

Program Preparedness Plan Checklist

County _____ **Event Title** _____

Date of Event _____ **Location** _____

Anticipated Attendance Number _____

Please mark the boxes below for each item that has been addressed in your planning. Provide comments below the item as appropriate. Submit to your DEA a minimum of 14 days prior to the event. Attach flyer, registration info and any other materials deemed relevant.

BEFORE EVENT

- Can the event be conducted via technology with similar results?

Details: _____

- Consult with local health authority, County Judge, City Manager or other appropriate authorities to determine local expectations and regulations related to gatherings.

Details: _____

- Notify potential participants of social distancing and personal hygiene expectations prior to the event. Include notification if facial covering or other PPE will be required.

Details: _____

- Determine space requirements for pre-registered participants and make certain proposed space is sufficient to allow 6-foot social distancing requirements.
 - If Indoors, what is the stated room capacity? Remember the appropriate percentage of capacity must not be surpassed.

- If Outdoors, is the space sufficient for the anticipated number of attendees? Can they see and hear the program while maintaining appropriate social distancing practices?

- If not, what accommodations will be made for sound and visual participation?

- Order adequate PPE for expected attendees. At a minimum, there should be tissues and hand sanitizer sufficient for the expected attendees. A small supply of facial coverings should be available in case of an attendee feeling ill.
- Make AgriLife Extension's expectations clear (in writing) to all potential attendees prior to the event. They should understand the required social distancing and be prepared to provide their own PPE if required

Details:

DAY OF EVENT

Please provide details where space is allowed for them.

- Plan for registration to be as touch free as possible. Do not have attendees sign in on a common sign in sheet. All attendees, speakers, caterers, sponsors, etc must provide full contact information (***name, address, e-mail, phone***) or they will not be allowed to participate. Possible alternatives (check which method to be used):
 - Collect all pertinent information about participants with pre-registration or RSVP and simply check them as present when they arrive. **PREFERRED METHOD**
 - Have volunteer or staff member collect names and contact information and record them on master sheet.
 - Have individual registration forms available for participants to complete and place in a box without contact. Pens used should be kept by participant.
- If there will be multiple lines for registration, there should be no more than one line and one volunteer/staff member per table. Tables should be spaced a minimum of 6 feet apart. Six feet increments should be marked off for participants.

Details: _____

- Refreshments should be served to participants.
 - Individually wrapped snacks are ideal.
 - Coffee and/or tea should be served by volunteers or staff who are wearing disposable gloves.
 - Bottled water should be handed to participants by gloved attendant.

Details: _____

- If a meal is to be provided, it should be boxed by the caterer, or plated meals should be served by caterer/staff.

Details: _____

- Seating in the meeting should be a minimum of 6 feet apart, facing the same direction. If bleachers are used, they should be clearly marked with 6 foot spacing between seats.
- High touch areas such as registration, snack tables, seats, and restrooms should be disinfected regularly during the event.

Please briefly explain any items that you were not able to check above and provide as much detail as possible on plans to address possible exposure points.

Approved by Supervisor: _____ Date _____