During a pandemic, KSRE professionals need to consider the needs of their audience and make reasonable adjustments to programming to best engage the needs of learners with these guidelines in mind. Streaming a meeting or providing virtual engagement between meeting dates, may need to be implemented.

We must remain vigilant to keep safety of the participants, volunteers, and public top priority as we transition back to face-to-face programming. Realizing that Extension clientele will have various levels of comfort with being in face-to-face situations during a pandemic outbreak, no participant should be asked to participate in any manner that makes them feel uncomfortable or is unsafe.

KSRE staff should always monitor themselves first. Please do a self-assessment for COVID-19 symptoms each day before going to work. If you are experiencing 2 or more symptoms below, PLEASE STAY HOME and contact your supervisor.

- Cough
- Shortness of breath, difficulty breathing or severe wheezing
- Pain or chest pressure
- Chills, or shaking with chills
- Fever over 100.4
- Muscle Pain
- Sore throat
- Headache
- New loss of smell or taste, change in taste
- Blueish lips or face
- Vomiting
- Diarrhea
- Lethargy, fatigue

Then consider:

- Are all local public health guidelines being followed? Check with your local health authority.
- Can the program be offered using a virtual platform?
- Are there participation options for persons interested in participating but concerned about their health/safety?
- What precautions are you taking to minimize the participants’ risk of exposure to COVID-19?
- Have you communicated public health etiquette to be practiced at the program?
- Stay home if you have tested positive, are showing COVID-19 symptoms (see above), or had close contact with a person with COVID-19 in the last 14-days.
- Practice hand hygiene and respiratory etiquette:
  - Frequently wash hands with soap and water for at least 20 seconds. If soap and water is not readily available use hand sanitizer with at least 60% alcohol.
  - Cover cough and sneezes with a tissue or use the inside of your elbow.
- Use face coverings.
- Maintain a 6-ft distance with others as much as possible.
GUIDELINES FOR DAY OF CLASS OR EVENT

PRIOR TO THE PROGRAM

- Clean and disinfect surfaces and objects that are frequently touched and establish a plan for cleaning and disinfecting regularly if class/event is longer than an hour; or after the class/event is complete. Surfaces that might need disinfecting include tables, counters, doorknobs, light switches, countertops, handles, phones, keyboards, toilets, faucets, chairs etc.

- Provide access to hand-washing stations with soap, hand sanitizer with at least 60 percent alcohol, paper towels, tissues, disinfectant wipes, cloth face coverings, and no-touch trash cans as feasible.

- Modify layouts: Space seating at least 6-ft apart.

- Provide signage to educate those at the class or event
  - Create and prepare sign or documents that will be used for communicating procedures like: checking in, contact information needed, reminders to wash hands, reminders to not attend if feeling sick or had known contact with anyone with symptoms in the 14 days prior to the meeting (contact your local Extension Office for signage)

DURING THE PROGRAM

- Reduce the physical closeness of participants and the length of time they are close to each other or to leaders.

- Model and encourage the use of face coverings.

- Reduce the amount of necessary touching of shared equipment/materials.
  - Important to provide individual pens/pencils for sign-in and any handouts already compiled for each participant.
  - Whenever possible, group participants/volunteers from the same household together.
  - Discourage handshakes, hugs or any other signs of greeting that violate physical distancing.
  - Limit sharing of items that are difficult to clean, sanitize, or disinfect.
  - Circulate outdoor air when possible.

- Food: If providing food at an event, provide pre-packaged boxes or bags for attendees instead of a buffet or family-style meal.
  - If doing a food preparation demonstration:
    - Do not allow participants to help at this time, encourage them to view demonstration from a 6-foot distance.
    - Educator should wear a mask and gloves at all times during preparation.
Taste tests should be packaged by the person demonstrating into individual, single-use containers and the demonstrator should provide the taste test to each class participant to decrease potential of cross-contamination.

- Keep a record of participants’ contact information.

**RESOURCES**
Adapted from: Ongoing COVID-19 Mitigation Guidance – Kansas 4-H

The information was gathered from the CDC website:
- Avoid contact for 14 days: https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/care-for-someone.html “Caregivers can leave their home 14 days after their last close contact with the person who is sick (based on the time it takes to develop illness), or 14 days after the person who is sick meets the criteria to end home isolation.”