and Disinfecting Procedures: Before, During, After Programs” document located in the shared Google Drive folder “UME Program Reopening” (go.umd.edu/UMEPProgramReopening).



OTHER CONSIDERATIONS

Food/Snacks/Water

- For outdoor events, water may be provided to participants, particularly on hot days. Do not use water coolers or cups. A bottle of water can be handed out during registration. Disposable water bottles can also be available during the program, but limit the number of people getting water at one time and have wipes available to wipe down surfaces after contact.
- Serving food or snacks is discouraged. If the program will require food due to its length, follow these precautions.
 - Utilize pre-packaged individual meals that contain all elements of the meal in one container.
 - Handwashing stations should be available. Allow ample time for everyone to wash hands, get food, and eat while maintaining social distancing requirements.
 - Do not allow participants to serve themselves from a common source (taking a slice of pizza from a box, taking cookies out of a package, pulling a can from a cooler, etc.)
 - No self-serve or potluck/buffet-style meals.

- If food is served, servers must wear appropriate food-service PPE including masks and gloves and strictly follow food service sanitation requirements.
- Provide trash receptacles and disinfect all surfaces after the meal is complete.

Faculty/Staff as Role Models

- It is important that faculty/staff members follow the required guidelines and serve as good role models for others to emulate.
- Be cognizant of your actions. If you don't wear a mask or respect the six-foot social distance rule, your participants won't either.

Partnering with Other Organizations

- If co-hosting an educational program with another organization, the minimum UME guidelines must be met. Communicate these requirements with partner organizations.

Attending Advisory/Planning Board Meetings

- If attending in-person meetings (e.g., Farm Bureau board meetings, county advisory board meetings, Soil Conservation District board meetings, etc.) the basic state and local public health guidelines must be met: face covering, social distancing, capacity size, hand hygiene, and symptom monitoring. Attending meetings virtually is preferred.

In-Person Speaking Invitations from Outside Organizations

- For speaking invites from outside organizations, state, and local public health guidelines must be met at the venue where the UME educator will speak.
- Consult with your Program Leader before accepting outside speaking engagements. Program Leaders will review individual speaking requests on a case-by-case basis.
- No out-of-state travel for in-person programming is currently permitted.
- Speaking invitations are defined as events where the faculty member's involvement is limited to speaking at the event. The faculty member and UME do not have a role in planning, organizing, co-branding, or implementing the program. These types of programs would be considered co-hosted events where full UME minimum guidelines must be met.

Individual Field/Site Visits/Consultations

- Only schedule field visits when necessary and when the issue cannot be resolved over the phone, email, or text. Field visits should only be conducted if they have an essential purpose as defined by the CISA—Essential Critical Infrastructure Workforce document (<https://www.cisa.gov/publication/guidance-essential-critical-infrastructure-workforce>).
- Educators are required to limit direct contact with the client during the visit. Communicate this with the client before visiting. Have the individual's cell phone so they can be called if a question arises about the specific details of the visit.
- If a face-to-face meeting occurs, all standard COVID-19 precautions must be followed. The client and educator must wear a face covering, maintain six-foot distance, and sanitize hands before and after the visit. Ask the farmer/client if they have any COVID-19 symptoms before visiting, even when no contact is expected.
- Prepare the needed supplies before the visit. This may include hand sanitizer, wipes, materials for collecting samples, a camera, client contact information, insect repellent, and sunscreen.
- Maintain a record of any site visited including location(s), individuals encountered, date, and time of visit.

Permission to Hold Event/UMD Survey/Event Reporting

- Any UME faculty/staff present during an activity must have completed the UMD daily self-monitoring survey and be cleared to return to the office the day of the program. UME faculty/staff may only participate in the in-person program voluntarily.
- Pre-approval for UME faculty/staff to hold meetings is not required with the assumption that all guidelines are followed.

