

**In-Person Event Request**

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		<b>Extension Office:</b> Clark
<b>Decision:</b> Approved	<b>Decision Date:</b> 10/30/2020	<b>Unique ID #:</b> 325
<b>Event Title:</b> OSU Extension Master Gardener Volunteer Plant Sale		
<b>Event Start Date(s):</b> 05/01/2021		
<b>Committee Comments:</b>		

**Category of the in-person event.**

Other, please describe Plant sale to raise funds for Snyder Park Gardens and Arboretum

**Justification for in-person programming (vs. virtual)**

This is an outdoor event and we do not have the capacity to manage this online.

**Is this event sponsored by Ohio State?**

Yes

**Ohio State employee responsible for the event**

Pam Bennett

**List of Other Ohio State professionals who will be present during the event(s):** pearson.6,

Rich

**Length of the event:**

Multiple days

**Date(s) of the event:**

Start Date: 05/01/2021

End Date: 05/29/2021

**Description of the event.**

OSU Extension Master Gardener Volunteers will purchase plants wholesale, bring them to Snyder Park Gardens and Arboretum, display them on the grounds, and sell them to the public on consecutive Saturdays in May.

**Description of intended target audience.**

General public

**Number of attendees/event(s):**

Number of planned events during specified time frame: 4

Average number of attendees PER EVENT: 50

TOTAL number of attendees during specified time frame: 200

**Location(s):**

CFAES Location 1: OSU Extension (Statewide Campus)



## Venue Type: Outside

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

We have the capacity to only allow a specific number of people inside a fenced in area at Snyder Park Gardens and Arboretum. The maximum number of attendees permitted inside the fenced area, including staff and volunteers is 20. The space inside the fence is 7,500 square foot. Individuals waiting to come inside the fenced area will be required to wait in line, outside of the fence, spaced 6' apart. We will have the drive marked for this distancing. A MGV will be at the gate, allowing people in so that the 20 person maximum is followed. As people make their purchases at a different exit gate, another person would be permitted to shop. It will take longer, but it's the reason why we are having it on multiple days. People will need to sign up for a specific date to shop.

Protocol will be followed. 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 inside the fence is 20 at the 30 square feet physical distancing. The number will not exceed this. The Extension Educator is responsible for monitoring this. Those outside of the fence will be spaced 6 feet apart. If more than 50 people show up (they may not pay attention to their specific time to shop), they will be asked to remain in their car. This is in a park so there is ample parking and space.

\*Masks are required for all shoppers and staff during the entire event..

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

\*Restroom facilities will be available only for staff and volunteers.

\*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 regarding the health information; if a MGV is working the sale, the MGV will report health status to staff.

\*Staff will keep a list of all MGVs who work the sale; buyers will need to sign up for a time and provide their contact information.

### 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