

Phased Reintroduction Plan for Extension, Continuing Education, Outreach and Summer Youth Programs

The six-stage phasing description and tabular representation (see below) has been liberally borrowed from the University of Washington's research restitution plan and UC Berkeley's plan. The phased description was developed by the UC VCRs and shared widely with the APLU Committee on Research. A UNH Resuming Research Committee has modified the phases for fit with the UNH paradigm. The Office of Outreach and Engagement has aligned its plan with that of UNH research. Lower phases are more restrictive, higher phases less so.

Public health directives and the current state of the health care and Covid-19 public health response systems determine the timing as to when any given institution in its local context is permitted to move up or down between phases. Before allowing greater extension and continuing education programs, as well as outreach and campus summer youth programs, a plan and rigorous enforcement of social distancing directives is necessary. All approved activities will comply with [New Hampshire's Safer at Home 2.0 Universal Guidelines](#).

PHASED APPROACH

- Phase 1 represents access restricted to only essential personal. All extension, outreach, and continuing education programs are moved to remote and online learning platforms. All offices are closed.
- Phase 2 represents activities restricted to only those programs identified as essential by the State's stay-at-home order.
- Phase 3 represents a degree of relaxed reintroduction of limited enrollment (10 or less indoor/25 or less outdoor) activities defined as essential, and as permitted by the public authorities, with priorities given to seasonal and low-risk activities. Enforced health screening, social distancing, personal protective gear, and sanitation protocols in place.
- Phase 4 represents increased activities in response to changes in NH Executive Orders. Changes permit in-person extension, outreach, and continuing education activities with limited enrollment to resume and new programs to be introduced. Activities adhere to COVID-19 screening for employees, and social distancing and health screening for external participants as recommended.
- Phase 5 represents a further relaxation of program constraints allowing increased enrollment (CDC participant density guidance), except for large community/group programs. Activities adhere to social distancing and health screening practices as recommended. Summer youth programs are approved on a case-by-case basis adhering to social distancing, cleaning & sanitation, health screening and the availability of UNH resources/facilities.
- Phase 6 represents a return to business as usual, full enrollment density and activity. (NO or MINIMAL STATE RESTRICTIONS)

Note at these phases will need frequent review and adjustment. There is considerable fluidity between phases. Also, at any time, plans must be in place for a return to a previous phase.

PHASE	EXTERNAL CONDITIONS	SUMMARY & METRICS	CRITERIA	TIME PERIOD
1	Situation unknown and changing. COVID-19 hospitalizations on the rise Testing limited, PPE shortages	Extension, Outreach and Continuing Education programs moved to remote learning	<i>Extension, outreach and continuing education offices are closed.</i> <ul style="list-style-type: none"> Minimum staffing. Authorization for one-time access to offices to pick up mail, program materials, office equipment etc. delegated to deans/directors. 	MARCH
2	Situation unknown and changing. COVID-19 hospitalizations on the rise Testing limited, PPE shortages State stay-at-home order in place	Only activities deemed essential are allowed with no in-person contact with stakeholders/participants see Appendix 1. <i>Plans for sudden return to Phase 1 in place</i>	<i>UNH facilities, offices, and field stations/offices are closed</i> <ul style="list-style-type: none"> Authorization for one-time access to offices to pick up mail, program materials/supplies, and office equipment delegated to deans Essential services are allowed under solo-site visit/no-contact guidelines Programs are moved to remote and virtual delivery methods Summer internship programs that can be accomplished remotely are encouraged. 	
	<i>Preparations for next phase</i>		<ul style="list-style-type: none"> <i>Necessary core facilities are staffed and operational</i> <i>Necessary supplies are accessible through UNH inventory and/or approval to purchase program supplies has been provided.</i> 	

