

In-Person Event Request

Name: Pamela Bennett	Email: bennett.27@osu.edu	Dept. Extension
		Extension Office: Statewide Event
Decision: Approved	Decision Date: 8/7/2020	Unique ID #: 048
Event Title: Master Gardener Volunteer meetings and planning, preparation for programming. This is just for planning and preparation, not for actual programs. This will remain the responsibility of each county ANR Educator; they will be required to apply for an exem		
Event Start Date(s): 8/1/2020		
Committee Comments: For Clark County personnel now		

Category of the in-person event.

Other, please describe General and committee meetings

Justification for in-person programming (vs. virtual)

These are planning meetings to prepare for projects and virtual teaching events around the state. This exemption request is for all MGVC County programs (64 counties) to hold planning meetings and work meetings in order to provide programming.

Ohio State employee responsible for the event

Pam bennett.27

List of Other Ohio State professionals who will be present during the event(s):

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Length of the event:

Multiple days

Date(s) of the event:

Start Date: 8/1/2020

End Date: 6/30/2021

Description of the event.

Master Gardener Volunteers and Extension staff meet periodically to plan and prepare for programs. These meetings are sometimes long discussions that are better suited for face to face meetings as opposed to virtual. These meetings will be held in various locations around the state, including at Extension offices and project sites. They would last from one to three hours.

Again, this is not for face to face programming conducted by MGVs. This is just for preparation and planning purposes. The ANR educator in the county is responsible for applying for an exemption on behalf of the MGV program.

Description of intended target audience.

The intended audience is Master Gardener Volunteers who are active in the Ohio Volunteer Management system.

Anticipated number of attendees.

99

Location(s):

CFAES Location 2:Other

CFAES Location 3:Other

Other: (List location(s) if other than on Ohio State property/campus.): Local county extension office and affiliated sites. I can provide a spreadsheet of all of the counties with program.

Strategy for meeting ODH/CDC/university safety guidelines (be specific)

We have been successful in implementing proper safety protocol in our previous exemption for projects. Those protocols include:

Physical distancing, remaining 6' apart. Number of people permitted will be according to the size of the room and physical distancing. The number will not exceed this. The Extension Educator is responsible for monitoring this.

Masks are required when in contact with others at a garden site or a meeting site.

Hand sanitizer will be supplied by the Extension office. Restroom facilities will be available.

Extension Educator will be responsible for following all protocol for sanitizing the facilities per OSU directions.

If the meeting is held off site, the above applies, Extension Educator is responsible for sanitizing facilities per OSU directions.

No food or drinks will be permitted, unless someone brings their own drinks/food. It will not be shared.

MGVs will be responsible for monitoring their health and will not be permitted to attend these meetings if they have any of the symptoms or if they have been in contact with someone who was affected. Extension Educator will send communications on a weekly basis regarding the health information.

Additional information or comments:

If you need additional documentation, i can provide this from our Volunteer Management System. This is a blanket exemption so that all 64 counties won't have to apply for an exemption for every MGV meeting that is held. These meetings will only be used

Is your supervisor aware of and in support of the event/in-person program?

Yes

In addition to business sector or university guidelines, you must agree to the following (check for agreement and provide initials):

Retain final registration or meeting attendee list and acquire phone numbers in case contact tracing becomes necessary.,Ensure attendees follow instructions for safety, including the use of masks while on University property.,Provide your initials:

Initials of submitter: pjb