**Planning Checklist for University Youth Programs Operating During COVID-19**

The information included below reflects guidelines that are **currently required/recommended**. In the event there is a discrepancy between this guidance and state or federal law or local regulations, the applicable laws or regulations supersede this planning checklist.

**Essential In-Person Activity:** Please explain why it is essential for your program to be held **in-person** and indicate why virtual/remote methods are not feasible.

**Compliance:** Indicate by clicking the boxes below that you have reviewed and understand your compliance obligations, including those pertaining to COVID-19 guidance and information applicable to your youth program:

[ ]  OSU’s [COVID-19 Safety and Success](https://covid.oregonstate.edu/), [Face Covering](https://policy.oregonstate.edu/UPSM/04-041_COVID19_face_covering) and [Physical Distancing](https://policy.oregonstate.edu/UPSM/04-040_COVID19_social_distancing) policies

[ ]  **[Update]** Oregon Early Learning Division’s [Health & Safety Guidelines](https://oregonearlylearning.com/form_sets/health-and-safety-guidelines-for-child-care-and-early-education-operating-during-covid-19/)

[ ]  Oregon Health Authority Sector Guidance (based on program type):

* [Guidance for School Aged Summertime Day Camps](https://sharedsystems.dhsoha.state.or.us/DHSForms/Served/le2357.pdf) (still in effect as of 8/28/20)
* [Specific Guidance for Child Care Sector](https://sharedsystems.dhsoha.state.or.us/DHSForms/Served/le2353.pdf)

[ ]  [University Policy 07-040](https://policy.oregonstate.edu/UPSM/07-040_safety_of_minors) (Safety of Minors)

[ ]  [Standards of Behavior](https://youth.oregonstate.edu/standards) for adults working in programs and activities with minors

[ ]  [Minimum training requirements](https://youth.oregonstate.edu/training), including identifying, reporting & preventing abuse

*Use this box to list any additional compliance items or safety protocols that your program or activity is subject to, or that you plan to put into place:*

**Communicable Disease Plan:**

[ ]  A written communicable disease plan is in place, which includes:

* protocols to notify the [Local Public Health Authority](http://healthoregon.org/lhddirectory) (LPHA) of any confirmed COVID-19 cases among children or staff;
* a process and record keeping to assist the LPHA as needed with contact tracing;
* a protocol for screening children and staff for symptoms;
* a protocol to restrict from the program any ill or exposed persons; and
* conditions or criteria for possible cessation of program activities.

**Record Keeping:**

[ ]  My program has the capacity to develop and maintain\* a **daily log** for each stable group that conforms to the following requirements to support contract tracing:

* Child’s name
* Drop off / pick up time
* Adult completing both drop off / pick up
* Verification of daily health check
* Adult emergency contact information
* All staff that interact with stable group of children (including floater staff)

\*Logs must be retained for a minimum of 4 weeks after completion of the program **[Update]** or retained for 2 years for programs that are subject to child care regulations

**Program Design:** The proposed activity must adhere to the *program design elements* below. If any requirement cannot be fully met, describe mitigation strategies or alternative protocols in the text box.

[ ]  Require face coverings for adults and youth over age 5, in alignment with [Statewide Mask, Face Shield, Face Covering Guidance](https://sharedsystems.dhsoha.state.or.us/DHSForms/Served/le2288k.pdf) and OSU’s [Face Covering](https://policy.oregonstate.edu/UPSM/04-041_COVID19_face_covering) policy

[ ]  **[Update]** Maintain stable groups of 20\* or fewer youth with the same assigned adults, with a minimum of 1 adult for every 15 children (Kindergarten and older)

*\*For group size based on ages and County Phase, see ELD’s* [*Health & Safety Guidelines*](https://oregonearlylearning.com/form_sets/health-and-safety-guidelines-for-child-care-and-early-education-operating-during-covid-19/)

[ ]  Eliminate large group activities (larger than stable group)

[ ]  Physical environment that allows at least 35 sq ft per child (average 350 sq ft per stable group) for indoor spaces and 75 sq ft per child for outdoor spaces

[ ]  Maintain at least 6 feet of physical distance between adults at all times, and between all children and adults from other stable groups

[ ]  Stagger drop-off, pick up and meal times, where possible

[ ]  Minimize contact during drop-off and pick-up, requiring parents to remain outside the facility for sign-in and sign-out of their children

[ ]  For indoor programming, ensure that each stable group remains in the same indoor physical space each day and does not intermingle with any other group

[ ]  **[Update]** No field trips are permitted unless they are conducted fully outdoors

*Use this box to describe mitigation strategies for any exceptions to above protocols*

**Cleaning and Hygiene:** The proposed activity must adhere to the *cleaning and sanitizing procedures* below. If any requirement cannot be fully met, describe mitigation strategies or alternative protocols in the text box.

[ ]  Clean, sanitize and disinfect frequently touched surfaces multiple times per day

[ ]  Avoid use of items that are not easily cleaned, sanitized or disinfected (i.e., plush toys, etc.)

[ ]  Provide hand washing and facilities, tissues and garbage receptacles that are easily accessible to children and staff

[ ]  All persons should wash their hands frequently with soap and water for at least 20 seconds

[ ]  Ensure safe and correct application of disinfectants and keep these products away from children following labeling direction as specified by the manufacturer

[ ]  Ensure that ventilation systems operate properly and increase the circulation of outdoor air as much as possible (unless doing so poses a risk to health and safety)

For additional cleaning guidance see the CDC’s guide for [Cleaning and Disinfecting Your Facility](https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html) **[Update]** and *Required Cleaning Schedule* in the [Health & Safety Guidelines](https://oregonearlylearning.com/form_sets/health-and-safety-guidelines-for-child-care-and-early-education-operating-during-covid-19/) for Child Care.

*Use this box to describe mitigation strategies for any exceptions to above protocols*

**Certification:**

[ ]  Checking this box indicates that the person completing this form is authorized to do so by the department/unit and that all information included in this form is accurate.

Submitted by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Unit/Program: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Submission Instructions:**

Submit completed forms through OSU’s online [Youth Program Registry](http://apps.ideal-logic.com/osuysc), or send via email to youthsafety.compliance@oregonstate.edu.