REQUIRED SIGNAGE

Certain signs need to be displayed to encourage adherence to safety protocols, clearly communicate expectations, and facilitate safe traffic flow during programming. The following signage is required for all programming. The pdf files are located in the shared Google Drive folder “UME Program Reopening” (go.umd.edu/UMEPProgramReopening) under “required signage.”

REMINDERS

- Basic expectations for all participants to wear face mask, social distance, hand wash/sanitize, stay home if sick, and how to properly wear face mask

SYMPTOMS CHECK

- Located at sign-in station

HAND SANITIZING STATION

- Indicate location for participants to utilize hand sanitizer

HANDWASHING

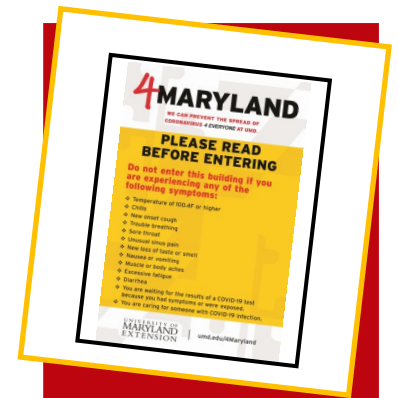
- Located in bathrooms and/or at hand washing stations

DIRECTIONAL

- Mark flow of traffic wherever necessary in order to maintain six feet spacing. Use six feet spacing reminder on ground at sign-in station or wherever lines are anticipated

OPTIONAL SIGNAGE

Other optional signs are available for use according to the educator’s discretion. The pdf files for these signs are located in the shared “UME Program Reopening” (go.umd.edu/UMEPProgramReopening) Google Drive folder under “Optional Signage.” Whenever possible, existing signage developed by the University of Maryland should be given preference for the sake of branding and consistency across programming. The optional signage includes information regarding how to properly wear a mask, safety reminders, maximum capacity, do not move chairs, etc.



APPENDIX

CLEANING, SANITIZING, AND DISINFECTING PROCEDURES

Follow these procedures for cleaning, sanitizing, and disinfecting:

I. Definitions:

- **Cleaning** removes residues (soil or organic material) from a surface using soap or detergent and water. Cleaning must occur first, since many chemical sanitizers and disinfectants won't work if a surface is dirty.
- **Sanitizing** surfaces reduces the number of bacteria and viruses to a safer level. Sanitizing can be done with heat or chemicals, and it is important to follow manufacturer directions carefully, as concentration and time on a surface are really important to reducing bacteria and viruses.
- **Disinfecting** reduces the levels of bacteria and viruses even more than sanitizing, and may require higher concentrations of chemical compounds or a longer contact time. Note: not all disinfectants are safe for food contact surfaces. Follow manufacturer's instructions.
- **Non-porous surfaces** that are hard and smooth (i.e. glass, plastic, metal) are easy to clean, sanitize, and disinfect since they cannot absorb water. Examples are stainless steel or laminate countertops.
- **Porous surfaces** (i.e. paper, untreated wood, cardboard) are harder to properly clean, sanitize, and disinfect because water can be easily absorbed into porous surfaces.

COVID-19 PREVENTATIVE MEASURES
CLEANING, SANITIZING, AND DISINFECTING

CLEANING REMOVES DIRT

DIRT
BACTERIA & VIRUSES

SANITIZING DESTROYS SOME BACTERIA AND VIRUSES

BACTERIA & VIRUSES

DISINFECTING DESTROYS MORE BACTERIA AND/OR VIRUSES

BACTERIA & VIRUSES

IMPORTANT INFO

- The virus causing COVID-19 requires disinfecting with compounds found here: <https://www.epa.gov/pesticide-registration/list-n-disinfectants-coronavirus-covid-19>
- Always clean before sanitizing or disinfecting
- Because disinfectants are harsher than sanitizers, they are not always safe for food contact surfaces
- Follow manufacturer's instructions

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Stay informed: go.ncsu.edu/covid-19
This institution is an equal opportunity provider
Updated September 10, 2020

NC STATE EXTENSION

II. General Steps for Cleaning, Sanitizing, and Disinfecting

Cleaning

- Wear disposable gloves to clean.
- First clean surfaces using soap and water, rinse, then use a sanitizer/disinfectant.
 - You cannot sanitize or disinfect an unclean surface.
- Practice routine cleaning of frequently touched surfaces.
 - Additional cleaning and disinfecting may be required based on frequency of use.