			<ul style="list-style-type: none"> • Social distancing, facial coverings, cleaning measures • understood and in place (e.g. face coverings for all on UNH personnel required) 	
3	<p>Local COVID-19 hospitalizations flatten, then drop</p> <p>COVID-19 testing capacity increases</p> <p>PPE shortages still exist</p> <p>Public health authorities & Governor relax restrictions on 'essential workers' and stay-at-home order</p> <p>Local schools still closed/teaching remotely for rest of academic year</p>	<p>Definition of "essential" relaxed to include seasonal programs and permit low-risk activities to proceed. See Appendix 1.</p> <p>State stay-at-home order is revised</p> <p>Explore options for summer youth programs</p> <p>Explore options for limited enrollment outreach and continuing education programs</p> <p><i>Plans for sudden return to Phase 2 in place</i></p>	<p><i>Seasonal activities:</i></p> <ul style="list-style-type: none"> • <u>Field Extension/Engagement</u>: Expand approvals to in-person essential programs depending on what current restrictions are in the state and counties where field programs are to be conducted. • <u>Continuing Education</u>: Programs continue to be restricted to remote learning and online programs. Essential programs may be approved on a case-by-case basis. • <u>Summer Internship Programs</u>: Student internships that can be accomplished remotely continue to be encouraged. <p><i>Low risk activities:</i></p> <ul style="list-style-type: none"> • Offsite field/outreach programs that can easily be accomplished using social distancing, and preventative measures, as well as previously defined as "essential" are approved. 	CURRENT
	Modified Phase 3	<p>Reduced off-campus in-person programming, limited to outdoor in-person activities.</p> <p>All extension, outreach, and continuing education programs that can be done remotely should continue to be, including all seminars, group meetings, etc.</p>	<p>Outdoor in-person Programs:</p> <p>Beginning 11/16/20, we will operate under a modified Phase 3. Outdoor program capacity will be 25 individuals (including instructors). All other mandatory guidelines must be followed.</p>	11/13/20

		<p><i>Programs with Phase 4 approval are expected to modify programs to adhere to the modified Phase 3 guidelines, and do not need to re-submit approval requests.</i></p> <p><i>Programs that do not currently have Phase 4 approvals must submit an approval request through the online portal.</i></p>	<p><i>Indoor in-person Programs:</i></p> <ul style="list-style-type: none"> Beginning 11/16/20, all in-person indoor programs will be moved to remote delivery. Programs that are unable to be delivered remotely should be canceled. <p><i>Off-campus Office Use:</i></p> <ul style="list-style-type: none"> Beginning 11/16/20, off-campus offices are closed and staff are expected to work remotely. Limited approvals to visit off-campus offices may be provided by unit leaders. Approved activities may include; mail processing, financial services, and/or administrative tasks. <p><i>Transportation:</i></p> <ul style="list-style-type: none"> Beginning 11/16/20, shared personal and/or UNH vehicles is not allowed for travel to off-campus programs. This protocol does not apply to campus-based staff that are currently part of the testing pool. 	
	Preparations for next phases		<ul style="list-style-type: none"> Core campus functions are staffed and operational to handle increased campus activities More core facilities are staffed and operational Programs can purchase/obtain necessary health and safety supplies Social distancing, face mask, cleaning measures, health screenings understood and in place 	

