

In-Person Event Request

Name: Pamela Bennett	Email: bennett.27@osu.edu	Dept. Extension
		Extension Office: Statewide Event
Decision: Not approved	Decision Date:	Unique ID #: 300
Event Title: Blanket Request for In-Person Tours of Gardens around the State		
Event Start Date(s): 11/01/2020		
Committee Comments: Each individual county must submit their own request for a planned series		

Category of the in-person event.

Education/Training

Justification for in-person programming (vs. virtual)

Garden tours must be held in the physical gardens at times. We are doing some virtual tours but the public has requested on site tours.

Is this event sponsored by Ohio State?

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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young.2@osu.edu meyer.

Length of the event:

Multiple days

Date(s) of the event:

Start Date: 11/01/2020

End Date: 11/01/2021

Description of the event.

This is a blanket exemption request for Counties that have a MGV program with a demonstration garden, including Chadwick Arboretum. I can provide an excel spreadsheet of each county and the OSU Staff responsible for each tour. The MGVs and/or staff would lead a tour of the demonstration site. These tours typically last from an hour to an hour and a half.

Description of intended target audience.

The public is our audience.

Number of attendees/event(s):

Total number of attendees anticipated at single-day event: 30

Location(s):

CFAES Location 1: OSU Extension (Statewide Campus)

CFAES Location 2: Chadwick Arboretum

Venue Type:

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

The maximum number of attendees permitted on any given tour would be 30. First, this would be governed by the size of the demonstration garden - following the 30 sq ft guideline per person. Next, determined by the number of MGVs or staff leading the tour. No more than 10 persons per MGV/Staff tour guide would be permitted, ending up with a total of 30 people, if space is permitted.

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 garden and 30 square feet physical distancing. The number will not exceed this. The Extension Educator is responsible for monitoring this.

- *Masks are required for all participants and staff during the entire garden tour.

- *Hand sanitizer will be supplied by the Extension office.

- *Restroom facilities will be available if they are located on site.

- *Extension Educator will be responsible for following all protocol for sanitizing any facilities used for meeting to begin the tour, per OSU directions.

- *No food or drinks will be permitted, unless someone brings their own bottled water/drink.

- *Staff and MGVs will be responsible for monitoring their health and will not be permitted to lead a tour if they have any of the symptoms or if they have been in contact with someone who was affected.

- *Tour participants will be reminded about health conditions and exposure to Covid prior to the tour.

- *Extension Educator will send communications on a weekly basis regarding the health information; if a MGV is asked to lead the tour, the MGV will report health status to staff.

Additional information or comments:

None

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