Sanitizing/Disinfecting

- Require the use of products with an EPA registration for use against SARS-CoV-2 <https://www.epa.gov/pesticide-registration/list-n-disinfectants-coronavirus-covid-19>.
- Follow the instructions on the label to ensure safe and effective use of the product.
 - Many products recommend keeping the surface wet for a period of time, then air drying or rinsing the surface.
 - Check the product label if drying time or rinsing is required.
 - If time is a factor, choose products that can be dried by wiping when possible.

Safety

- Take precautions such as wearing gloves, eye protection, and having good ventilation when using these products.
- Avoid mixing chemicals.
- Label diluted solutions, such as diluted cleaning solutions.
- **ALWAYS READ THE DIRECTIONS** for proper use and storage of chemicals.

SIX STEPS FOR SAFE AND EFFECTIVE DISINFECTANT USE



Step 1

CHECK THAT YOUR PRODUCT IS EPA APPROVED

Find the EPA registration number on the product. (only use products with an EPA registration for use against SARS-CoV-2— <https://www.epa.gov/pesticide-registration/list-n-disinfectants-coronavirus-covid-19>).



Step 2

READ THE DIRECTIONS

Follow the product's directions. Check “use sites” and “surface types” to see where you can use the product. Read the “precautionary statements.”



Step 3

PRE-CLEAN THE SURFACE

Make sure to wash the surface with soap and water if the directions mention pre-cleaning or if the surface is visibly dirty.



Step 4

FOLLOW THE CONTACT TIME

You can find the contact time in the directions. The surface should remain wet the whole time to ensure the product is effective.



Step 5

WEAR GLOVES AND WASH YOUR HANDS

For disposable gloves, discard them after each cleaning. For reusable gloves, dedicate a pair to disinfecting COVID-19. Wash you hands after removing the gloves.



Step 6

LOCK IT UP

Keep lids tightly closed and store out of reach of children.

coronavirus.gov

Source: [epa.gov/sites/production/files/2020-04/documents/disinfectants-onepager.pdf](https://www.epa.gov/sites/production/files/2020-04/documents/disinfectants-onepager.pdf)

BASIC DISINFECTING SOLUTION

Prepare a bleach disinfecting solution by mixing:

5 tablespoons (1/3 cup) unscented bleach per gallon of room temperature water **or** 4 teaspoons of unscented bleach per quart of room temperature water. **NOTE:** Only use bleach containing 5.25–8.25% sodium hypochlorite. Ensure contact time of at least 1 minute, allowing proper ventilation during and after application. Bleach solutions will be effective against COVID-19 for disinfection up to 24 hours.

<https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html#:~:text=Prepare%20a%20bleach%20solution%20by,per%20gallon%20of%20water.>

III. Plan for Cleaning, Sanitizing, and Disinfecting All Facilities

(2020, May 7) Modified from CDC.