<p>REVISED 4</p>	<p>Local COVID-19 hospitalizations continue to decrease</p> <p>COVID-19 testing capacity near maximum of needed capacity</p> <p>PPE more widely available</p> <p>State stay-at-home order is revised/lifted. Further relaxation of restrictions</p>	<p>Gradually expand # of campus programs/people on campus and in remote facilities while maintaining social distancing</p> <p>All extension, outreach, and continuing education programs that can be done remotely should continue to be, including all seminars, group meetings, etc.</p> <p>Explore options for in- person off campus youth programs.</p> <p>Explore options for limited enrollment outreach and continuing education programs.</p> <p>Hybrid online and in- person programs encouraged.</p> <p>Plans for sudden return to Phase 3 in place</p>	<p><u>Updated Mask Protocols-</u></p> <ul style="list-style-type: none"> • Masks are no longer required to be worn outside except in gatherings of 20 or more where physical distancing cannot be maintained. • Masks should be worn indoors, regardless of vaccination status, in common areas, classrooms and labs. Masks do not need to be worn inside offices occupied by only one person. <p><u>Office of Outreach & Engagement Unit Employees</u></p> <ul style="list-style-type: none"> • Employees with responsibilities that must be done on campus must adhere to UNH COVID-19 testing requirements and maintain a valid Wildcat Pass. For employees who can fulfill job responsibilities at home, short duration campus visits may be approved on a case-by-case basis by their unit leader. • COVID-19 testing is once a week for faculty, staff and fully vaccinated UNH students There is no schedule; pick a day Monday-Thursday and drop off your sample before 4 p.m. Please review the Summer Testing FAQs for how to make your Wildcat Pass valid when needed. <p><u>All On-Campus Outreach Programs</u></p> <ul style="list-style-type: none"> • A limited number of programs may be approved through the Outreach & Engagement Office as well as UNH's Incident Response Team (IRT). • Indoor programs are restricted to one person/36 sq ft max room occupancy. • Outdoor programs are restricted to cohorts of 25 people or fewer. • All participants attending the class/event/program must complete the health screening 90 minutes prior to the event or when arriving. • UNH employees conducting approved on-campus programs must be part of the UNH testing protocol 	<p>05/28</p>
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			<p>and maintain a valid Wildcat Pass, unless other arrangements are made by the IRT during the approval process.</p> <ul style="list-style-type: none"> • A limited number of campus youth programs may be approved through the youth program online approval process as well as UNH's Incident Response Team (IRT). Programs must meet youth program COVID-19 handbook guidelines as well as protection of minors requirements. Requests for these programs must go through the online youth program approval process. A COVID-19 health and safety plan is required. <p><u>All Off-Campus Outreach Programs</u></p> <ul style="list-style-type: none"> • Programs must be approved by the Outreach & Engagement Office. Specific to Extension staff, programs should check with their supervisor to find out if an approved protocol exists for a similar program. • Indoor programs are restricted to one person/36 sq ft max room occupancy. • Outdoor programs are restricted to cohorts of 25 people or fewer. • All participants, excluding UNH employees, must complete the health screening 90 minutes prior to the event or when arriving. • Mask use and social distancing continues to be required. Please review the guidance document for specific protocols. • Off-campus youth programs may be approved on a case-by-case basis. Programs must meet youth program COVID-19 handbook guidelines as well as protection of minors requirements. Requests for these programs must go through the online youth program approval process. A COVID-19 health and safety plan is required. 	
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			<p><u>Internships</u></p> <ul style="list-style-type: none">• Student internships must be approved by the Outreach & Engagement Office. Specific to Extension, program staff should check with their supervisor to find out if an approved protocol exists for a similar internship.• Student internships that are part of an academic program are approved by academic deans.• Off-campus internships must adhere to social distancing, mask usage, and daily health screening.• On-campus internship participants must be part of the UNH testing protocol and maintain a valid Wildcat Pass.	
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5	<p>New cases of COVID-19 are low</p> <p>COVID-19 testing is at maximum needed capacity PPE availability normal</p> <p>Further relaxation of restrictions - standards for activity based on ability to social distance</p>	<p>Represents a further relaxation of program constraints allowing increased enrollment (CDC participant density guidance), except for large community/group programs.</p> <p>Activities adhere to social distancing and health screening practices as recommended.</p> <p>Outreach, extension, and continuing education programs that can be done remotely are encouraged, including all seminars, group meetings, etc.</p> <p>Hybrid online and in-person programs encouraged.</p>	<ul style="list-style-type: none"> • Allow access to campus and off-campus offices. Must maintain social distancing, health screening and max occupancy per building limited to staff, PPE required in common spaces. Where shared space is permitted, personnel should work standard shifts to minimize contact and facilitate contact tracing. • <u>Public/Field Extension & Outreach</u>: expanded enrollment on case-by-case basis (depending on local conditions/restrictions at field sites, travel restrictions, ability to travel safely and ability to social distance, health screen at sites). • <u>Continuing Education</u>: Further expanded limited enrollment on case-by-case basis. Must maintain social distancing and max occupancy per classroom space. Daily health screening required for staff and participants. • <u>Student Internship/work-study Programs</u>: Student intern/work-study roles that can be accomplished following social distancing, health screening and PPE 	Unknown
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		<i>Plans for sudden return to Phase 4 in place</i>	<p>guidelines approved on a case-by-case basis. Remote and online responsibilities preferred.</p> <p><u>Campus-based Youth Programs:</u> A limited number of campus youth programs may be approved by the Incident Management Team. All mandatory guidelines for outreach programs must also be followed and approved through the application process.</p> <p><u>Off-campus Youth Programs:</u> Off-campus youth programs may be approved on a case-by-case basis. Programs must meet mandatory guidelines for outreach and engagement activities as well as protection of minor's requirements.</p>	
6	<p>Low risk of public transmission of disease, in combination with widespread testing and identification of new COVID-19 cases, with quarantining</p> <p>No or minimal state restrictions</p>	<p>All types of on-site extension, outreach, youth programs, and continuing educations are allowed</p> <p>Plans for sudden return to Phase 5 in place</p>	<ul style="list-style-type: none"> All programs fully operational with no or minimal social distancing and enrollment limitations. 	Unknown

