**NOTE: Please download a copy of the template before filling it out.**

**College of Agriculture Safety Plan Approval Process**

* **Send completed form to Pandora,** **pwoodwar@purdue.edu** **4 weeks prior to your event.**

For club meetings and workshops you can do just 1 form for all meetings

If your group is doing a special event that is not exactly the same as a club meeting or workshop (community service, open show, fundraiser, etc.) you must fill out a new safety plan.

* For events with **fewer than 100 attendees**, use this form.
* For **OUTDOOR off-campus events hosted by Extension**, a safety plan does NOT need to be submitted.
* For **off-campus events hosted by Extension** that include both indoor and outdoor activities, submit a safety plan JUST for the parts of the event that are held indoors.

**Purdue College of Agriculture COVID-19 Safety Plan**

Contact Name Joe Clover\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Email joeclover4@noemail.com\_\_\_

Contact Phone 765-482-0750

Event Name Happy Clovers 4-H Club Meetings\_\_\_\_\_\_\_\_

Location/Venue 4-H Fairgrounds, Lebanon (See below all possible rooms venues, meetings are being moved around with the fairgrounds housing vaccine clinics.

Expected Number of Attendees 40\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Venue size (sq. feet) See grid below

Date(s) of the Event June 8\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If multiple buildings/locations are involved in the event, list size of each separately.

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| **Building** | **Sq Ft** |
| Farm Bureau Community Building (total) | 10,336 |
| Auditorium  | 7480 |
| Dining Room | 1280 |
| Kitchen | 816 |
| Commercial Building | 12,000 |
| Rabbit/ Poultry Building  | 6000 |
| Annex | 1833 |
| North Track Office | 520 |
| Witham Pavilion (total) | 16,500 |
| Rooms 1 & 2 | 1080 |
| Room 3 | 990 |
| Exhibit Hall | 9000 |
| Kitchen | 495 |
| Centennial Hall North | 12,000 |
| Centennial Hall South | 12,000 |
| Ag Shelter | 2400 |

List partners involved with the organization and implementation of the event.

Please provide details on how each of the requirements below will be met.

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| **Description of Event:** Please provide a brief description of the event, including expected audience (i.e. farmers, students, industry) and potential speakers (Purdue or external). |
| Monthly club meetings consist of 4-H student members, leaders and parents. Students run the meeting with guidance from leaders and conduct club business such as election of officers, discuss any club activities and student presentations. |

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| **Social Distancing (requirement of 6 ft. per person):** Please provide information on how social distancing will be maintained during the event. Briefly describe seating arrangements, registration tables, use of face coverings and line spacing as people enter and exit rooms, restroom areas, and other high traffic flow areas. Diagrams are not required, but may be attached if useful to explain. |
| The meeting room is large enough that tables can be arranged to maintain social distancing as needed. Face coverings will be required when social distancing cannot be maintained (i.e. recreation). We will monitor the state’s color-code status for capacity limits and make sure we are in a space that meets requirements.  |

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| **Cleaning/Sanitation:** Please provide information on the cleaning/sanitation protocols during the event, including frequency and who is responsible. Information on the sanitation of interactive elements (computers, A/V equipment, writing utensils, microphones, etc.). Please describe the availability of hand sanitizers and disinfectants for use during the event. |
| Wipes and hand sanitizer will be on site and available to attendees at club meetings. Club leader will ensure tables and chairs are cleaned before and after each club meeting. We will not use shared materials between families. If shared materials are needed they will be wiped off between uses by different people. |

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| **Communication/Signage:** Please provide information on how COVID-19 safety procedures will be distributed to event attendees and the signage to be used at the event to provide guidance to attendees.  |
| We will remind families in email before meeting that if someone in the home is not feeling well, we ask them to not attend in person.  |

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| **Staffing:** Please provide information regarding daily health screenings. In addition, provide information on who is responsible for cleaning/sanitation. |
| 4-H Volunteers will self-screen for COVID-19 symptoms prior to going to meeting. There are 2 club leaders so if one cannot attend because they have COVID-19 symptoms the other club leader will run the meeting.  |

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| **Registration/attendees:** Please describe how registration/attendance will be collected, if at all. What will be the procedure if staff or an attendee displays symptoms of COVID-19 during the event? |
| Attendance is recorded by roll call at the start of the meeting. Anyone displaying symptoms of COVID-19 will be asked to leave and be separated from the group if a parent is not in attendance at the meeting. |

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| **Food/beverage:** Please provide information regarding food and beverage service during the event. |
| Any food or beverage available at the meetings will be purchased and individually packaged snacks and drinks. |

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| **Transportation:** Please provide information regarding transportation of attendees (to/from airport, to/from off-site field locations) if applicable. **NOTE: May not be applicable for Purdue Extension events.** |
| NA |

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| **Budgeting (only required when Purdue Extension is the hosting organization):** Please provide budget documentation and estimates of budget implications if the event is cancelled. Please use the budget worksheets from <https://extension.purdue.edu/hub/cvent-resources/> |
| The use of the fairgrounds is provided without charge. There is no financial liability if the club meeting is cancelled. |

Approval: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Associate Dean/Dean

*Once Safety Plan is approved, provide a copy of the signed document to your Department or Unit leader so they are made aware of the event.*