1. DEVELOP YOUR PLAN (before program)		
STEPS	WHAT TO CONSIDER	ACTIONS
Identify equipment, cleaning and disinfecting products, and personal protective equipment required for program.	<ol style="list-style-type: none"> 1. Availability of cleaning and disinfectant products. 2. Personal Protective Equipment (PPE). 3. Logistics, or what can be physically transported. 4. Pre-existing equipment at the program site. 5. Access to clean potable water. 	<ol style="list-style-type: none"> 1. Complete Program Checklist (pre-program equipment section). 2. Complete the Cleaning, Sanitizing, and Disinfectant Checklist (pre-program section).
Identify how equipment will be cleaned and disinfected.	<ol style="list-style-type: none"> 1. Porous and nonporous equipment surfaces. 	<ol style="list-style-type: none"> 2. Complete the Cleaning, Sanitizing, and Disinfectant Checklist (pre-program section).
Determine how areas will be cleaned and disinfected.	<ol style="list-style-type: none"> 1. Prioritizing frequently touched surfaces. 2. Additional time necessary for set up and cleaning and disinfecting surfaces prior to program start time. 3. Location/access to clean water. 	<ol style="list-style-type: none"> 1. Build in additional time for cleaning and disinfecting. 2. Conduct a ‘walk through’ of the program site prior to program date or draw a map of the program site to determine location of equipment, sanitizing stations, etc.
Determine how to manage and to communicate hygiene and safety to participants.	<ol style="list-style-type: none"> 1. Signage for: <ul style="list-style-type: none"> o cleaning/sanitizing hands, o wearing masks, o social distancing, etc. 2. Distribution of program resources. 	<ol style="list-style-type: none"> 1. Completed Program Checklist (pre-program signage, distancing equipment, and resources distribution section). 2. Post signage for all to see. 3. Access the UME folder for signage (go.umd.edu/UMEPProgramReopening).

III. Plan for Cleaning, Sanitizing, and Disinfecting All Facilities

(2020, May 7) Modified from CDC.

2. IMPLEMENT YOUR PLAN (during program)		
STEPS	WHAT TO CONSIDER	ACTIONS
Schedule 'clean breaks' during the program.	<ol style="list-style-type: none"> 1. Length of program. 2. Frequency of high touch surfaces. 	<ol style="list-style-type: none"> 1. Schedule clean breaks during times groups are moving between stations. 2. Complete the Cleaning, Sanitizing, and Disinfectant Checklist (During program section). 3. Always follow the directions on the label for cleaners and disinfectants.
Determine if participant breaks are needed during program.	<ol style="list-style-type: none"> 1. Length of program. 2. Potential risk of participants interacting during breaks. 	<ol style="list-style-type: none"> 1. If breaks are necessary, schedule during 'clean breaks'. 2. Complete the Program Checklist (During program section).
3. POST-PROGRAM PLAN (after program)		
STEPS	WHAT TO CONSIDER	ACTIONS
Clean and disinfect program equipment.	<ol style="list-style-type: none"> 1. Location/access to clean water. 2. Additional time necessary for cleaning and disinfecting surfaces. 	<ol style="list-style-type: none"> 1. Cleaning, Sanitizing, and Disinfectant Checklist (Post-program section). 2. Complete the Program Checklist (Post-Program program section).
Trash Removal.	<ol style="list-style-type: none"> 1. How trash should be handled. 	<ol style="list-style-type: none"> 2. Check with your A/CED, facilities/maintenance, and/or landlord to determine how to remove trash for programs, with and without food, indoors and outside the Extension office.

(2020, May 7, <https://www.cdc.gov/coronavirus/2019-ncov/community/cleaning-disinfecting-decision-tool.html>)

IV. Other Information to Consider

Chemical Storage

- Labels must include the chemical name and dilution, whether they are in their original or other containers.
- Store labeled chemicals away from food storage and food contact surfaces.
- Food should not be stored in containers used for chemicals.
- Keep cleaning, sanitizing, and disinfecting supplies well stocked.