Online Activity Approval Process

Requests must include:

- Description of how the program will adhere to mandatory guidelines for conducting extension, outreach and continuing education programs.
 - Guidelines (below) and available online with example protocols
- If a UNH facility (classroom, lab, field site, etc.) will be used, pre-approval by facility/site administrator required
- Approval of request by dean/director or UNH administrator Verification of adherence to mandatory guidelines:
- Environmental Health and Safety (as appropriate)
- UNH COVID-19 Response: Economic Engagement and Outreach sub-team
- VP Outreach & Engagement Final Approval
- Environmental Health and Safety communicates decision to applicant Notification of decision:
- Approved – electronic approval sent to program lead and unit leader
- Denied – reason for decision and protocol recommendations sent to program lead and dean/director

*Application review follows essential research activity request and approval process

UNH Extension, Outreach, Youth Programs and Continuing Education Guidelines for Planning and Undertaking Essential and/or Regular Program Activities

These guidelines outline a proposed list of operating procedures and follow the six-phase strategy above, to maintain the health and safety of both the educator and the participant.

In accordance with Governor Sununu's Emergency Order #17 issued under Section 18 of Executive Order 2020-04, relevant UNH employees should continue an appropriate level of work. The State of New Hampshire compiled a list of industry sectors that provide essential services and support to COVID-19 and the core missions of the State. [Essential Services Listed in Emergency Order #17 EXHIBIT A](#) include:

- Food and Agriculture – UNH Extension faculty and staff provide management recommendations, adapted varieties, and essential science-based information to NH businesses that supply agricultural, seafood and forest industry products. These ensure that the sectors remain viable and competitive.
- Energy – UNH Extension faculty and staff develop and provide information for forest management, and water quality assessment that contribute to the state's wildlife, water, and woodlands, and the essential environmental services derived from these.
- Health and Healthcare - Workers who support food, shelter, and social services, and other necessities of life for economically disadvantaged or otherwise needy individuals, such as those residing in shelters.
- Other Community Based - Educators and staff supporting public and private emergency childcare programs, including remote learning and facilitating distance learning among residential schools for students with disabilities, K-12 schools, colleges, and universities, provision of school meals, or performing other essential student support functions, if operating under rules for social distancing. Workers and instructors supporting academies and training facilities and courses for the purpose of graduating students and cadets that comprise the essential workforce for all identified critical sectors.

While the above Sectors are designated as essential, they are urged to follow social distancing protocols for employees in accordance with guidance

from the Department of Public Health, including but not limited to:

- Prohibiting all gatherings with more than 10 individuals indoor/25 individuals outdoor
- Keeping all personnel six feet apart
- Encouraging employees to stay home when sick, and sending home those who report feeling ill or display symptoms

Mandatory Guidelines

The COVID-19 pandemic requires extreme actions to limit the spread of the virus. Although our extension and engagement programs are important, the most critical consideration at this time is keeping our community safe and minimizing the spread of COVID-19. These guidelines **reflect** that of essential research and are intended to provide a plan for continuity of programs, while implementing and maintaining procedures to minimize virus transmission.

