



IANRE YDP COVID-19 PHASE B

Face-to-Face Programming Volunteer Checklist

Before you offer any face-to-face programming:

- Complete COVID-19 Phase B Training, delivered via video conferencing or using website for reference.
- Receive a passing score (100%) on COVID-19 Training Quiz.
- Complete a volunteer Agreement form
- For each program you will run that is similar in nature, complete Mitigation Form and wait for approval.
- Once your program approval and plan is received, announce registration (plan for staggered arrival time).
- Be sure all registered families know you have an approved plan, and have it available for them to access.

Before a Program Meeting

- Ensure only 20 participants per group (including adults) and building/room capacity will not exceed 50%.
- Communicate with parent/guardian importance of keeping youth home if sick, and within 72 hours of fever breaking.
- Be sure parents/guardian know they will be required to answer screening questions at drop-off.
- Find a meeting location: outside if possible.
Consider your activity! Physical exertion and loud activities should especially be held outside.
- Print a copy of your COVID-19 Mitigation Plan and have on file during all program meetings.
- Make sure you have enough supplies! Remember, no sharing of equipment or high-touch materials.
- Pick up your COVID-19 Kit: keep an adequate supply of disinfectant, hand sanitizer & paper towels.
- Clean and sanitize all common surfaces with provided disinfectant, Clorox wipes or diluted bleach solution.
- Post provided signage stating symptomatic people may not enter your program.
- Space tables, chairs at a minimum, 6 ft apart when possible. Plan for assigned seats.

During your Program Meeting

- Have your attendance/screening form available at drop-off and complete for each person, including yourself and *any other people* who are present. If anyone answers yes, they may not participate in the program. Before returning, they must be symptom free for 72 hours before they can participate.
- If youth becomes symptomatic during program, call guardian ASAP and have an isolated spot for them to remain until they can be picked up.
- At start of meeting, explain health guidelines in appropriate manner; model throughout meeting.
- Upon entry, before and after activities and on an hourly basis: all participants must wash hands with soap and water. Supervise youth!
- Be sure face coverings are worn properly (cover mouth and nose) by all participants: in ALL indoor settings at all times and outdoors whenever a 6 ft distance between individuals cannot be continuously met, and closer than 10' for activities which require physical exertion.
- Ensure there is no sharing of equipment or consumable supplies.
- Do not serve food or drink (participants may bring from home if needed).

After your Program Meeting

- Within 24 hours, send your attendance/screening form to your district agent.
- Clean and disinfect all common surfaces with a disinfectant spray, Clorox or diluted bleach solution.

In the Event of a Positive COVID-19 Case

- Provide District Staff with case information ASAP after you are notified. **No information about the case should be shared with anyone else.**
- For locations you manage, cleaning and disinfecting must be performed as soon after the confirmation of a positive case as practical.
- In addition, volunteers and participants are strongly encouraged to utilize the UAF COVID-19 Environmental Health Services and Risk Management Tracking Form if having participated in a YDP regardless of on or off campus. Please consider any meeting space a “UAF Facility” for the purpose of completing this form.

<https://docs.google.com/forms/d/e/1FAIpQLSe9nQ1Lk0pUgqEXDbFsSrZHiRI4UGWBhkBDU7cuEx4NnYeZtg/viewform>