When You Should Wash/Sanitize Your Hands

BEFORE	AFTER
Putting your mask on	Taking your mask off
Touching your face	Touching face
Preparing food <ul style="list-style-type: none"> • Repeat hand washing as needed, such as after touching raw meat, fish, poultry, or touching an electronic device. 	Leaving a public place, repeat hand washing after touching items or surfaces that may be frequently touched by other people, such as door handles, tables, gas pumps, screens, shopping carts.
Eating food	Using a restroom Blowing your nose, coughing, or sneezing Changing diapers Caring for someone sick Touching animals/pets or their food/feed and waste Touching garbage Smoking

(CDC, 2020 July 31, <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>)

(CDC, 2020, April 2, <https://www.cdc.gov/handwashing/when-how-handwashing.html>)



PROGRAM CLEANING, SANITIZING, AND DISINFECTING CHECKLIST

Program: _____

Date: _____

Location: _____

Time: _____

Use this checklist to prepare for cleaning, sanitizing and disinfecting at Extension programs.

PRE-PROGRAM		YES	NOTES
Clean and Disinfect	Cleaner		
	Disinfectant (only use products with an EPA registration for use against SARS-CoV-2— https://www.epa.gov/pesticide-registration/list-n-disinfectants-coronavirus-covid-19)		
	Disposable disinfectant wipes registered with EPA		
	Clean towels		
	Disposable gloves		
	3 Buckets: 1 for cleaning, 1 for disinfecting, 1 for rinsing (labeled: clean, rinse, disinfect or use 3 different color buckets)		
	Scrub brush (plastic)		
	Access to potable water		
	Spray bottle (if using bleach disinfectant)		
Personal Protective Equipment (PPE)	Hand soap		
	Paper towels		
	Alcohol-based (70% or more) hand rubs/sanitizers		
	Goggles/eye protection (if making bleach disinfectant)		
	Masks (if participants forget to bring one)		
Apron (optional for making bleach disinfectant)			
Other *Number needed is based on the number of tables and clean breaks scheduled	Disposable tablecloths or plastic covering(s) for non-porous surfaces such as wood tables, podium, etc.)		
Clean and Disinfect	Non-porous surfaces (metal, hard plastic): clean and disinfect program equipment (laptop, projector, screen, speakers, chairs, microphones, extension cords, etc.)		
	Porous surfaces (wood): cover with disposable tablecloth or plastic cover		

PROGRAM CLEANING, SANITIZING, AND DISINFECTING CHECKLIST

PAGE 2

Use this checklist to prepare for cleaning, sanitizing, and disinfecting at Extension programs.

DURING PROGRAM		YES	NOTES
Clean Breaks	<p>Non-porous surfaces (metal, hard plastic): clean and disinfect program equipment (Laptop, projector, screen, speakers, chairs, microphones, extension cords, etc.)</p> <p>Porous surfaces (wood): cover with disposable tablecloth or plastic cover. Record time of clean break(s)</p>		
POST-PROGRAM		YES	NOTES
Clean and Disinfect	<p>Non-porous surfaces (metal, hard plastic): clean and disinfect program equipment (Laptop, projector, screen, speakers, chairs, microphones, extension cords, etc.)</p> <p>Porous surfaces (wood): cover with disposable tablecloth or plastic cover</p>		

NOTES:

Educator: _____

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PROGRAM EQUIPMENT AND RESOURCE CHECKLIST

Program: _____

Date: _____

Location: _____

Time: _____

PRE-PROGRAM		YES	NOTES
Program Equipment	Laptop		
	Projector and screen		
	Speakers and microphones		
	Podium		
	Extension cords		
	Chairs and tables		
	Trash bags		
	Heavy duty tape (to post signage)		
Site Set Up	Map out or conduct a “walk through” of the site		
Signage	Wearing masks, handwashing, hand sanitizing, social distancing, etc. (See UME signage folder)		
Distancing Equipment	Cones		
	Spray paint or chalk		
	Tape measure		
Resource Distribution	Pre-assembled program packets (at registration table or on chairs)		
	Pre or post-program via email or US mail		
	Single use pens or pencils		
DURING PROGRAM		YES	NOTES
Participant Hygiene Safety	Verbal reminder: <ul style="list-style-type: none"> Wear masks, wash and sanitize hands and social distance Role model behaviors to participant to set expectations Location of restrooms, handwashing and sanitizing stations and disposing trash 		
POST-PROGRAM		YES	NOTES
Trash Removal	Follow program site instructions		

