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**Kansas State University
Agricultural Experiment
Station and Cooperative
Extension Service**

Kansas State University, County Extension
Councils, Extension Districts, and U.S.
Department of Agriculture Cooperating.

K-State Research and Extension is an equal
opportunity provider and employer.

COVID 19 Safety Protocol Waiver

Background

In Kansas, Local Extension Units are jointly administered by Kansas State Research and Extension (KSRE) and a local governing body, known as an Extension District Governing Body for Extension Districts or an Executive Board for counties.

Kansas State University (KSU) employees are subject COVID-19 safety guidelines as determined by KSU. This includes remotely located employees such as Extension agents located in counties and Extension districts.

It is recognized that local counties in Kansas may have different safety protocols that affect the residents in those counties. In Extension districts, each county within the district might have different safety protocols.

Recognizing that county governments and county departments of health may have different COVID-19 safety protocols than KSRE, the local District Governing Body/County Executive Board may choose to waive the use of KSU COVID-19 safety practices and accept the local Department of Health safety practices for interacting with the general public. If, at a local District Governing Body/County Executive Board meeting, such a motion is made, seconded and passed by majority vote to follow the local Department of Health safety practices, the following must still be observed:

1. KSRE employees, including agents and Extension office support staff, are still required to follow KSU safety protocols.
2. Clientele must be given the opportunity to participate in Extension-affiliated programs or meetings by appropriate distance technology unless programmatically prohibited or impractical.
3. The county or district agrees to accommodate agents/volunteers/participants who request and receive an approved accommodation relating to COVID-19 protocols (example: an agent who has a compromised immunity applies for and receives an official accommodation from Human Capital Services to only work remotely during our COVID-19 challenge).
4. Any KSRE employee who is concerned about their health and safety, when delivering or participating in face-to-face meetings, has the option to request alternative delivery or participation methods such as the use of distance technology. Where no alternatives exist, they will be allowed to turn down their role as presenter or participant without consequences.

By waiving the use of KSU COVID-19 safety practices in favor of local Department of Health safety practices, the local District Governing Body/County Executive Board agrees to assume all liability that normally would be shared by K-State Research and Extension had the local unit been following KSU COVID-19 safety practices. It should also be known that ALL coverage offered by the supplemental local-unit accidental coverage that is purchased through the 4-H program fees program will be null and void if local units adopt COVID-19 protocols other than those of Kansas State University and K-State Research and Extension.

Waiver

NOW, THEREFORE BE IT RESOLVED, by the Extension District Governing Body/County Executive Board of _____ Extension District/County, Kansas, in regular meeting duly assembled this _____ day of _____, 20____ that the District Governing Body/County Executive Board waives the COVID-19 safety requirements of Kansas State University and adopts the local Department of Health safety protocol through the end of the current year.

Adopted this _____ day of _____, 20____, by the Extension District Governing Body/County Executive Board of the _____ Extension District/County Executive Board.

By: _____ Chairperson

(Attach to the minutes of the meeting in which the waiver was passed. Copies of the signed waiver and minutes should be emailed to the local unit's respective regional director and the associate director for field operations, Dr. Chris Onstad.)

Sample Motion

Extension Board Example of a Motion:

Be it moved that the, Scenic County Extension Executive board (Extension unit), accept the COVID-19 Safety Protocol Waiver and adopt the Scenic County (Extension unit) Department of Health's safety protocol in place of Kansas State Universities COVID-19 safety protocols.

Motion made by:

Motion Seconded by:

Recorded vote: ____ in favor, ____ opposed

Be it moved that the, Scenic County Extension District Governing Body(Extension unit), accept the COVID-19 Safety Protocol Waiver and adopt the Department of Health's safety protocols in the respective counties within the Scenic County Extension District in place of Kansas State Universities COVID-19 safety protocols.

Motion made by:

Motion Seconded by:

Recorded vote: ____ in favor, ____ opposed