Processes for conducting extension, outreach and continuing education programs: Program leaders must demonstrate that the work can be done following current policies to minimize the risk to instructors and participants, while following the phased reintroduction standards above.

1. Project-specific Standard Operating Procedures (SOPS) will be developed and communicated to those involved in the project, that address proactive measures to prevent COVID-19 transmission, describe responses in the event that an individual suspects potential infection or an infection is confirmed and describe procedures for sanitizing work materials and surfaces on a regular basis.
2. Regardless of whether the work is conducted outside or indoors (e.g., classroom workshop, field activities, business instruction), the following conditions are to be maintained:
 - a. Individuals must always maintain a separation of at least 6 feet. If, when working outdoors, there are occasions where individuals may need to be within 6ft of one another, provide a justification for such activities and an explanation of how risk will be minimized, including use of PPE. In enclosed spaces, the density of individuals may not exceed 1 person per 36 ft² and 6 foot separation must also be maintained.
 - b. If any team members are working alone, there must be a plan in place for monitoring the worker's health and safety.
 - c. Hand sanitizing equipment must be readily available and used frequently. In enclosed environments, individuals must wear protective face coverings; these masks offer some protection from the spread of airborne viruses and foster behaviors that reduce the risk of transmission. Face coverings include cloth or disposable masks, as well as face-shields. All clothing and protective gear should be washed at least daily using appropriate guidelines provided by the CDC or other credible sources.
 - d. No equipment will be shared among instructors or participants unless it is thoroughly sanitized. To the extent possible all necessary equipment/supplies (e.g., planting apron, planter, sharpies, staplers, scissors, boxes of staples, etc.) should be assigned to specific individuals. Upon the completion of the program all equipment/supplies must be disinfected.
 - e. All instructors should bring ample water/liquids and food for themselves in clearly labelled bottles and containers. If meals are provided as part of the program, they should be individually boxed for each participant. No sharing of drinks or food will be allowed.
 - f. If possible, quarantine all material, supplies, samples, and deliveries from outside sources for at least 4 days. (If refrigeration is required, treat material as contaminated and move to cold storage for quarantine period).

- g. Group (>25 individuals outdoors or >10 individuals indoors) meetings or instruction must occur remotely.
- h. Minimize time on agricultural and woodland field program sites or public lands, and in any buildings, greenhouses, shops, and barns. Complete approved tasks and return to working in isolated locations as soon as possible. Loitering on these facilities and on public lands is inconsiderate of and potentially unsafe to staff, workers and the public.
- i. A daily log of program activities and personnel involved must be maintained. To facilitate contact tracing, the log should detail the locations at which a program was conducted and the time/place/name of other individuals (e.g., landowner or facility/program staff member) encountered. This log may be electronic or on paper and should be made available to EHS staff if requested. The program will provide clarity and continuous education to staff and participants to stay home when they are feeling ill or believe they might have been exposed to COVID-19.
- j. No more than 1.5 hours before arriving to work or heading out to an off-campus site, employees are required to take their temperature and login to an [online portal](#) to review a brief health self-assessment and confirm the answer to the five questions is no. This needs to take place every day you are working outside of the home. More information can be found in this [COVID-19 Health Screening for Employees FAQ](#). The form will record the health indicators as required by NH State Guidelines:
 - i. Have you been in close contact with a confirmed case of COVID-19?
 - ii. Have you had a fever or felt feverish in the last 72 hours?
 - iii. Are you experiencing any respiratory symptoms including a runny nose, sore throat, cough, or shortness of breath?
 - iv. Are you experiencing any new muscle aches or chills?
 - v. Have you experienced any new change in your sense of taste or smell?
- k. No more than 1.5 hours before arriving to a program, participants are required to take their temperature and complete an online health screening. The online portal will ask participants to review a brief health self-assessment. If a participant has not completed the health screening prior to arriving they will be required to complete the process before joining the program.
- l. If the staff member or participant does not have access to a thermometer, one will be made available. Normal temperature should not exceed 100.0 degrees Fahrenheit.
- m. Employee(s) or participants who exhibit COVID-19 symptoms (e.g. Answers “yes” to any of the screening questions or who is found to have a fever should not participate in the program and should seek medical advice.
- n. The program lead should review with staff a written plan in case someone becomes symptomatic for COVID-19. At a minimum, it should include the following:
 - i. nearest clinic to the program location that will run COVID tests, with phone #s, hours of operation, etc.
 - ii. reliable means of communicating this to a supervisor with phone #s, etc.
 - iii. plan if the clinic refuses to run tests on a person that is not feeling well (this is common right now). This would probably include isolation and a call to a supervisor or unit leader.
 - iv. basic first aid kit with things like Tylenol for fevers.
 - v. Communicate this document to each program staff member and make it easily accessible.

