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.

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:

☐ [Update] Vaccine or Testing Requirement for OSU Events guidance (Box link)
☐ OSU’s COVID Safety and Success Policy
☐ Applicable Statewide Guidance (based on sector or program type):
  • Summer and Youth Programs Reopening Public Health Recommendations and Requirements (Oregon Health Authority - OHA)
  • Child Care Provider COVID-19 Requirements and Recommendations (Oregon Early Learning Division - ELD)
  • Governor’s COVID-19 page: https://govstatus.egov.com/or-covid-19
☐ University Policy 07-040 (Safety of Minors)
☐ Standards of Behavior for adults working in programs and activities with minors
☐ Minimum training requirements, 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:
  • A protocol to notify the Local Public Health Authority (LPHA) of any confirmed COVID-19 cases among children or staff;
  • a protocol for exclusion of individuals with COVID-19 or susceptible to COVID-19;
  • a protocol to end program activities if cases warrant or if recommended by OHA or LPHA;
  • a process for keeping daily logs and record-keeping to assist with contact tracing;
  • a designated COVID-19 “Point of Contact” to facilitate communication, maintain healthy operations, and respond to COVID-19 questions from OHA or LPHA, state or local regulatory agencies, the university, family and staff.
OSU Youth Program Resumption Plan (revised 9-15-2021)

Record Keeping:
☐ My program has the capacity to develop and maintain* a daily log that conforms to the following requirements to support contract tracing:
  • Child’s name, arrival and departure date and times
  • Adult name(s) completing drop-off and pick-up (if applicable)
  • Adult emergency contact information for each child (unless already on file)
  • Names of all staff or persons coming in contact with youth, including arrival and departure date and times
  • If transportation is provided, document names of all riders and their contact info

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

Exclusion and notification: The proposed activity must adhere to the exclusion and notification requirements below. If any requirement cannot be fully met, describe mitigation strategies or alternative protocols in the text box.

☐ Exclude from the program any child or staff member who tests positive for COVID-19, regardless of vaccination status, for a period of at least 10 days after onset of illness, or as otherwise directed by the LPHA or health care provider
☐ Exclude from the program any child or staff member who is susceptible and who is exposed to COVID-19 for a period of at least 14 days after the exposure, unless the LPHA authorizes a shortened period for individuals without symptoms
☐ Inform all families, staff, and individuals involved in the program that they should not enter the program if they are unvaccinated and have been exposed to COVID-19
☐ Notify the LPHA immediately if anyone who has been on the premises of the program is diagnosed with COVID-19
☐ Communicate, in coordination with the LPHA, with all families and other individuals who have been on the premises of the program in the past 14 days about a confirmed case of COVID-19

Use this box to describe mitigation strategies for any exceptions to above protocols
Recommended protocols: In addition to the requirements listed above, indicate which, if any, of the following recommended protocols your program will utilize. Note: while these practices are encouraged, they may not be used to restrict anyone’s access, nor shall they deviate from OSU’s COVID Safety & Success Policy.

☐ Monitor for COVID-19 symptoms anyone who comes into the program
☐ Separate a youth or staff member from others if they exhibit symptoms of COVID-19 or other communicable illnesses and send sick individuals home as soon as possible
☐ Promote vaccination for eligible staff, youth and their family members
☐ Provide alcohol-based (60-95%) hand sanitizer, handwashing facilities, tissues and garbage receptacles that are easily accessible to children and staff
☐ Ask all persons in the program to frequently wash their hands with soap and water for at least 20 seconds, especially before/after meals, using the restroom, etc.
☐ 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)
☐ Recommend that all unvaccinated individuals and those with weakened immune systems wear a face covering, especially when participating in indoor activities
☐ Whenever possible, keep adults and youth in the same groups or “stable cohorts”
☐ When utilizing cohorts, minimize interaction with individuals from other groups
☐ Maximize outdoor activities, unless doing so poses a risk to health and safety

Use this box to list additional protocols you will implement to maintain health and safety:

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, or send via email to youthsafety.compliance@oregonstate.edu.