NOTES: _____

Educator: _____

PROGRAM REGISTRATION EXAMPLE

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MARYLAND
EXTENSION

Program Name: _____

Program Date: _____

Program Location: _____

Program Description (optional): _____

Attendance Instructions: _____

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone #: _____

Email: _____

County: _____

MANDATORY COVID-19 REQUIREMENTS:

By checking this box and signing up for this program, you are agreeing to maintain a social distance of at least 6 feet from others, bring and properly wear a mask at all times, and follow all UME safety guidelines. Prior to the start of the meeting, you will be required to complete a short survey indicating you have no COVID-19 symptoms, you do not have a fever over 100.4° F, and confirm your contact information. Please do not attend the event if you are sick or have any COVID-19 symptoms (CDC symptoms list: fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea). As per CDC and MD state guidelines, participants will be required to leave if these procedures are not followed.

I agree to the above requirements.

Please complete this form and send to:

XXXX County Extension Office
123 Education Lane
Knowledge, MD 22222

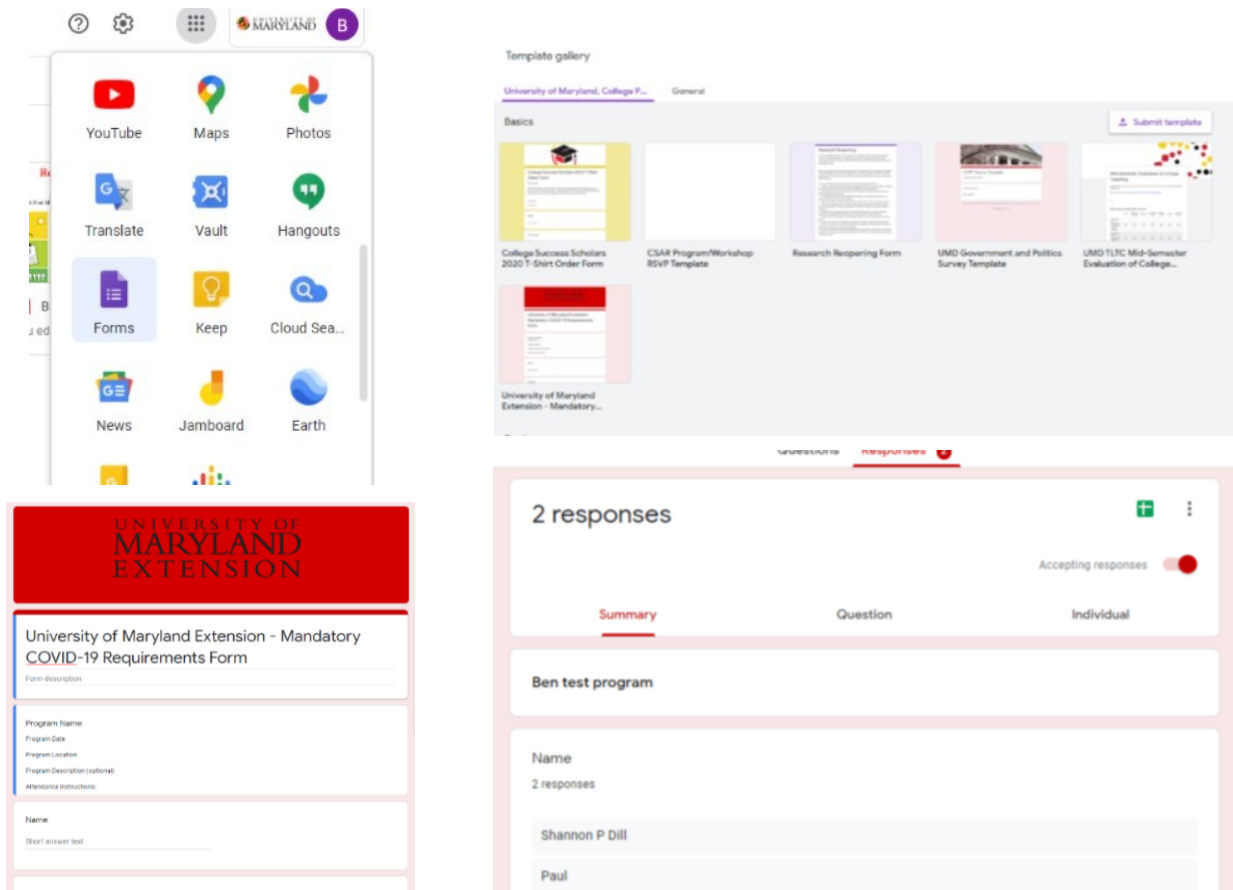
UNIVERSITY OF MARYLAND EXTENSION

USING THE UME REGISTRATION GOOGLE FORM TEMPLATE

An example Google Form template for UME program registration with COVID-19 agreement statement can be found under the Google Drive folder titled “Forms-UMD Templates.” Go to your Gmail account, click on the Google Apps button and scroll down to the Google Form link. In Google Forms, click on the icon for the Template Gallery (upper right) and be sure to be looking at the University of Maryland Templates tab, not the General templates tab. Then look for the University of Maryland Extension-Mandatory Registration Form. Open the form and a template will load with pre-filled out fields and a place to add your required program information. We recommend including attendance instructions such as where to arrive, procedures for check-in, inclement weather policy, etc. Complete the form template with the applicable program information. At the end of the form is a certification check box that participants can check. Click on that box and click the required response icon (lower right of the box).


