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# WSU Extension Proposal for In-Person Activity (General)

Washington State University Extension holds the health and safety of personnel, volunteers, the public, and that of program participants of critical importance. By following the guidelines laid out by the Governor’s office and the Washington State Department of Health, as well as best practices outlined by the Centers for Disease Control (CDC), we hope to offer opportunities for participants to interact in person when appropriate.

This form should be completed and submitted for documentation of compliance prior to holding any in-person activities or events. Please turn the completed form in to your county Director **at least two weeks prior** to your proposed activity or event.

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| Title: Extension Administrative Office Return to Workplace Plan | | |
| LOGISTICS | | |
| Date: Time: Duration:  Beginning May 10th and continuing on a recurring, as-needed basis until modified. | | |
| Is this event recurring? Yes If yes, indicate how frequently: As-needed in the individual assessment of Extension Administration personnel. | | |
| Location (venue, address, description of space): Extension Administrative office suite, office numbers in the 400 range, Hulbert Hall, Pullman campus. This is standard office suite, with individual offices for each member of the Administrative Team. | | |
| Anticipated Number of Adults Attending (including self; include names if known). No more than fifteen (15) individuals outside a household may meet in Phase 3. Consider staggered participation or “shift” scheduling to stay within limits.  **Up to ten (10) individuals on any particular day. Vicki McCracken, Mike Gaffney, Lisa Bruce, Krissy Taylor, Elizabeth Weybright, Karen Lewis, Jim Kropf, Cheryl Rajcich, Kimberly Dudley, Linda Loos** | | |
| Anticipated Number of Youth Attending (include names if known). No more than fifteen (15) youth outside a household may meet in Phase 3, not including Extension staff or the certified volunteers overseeing the activity. Consider staggered participation or “shift” scheduling to stay within limits. None | | |
| Date of Virtual Planning Meeting and agenda: Extension Administration personnel have discussed protocols during periodic meetings (Zoom & Teams) and all are familiar with this plan, with WSU return-to-work protocols, and with applicable WA DOH and CDC guidelines and recommendations. | | |
| REASONING | | |
| Rationale for the need to meet in-person: Work from home has imposed structural and access constraints which impact efficiency and capacity. As-needed return to the Hulbert Hall work environment will both increase Administration effectiveness and provide a “test bed” whereby Extension leadership can establish familiarity with the challenges associated with return-to-office plans – to be incorporated into Extension policy guidelines for other Extension personnel. | | |
| Please list your goals and outputs for this event:  **Goals: 1. Increase effectiveness and efficiency of Extension Administration. 2. Pilot-test protocol for Extension return to work location planning process. 3. Prepare for CAHNRS Dean transition.**  **Outputs: Re-invigorated and better-networked Extension Administration team, and improved linkages to CAHNRS leadership. Validated protocols for inclusion in Extension master planning document(s) for return to workplace across the system.** | | |
| COVID LOGISTICS | | |
| How will you ensure 6-foot distancing between participants (describe the space, markers, arrangement, etc.)? All Extension Administration personnel are familiar with the distancing requirement, having practiced it in other settings for a number of months. Reminder signage will be posted on Hulbert 4th Floor. | | |
| How will you ensure face coverings are worn properly, hand hygiene is maintained, and health screenings/attestations are completed? All Extension Administration personnel are familiar with the masking and the full suite of non-pharmaceutical interventions as identified by CDC, WA DOH, WA L&I, and WSU HRS. These NPI protocols have been observed it in other settings for a number of months. Reminder signage will be posted on Hulbert 4th Floor. | | |
| How will you minimize the sharing of high touch materials, and provide for sanitation between users? Shared equipment will be minimized. Where necessary (e.g. shared copier) sanitizer will be located with the equipment and will be applied after every use. Food and drinks may be made available at some meetings. Single-use utensils and plates/napkins will be provided and individuals will serve themselves to avoid shared contact of surfaces. Signage reinforcing this protocol will be sited near any shared equipment or “common-touch” surface. | | |
| Who will be the lead organizer of this gathering, (making sure protocols are followed)? Assistant Director Gaffney will have primary responsibility, but each member of Extension Leadership will be responsible for observation of the protocols. | | |
| Who will be your Compliance Individual at the gathering? Assistant Director Gaffney will be responsible if present on any given day. If Gaffney is not present, the senior member of the Administrative Team will assume responsibility. | | |
| How will you include members who need to participate virtually? Zoom, Teams, and conference calling will be available for any participant who does not come to Hulbert for any particular event. | | |
| Name & Contact Information of Individual Submitting this Plan: Michael Gaffney. [mjgaffney@wsu.edu](mailto:mjgaffney@wsu.edu). 509-338-0318. | | |
| Initials: MJG | I attest that I have reviewed and will comply with the guidelines established by the Washington Department of Health and any applicable local guidelines. | |
| Initials: MJG | I understand that I will need to collect the names, contact information, and attestation forms of all participants and submit them to the County Extension office within 3 days of our event. | |
| Initials: MJG | If I learn that a member of our group or their family members have tested positive for COVID-19, I agree to consult [CDC Guidelines](https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/index.html) and contact our [local health department](https://www.doh.wa.gov/AboutUs/PublicHealthSystem/LocalHealthJurisdictions) to discuss the management of potentially exposed individuals. I also agree to notify the County Extension office. | |
| Signature of Extension Staff or Volunteer:  Michael J. Gaffney | | Date: 7 May, 2021 |
| County: Whitman | | Current Phase: Phase 2 |