3. The following practices must be adopted for work-related travel:
 - a. If traveling out of state, express permission must be granted by the unit VP, dean or director.
 - b. If traveling long distances, stops should only be made for fuel and restrooms. Sanitize hands after these activities.
 - c. Whenever possible, it is recommended that no more than one person occupy a vehicle to, from, and at the work site. If traveling to a remote field site using a multi-passenger or standard vehicle, all passengers must wear a mask, and maintain 6 ft social distancing. In addition, only one person should be seated in each row, and windows open whenever possible. High touch areas (i.e., vehicle keys, door handles and steering wheel) must be disinfected before and after use.
 - d. If boats are to be used, each boat will have a maximum number of total personnel allowed on the vessel at any time and masks will be worn at-all-times. Outboard vessels that are 16 feet or less will be limited to crews of two. Vessels over 16 feet but less than 24 feet will be limited to a crew of three. Limits for vessels larger than 24 feet will be assessed individually to consider a minimum of 6 along rail separation that is accessible to assure visibility and equipment access.
4. Required training:
 - a. Each staff member must complete the mandatory [online COVID-19 training via CEMS](https://cems.unh.edu/unh/CEMS/Training?course=1429) (<https://cems.unh.edu/unh/CEMS/Training?course=1429>), prior to participating in an approved activity.

Remote work that requires lodging and/or long-term stays

Remote work changes the risks of exposure to COVID-19 in positive and negative ways. Traveling to a remote program site often brings individuals from multiple locations to the same location enhancing risk when people arrive but limits external exposure after arrival.

1. Individuals planning to participate in remote work, should self-quarantine as much as possible before traveling to the remote site.
2. Purchasing of food, supplies and contact with society outside the program staff should be limited to as few individual interactions as possible.
3. The program lead or supervisor is responsible for providing all necessary disinfectant and sanitation supplies including gloves, masks, cleaners, etc.
4. Social spacing (>6 feet) must be enforced at all times during remote field work. This includes sleeping arrangements, cooking arrangements, and other activities. Other precautions include:
 - a. General Hygiene: Wash hands often. If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Avoid touching your eyes, nose, and mouth with unwashed hands. Cover all sneezes/coughs with a tissue or with your shirt sleeve. Wear protective gloves (latex, nitrile, or rubber) whenever using furniture, cookware, equipment, or vehicles shared among team members.
 - b. General disinfecting guidelines: Use disinfectant wipes on surfaces used by multiple team members. As a substitute: a spray bottle diluted household bleach solution (4 teaspoons bleach per quart of water) or alcohol solutions with at least 70% alcohol. Never mix household bleach with ammonia or any other cleanser.
 - c. Sleeping: everyone will have their own personal sleeping space.
 - d. Cooking: When first entering the kitchen, wash hands with soap for >20 seconds. Sterilize cooking surfaces (while wearing rubber or plastic gloves) as part of kitchen cleanup. Wash dishes in hot soapy water and rinse in diluted bleach.
 - e. Bathrooms: Take all personal items (towels, hand towels, shampoo/conditioner) with you and leave them in your personal space. Do not leave them in the bathroom.