To test the form out for yourself before sending, click the “Preview” button which is the eye in the upper right of the template.

When the form is complete, hit send. An option will allow you to either send with a link or send with email. We recommend sending with a link that can be shared via email, websites, etc. The Google Form will automatically be saved in your drive folder. When participants respond, their answers can be seen by opening the form and clicking the response icon at the top of the form.



REQUIRED SIGNS VISUAL SUMMARY

4 MARYLAND
 WE CAN PREVENT THE SPREAD OF CORONAVIRUS 4 EVERYONE AT UMD.
 PODEMOS PREVENIR LA PROPAGACIÓN DEL CORONAVIRUS PARA TODOS EN UMD.



SANITIZING STATION

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4 MARYLAND
 WE CAN PREVENT THE SPREAD OF CORONAVIRUS 4 EVERYONE AT UMD.
 PODEMOS PREVENIR LA PROPAGACIÓN DEL CORONAVIRUS PARA TODOS EN UMD.

**WASH YOUR HANDS
 LÁVESE LAS MANOS**



- ▶ Wet your hands with water.
Mójese las manos con agua.
- ▶ Lather with soap and scrub for 20 seconds.
Utilice jabón para frotarse las manos durante 20 segundos.
- ▶ Rinse your hands with water.
Enjuáguese las manos con agua.
- ▶ Dry with a clean towel or air-dry.
Séquese con una toalla limpia o deje secar al aire.

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4 MARYLAND
 WE CAN PREVENT THE SPREAD OF CORONAVIRUS 4 EVERYONE AT UMD.
 PODEMOS PREVENIR LA PROPAGACIÓN DEL CORONAVIRUS PARA TODOS EN UMD.

- 1 
 Wear a face covering over your nose and mouth
Use una cubierta facial sobre la nariz y la boca
- 2 
 Wash your hands often and sanitize frequently used surfaces
Lávese las manos con frecuencia y desinfecte las superficies de uso frecuente
- 3 
 Stay at least 6 feet from others
Permanezca por lo menos a 6 pies de distancia de las demás personas
- 4 
 Stay home if you're sick
Quédese en casa si está enfermo

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4 MARYLAND
 WE CAN PREVENT THE SPREAD OF CORONAVIRUS 4 EVERYONE AT UMD.

