**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](mailto:youthsafety.compliance@oregonstate.edu).