Request and Procedures for Extension, Outreach, Continuing Education and Youth Programs:

The project leader for each program requesting approval will develop a concise written application and plan describing the nature of the activities and how the criteria listed above will be addressed and met. Appropriate lead time (10 days) should be given for the approval process. The [approval request form is available online](#). If the program uses university facilities (e.g. COLSA/NHAES farms/dairies/greenhouses/lands or lands managed by their Office of Woodlands & Natural Areas, SMSOE labs, etc.), the request will then go to the Dean/Director/Unit Administrator who will consult with the appropriate facility or/and land manager(s) to be sure the proposed work can be conducted in a way that is consistent with the above criteria, and that the site is able to support and assist the project in a safe manner, toward final approval for the requested work.

If participants will be minors, you will need to comply with protection of minor guidelines/approvals. These are overseen by the UNH Youth Program Office. An [approval form](#) is available online

For projects involving the use of public or private lands, evidence must be provided that the proposed work is approved by the individuals or agencies that host or oversee those resources. Once submitted, plans will be reviewed by the appropriate Dean or Director who has responsibility to approve or disapprove the request.

Once all these approvals are secured, the Office of Outreach and Engagement (OE) will review safety plans for thoroughness and compliance. Programs may not commence until final approval is provided by Environmental Health and Safety.

Example Protocols (Protocols are subject to change and will represent current UNH/CDC/NHDHHS guidance)

UNH Extension Farm and Landowner Site Visits – This is a Phase 3 approved plan authored by Jeff Schloss and Jeremy DeLisle.

The nature of farm and landowner site visits provide significant control opportunities to limit opportunities for virus transmission. In addition to the outdoor environment limiting airborne transmission, visits can be strictly controlled and employ CDC guidelines.

Below is the proposed protocol for farm and land-owner site programs.

1. Pre-arrange the site visit. Confirm the reason for your trip, the location and that you have permission to access the land. Explain to the landowner or manager:
 - a. You will be adhering to social distancing guidelines, wearing a cloth or disposable mask, and will not be able to be in contact with the individual.
 - b. The visit will be limited to the educator alone.
 - c. Ask the client to leash or keep pets indoors during your visit to avoid any possibility of COVID-19 transmission.
2. On the day of the site visit Follow CDC guidelines for illness prevention: <https://www.unh.edu/coronavirus#health>
 - a. If you are sick or not feeling well stay home and notify your supervisor. Possible symptoms of COVID-19 include fever; respiratory symptoms such as runny nose, sore throat, cough or shortness of breath; flu-like symptoms such as muscle aches, chills and severe fatigue; and changes in a person's sense of taste or smell.
 - b. No more than 1.5 hours before arriving to work or heading out to farm, field and/or forest, employees are required to take their temperature and login to an online portal to review a brief health self-assessment and confirm the answer to the five questions is no. This needs to take place every day you are working outside of the home. More information can be found in this COVID-19 Health Screening for Employees FAQ.
 - c. Increase hygiene practices, including wash hands and use hand sanitizer frequently; avoid touching the face, eyes or mouth; practice good respiratory etiquette. This includes coughing and sneezing into a tissue or your elbow rather than into your hands.
 - d. While at work, in public, and in the field, employees should wear a cloth face covering to help protect against the spread of the virus. The university has masks available, but employees may wear their own masks should they choose to do so. If you need a mask, please contact your supervisor.
 - e. Practice physical distancing of at least six feet at-all-times.
 - f. If someone appears and does not agree to maintain a safe distance and/or follow proper safety protocols leave the area immediately.
3. At the end of the visit wash your hands with disinfecting wipes or use hand sanitizer when you return to your vehicle or home. Once home, clean your hands, clothes and tools thoroughly with soap and water or follow CDC guidelines for cleaning and disinfecting households.
4. If necessary, follow up with the client, staff and any cooperators by phone, email or video conference after the visit.
5. Save a record of your site visit. Include the steps you took to prevent spread of illness. An online Excel spreadsheet has been developed to facilitate proper record keeping. Check with your AOE chair and program leader for where this document is located and how to fill it out.
6. Note that any staff may conduct a visit on any day but would average well under 5 visits per work week at most depending on demand. Permission to be on-site will be secured.