PLEASE READ BEFORE ENTERING

Do not enter this building if you are experiencing any of the following symptoms:

- ❖ Temperature of 100.4F or higher
- ❖ Chills
- ❖ New onset cough
- ❖ Trouble breathing
- ❖ Sore throat
- ❖ Unusual sinus pain
- ❖ New loss of taste or smell
- ❖ Nausea or vomiting
- ❖ Muscle or body aches
- ❖ Excessive fatigue
- ❖ Diarrhea
- ❖ You are waiting for the results of a COVID-19 test because you had symptoms or were exposed.
- ❖ You are caring for someone with COVID-19 infection.

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REQUIRED SIGNS VISUAL SUMMARY



POST PROGRAM REPORT

Post Program Report

After each program/event, educators **must** submit a post program report to their program leaders and A/CED within one week of the program/event.

Educator: _____ Date: _____

Program name: _____ Number or participants: _____

Program location: _____

It is important that educators report any significant incidents during the program/event. Please answer the following questions.

- | | | |
|--|-----|----|
| 1. Did any participant leave the program/event because they were feeling ill? (Circle) | Yes | No |
| 2. Did any participant cause a significant disruption during the program/event? (Circle) | Yes | No |
| 3. Was any participant asked to leave the program/event because they did not follow protocol? (Circle) | Yes | No |
| 4. Did any participant report a positive COVID-19 test after the program/event? (Circle) | Yes | No |
5. If you answered 'Yes' to any question, please provide a brief description of what occurred and how you responded.

6. Please provide any suggestions or comments you have about the program/event.

10/05/20

HEALTH AGREEMENT/SYMPTOM SURVEY



University of Maryland Extension (UME) Reopening Health Agreement

Any adult, 18 years or older who wishes to participate in an in-person UME program/event must complete and sign a paper version OR use a tablet to complete the Health Agreement/COVID-19 symptom survey for every program/event they attend. A completed Health Agreement is your “ticket” to enter the program/event and must be filled out prior to entering the program/event. Your Health Agreement will be reviewed and collected by an Extension Educator or designated staff member when you arrive.

Please answer the questions below and sign the form at the bottom of the page. Please note:

- ❖ Health Agreements should be completed the day of the program/event you plan to attend.
- ❖ **You should take your temperature at home the day of the program/event you plan to attend, to verify you do not have a fever of 100.4°F or higher.**

Program/Event: _____ Program/Event Date: _____

Participant Name: _____

Are you experiencing any of the following? **Check:** Yes or No

Do not check "yes" if a symptom is related to another long-term health condition.

- | | | |
|-----------------------------------|----------------------------|----------------------|
| Temperatures of 100.4°F or higher | Sore throat | Muscle or body aches |
| Chills | New loss of taste or smell | Excessive fatigue |
| New onset cough | Nausea or vomiting | Diarrhea |
| Trouble breathing | Unusual sinus pain | |

Are you waiting for results of a COVID-19 test because you had symptoms or were exposed? Yes No

Are you caring for someone with COVID-19 or possible COVID-19 infection? Yes No

If you answered “Yes” to one of the questions above, you should not attend the UME program/event. Contact your health care provider if you are experiencing the symptoms described above.

I understand that when participating in this UME program/event, I will be required to follow rules and protocols designed to help keep everyone safe and well. These rules include wearing a mask or face covering appropriately during the entire program, practicing physical distancing and washing or sanitizing my hands. I agree to follow all rules, procedures, and protocols as directed by UME educators or staff and understand that failure to do so may result in my dismissal from the program/event.

Signature _____ Date _____

University Maryland programs, activities, and facilities are available to all without regard to race, color, sex, gender identity or expression, sexual orientation, marital status, age, national origin, political affiliation, physical or mental disability, religion, protected veteran status, genetic information, personal appearance, or any other legally protected class.

