



**Planning Face-to-Face Extension Master Gardener (EMG) Association
Sponsored Events/Meetings Beginning July 1, 2020:
A Guide for Purdue EMG County Coordinators**

**Prepared by
Purdue EMG Advisory Committee Members:**

**John Orick, Purdue EMG State Coordinator
Steve Mayer, Extension Educator, Marion County
Rosie Lerner, Consumer Horticulture Extension Specialist
Gina Anderson, Extension Educator, Floyd County
Amy Thompson, Extension Educator, Monroe County
John Bonkowski, Diagnostician, Purdue Plant and Pest Diagnostic Lab
John Woodmansee, Extension Educator, Whitley County**

Each EMG association will need to thoughtfully consider how they will implement the Back on Track Indiana requirements for face-to-face events and meetings. Ideally, the needs of the membership would need to be considered with sensitivity. As decisions are made, clear communication is important so that individuals can determine how and whether to participate based on their own needs. It would be beneficial to think about options that might allow at-risk individuals to participate at whatever level possible.

Be advised that requirements and restrictions may change at any time given the fluidity of this situation.

Required

- Know the stage in the Back on Track Indiana plan for EMG association's county at the time of the face-to-face event or meeting and follow those requirements. Refer to <https://backontrack.in.gov/> for more information and guidelines required by the plan.
- Some venues and/or local governments may have more stringent requirements. EMG associations will need to follow those requirements. Contact your [local health department](#) and personnel overseeing the meeting venue before advising the local EMG association on face-to-face meeting/event decisions.

Recommended

(Each association may need to consider additional implications related to their local community, event, or meeting.)

- Can the meeting or event be conducted virtually? If so, consider continuing to conduct virtual EMG association meetings or events.
- When planning a face-to-face meeting or event, can a virtual option be offered for members who do not feel safe attending a face-to-face meeting or event?
- Plan face-to-face meetings and events as short in duration as possible to minimize exposure time, especially if held indoors.
- Can 6 ft. social distancing be observed in a face-to-face meeting at the event/meeting venue? Will associations need to limit participants? Stagger use restrooms or hallways? Position chairs and tables differently?



Purdue University is an equal opportunity/equal access/affirmative action institution.

- Is the venue regularly sanitized (including restrooms and all high-touch surfaces) and is there hand washing or hand sanitation supplies available for attendees at entrances, in meeting rooms, and in restrooms?
- EMG association leadership will want to consult their liability insurance provider concerning Covid-19 related coverage.
- Consider budgeting for a possible cancelation or lower attendance (approx. 25% decrease) at events or meetings where there are expenses dependent on a registration fee.
- Ask members who are ill, are exhibiting symptoms of Covid-19, or have been in close contact with someone that is ill or exhibiting symptoms to stay home. It is best if members conduct their own health screening at home before coming to the meeting/event. For more information visit, <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>
- Wearing a face covering is highly recommended. Requirements for wearing face coverings may vary. So, review state and local requirements for wearing face coverings and follow the most stringent. EMG associations should be able to order a limited amount of Personal Protective Equipment (PPE) from the Indiana Small Business PPE Marketplace <https://backontrack.in.gov/ppemarketplace.htm>.
- How will the EMG associations handle food at meetings? Not offering food at meetings or events is recommended. Instead, consider asking attendees to eat prior to the meeting or event and allow attendees to bring a drink for their own consumption, if needed. Avoiding the use of drinking fountains is also recommended with the exception of touchless bottle refill stations.
- It is recommended that EMG associations keep an attendance list with contact information for each in-person meeting or event, if contact tracing by a local health department is requested and contact information distribution is approved by Purdue Extension staff.
- Regular announcements to attendees and signage posted throughout the venue helps to reinforce these precautions. Downloadable signs for this purpose can be found at:
 - <https://www.purdue.edu/physicalfacilities/covid-building-signs.html> (Protect Purdue)
 - <https://www.cdc.gov/coronavirus/2019-ncov/communication/print-resources.html?Sort=Date%3A%3Adesc> (CDC Print Resources)
- For more information about planning events and gatherings, visit: <https://www.cdc.gov/coronavirus/2019-ncov/community/large-events/considerations-for-events-gatherings.html>

NOTE: All Purdue Extension sponsored meetings or events require submission of a Covid-19 Safety Plan for approval.