UNH Extension Nutrition Connections Programs (Currently Approved Essential Phase 2)

Nutrition Connections staff who are comfortable doing so, may drop off program resources to participant homes, food banks, and other program sites. Staff **MUST** follow solo site visit guidelines (see Solo Farm and Landowner Site Visits above). No contact between the staff member and participant may occur. Social distance measures must be followed, and a cloth mask worn. The educator may not enter the client's residence and materials may be dropped off outside the home or facility after making prior arrangements with the participant.

UNH Extension Farm, Forestry and Landowner Educational Programs (Essential Phase 3)

In addition to the mandatory guidelines, on site field workshops can be held under the following protocol:

1. Workshops are held out-of-doors.
2. No more than 25 participants per workshop.
3. Promote messages that ask people who are sick and/or been exposed to someone who is sick in the past 14 days from not attending events. This could include electronic messages sent to attendees prior to travel to the event as well as messages requesting that people leave events if they have been exposed to anyone who is suspected to have COVID-19 and/or have flu- like symptoms in 14 days.
4. If participants begin to have symptoms of COVID-19, which include fever, cough, and shortness of breath they will be asked to leave.
5. Social distancing measures are used (6 ft or greater distance between instructor and participants, and participant to participant).
6. Provide COVID-19 prevention supplies to event staff and participants.
 - a. Ensure that programs have supplies for event staff and participants, such as hand sanitizer that contains at least 60% alcohol, tissues, trash baskets, disposable facemasks, and cleaners and disinfectants. Clean frequently touched surfaces and objects with detergent and water prior to disinfection, especially surfaces that are visibly dirty.
 - b. Routinely clean and disinfect surfaces and objects that are frequently touched. Clean with the cleaners typically used. Use all cleaning products according to the directions on the label. For disinfection most common EPA-registered household disinfectants should be effective.
 - A list of products that are EPA-approved for use against the virus that causes COVID-19 is available here (https://www.epa.gov/sites/production/files/2020-03/documents/sars-cov-2-list_03-03-2020.pdf).
 - Additionally, diluted household bleach solutions can be used if appropriate for the surface. Follow manufacturer's instructions for application and proper ventilation. **Caution: Never mix household bleach with ammonia or any other cleanser.** Prepare a bleach solution by mixing:
 - › 5 tablespoons (1/3rd cup) bleach per gallon of water or
 - › 4 teaspoons bleach per quart of water
7. Participants and instructor do not share equipment or supplies.

Youth Programs – COVID-19 Protocols for in-person programs (Phase 4 and 5)

Phase 4 allows for off-campus, in-person youth programs to be approved on a limited basis.

Off-campus youth programs will need to request approval through the Outreach and Engagement online approval process: A request for a youth program must be [submitted here](#).

A complete COVID-19 Health & Safety Plan is required as part of the approval request.

Anyone making a request for an in-person program must review the Youth Program COVID-19 Handbook. This will serve as a guide when submitting an approval request and developing a COVID-19 health & safety plan:

- [Youth Program COVID-19 Handbook](#)

Remote/online learning opportunities may take place and guidelines for the protection of minors, as well as newly developed remote learning guidelines, must be followed. These programs must also go through the approval process, using the same link above.

RESOURCES

State of NH, EXHIBIT A to Emergency Order #17

<https://www.governor.nh.gov/sites/g/files/ehbemt336/files/documents/emergency-order-17-ex-a.pdf>

Proper Use of Cloth Face Coverings

<https://www.dhhs.nh.gov/dphs/cdcs/covid19/covid-mask-guidance.pdf>

New Hampshire Safer at Home Guidelines

<https://www.covidguidance.nh.gov/>

Extension, Outreach, and Continuing Education Approval Form

<https://resadminnotifications.unh.edu/unhext-access-request/form.php>

Youth Program Approval Request Form:

<https://resadminnotifications.unh.edu/youth-camp/>