



COVID-19 PREVENTION GENERAL GUIDELINES WORKSHEET FOR IN-PERSON SUMMER 2022 PROGRAMS

The following sets forth the COVID-19 prevention requirements that all Programs should comply with and integrate into their COVID-19 Prevention Plan. The University of Arizona's primary goal is to help protect the health and safety of our communities in light of the COVID-19 pandemic. This document augments but does not supersede, University and [CDC guidelines](#). All programs are required to document their COVID-19 prevention measures and review them with Program personnel. These guidelines do not apply to Campus Recreation programs.

The Program's COVID-19 Prevention Plan should incorporate all details outlined in this entire Worksheet and all sections should be completed. A separate, Supplemental Guidelines Worksheet must be completed for each program or event conducted at Housing and Residential Life. Both Worksheets must be submitted to Housing Conference & Guest Services staff by the program check-in date.

Date:	Completed By:
Name of Program Director:	
Program and Department Name:	

MANAGEMENT AND OVERSIGHT	Check all that apply (all required):	Describe:
1. COVID-19 Prevention Plan and Program Director	<ul style="list-style-type: none"> <input type="checkbox"/> Program should develop a written COVID-19 Prevention Plan which incorporates, at a minimum, all prevention topics in this Worksheet. <input type="checkbox"/> Each program should have a designated COVID-19 Safety Monitor responsible for helping participants adhere to the COVID mitigation procedures during the program. <input type="checkbox"/> Each program/event should have an organizer who is physically present at the event and responsible for ensuring that the program is 	



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	<p>planned and implemented according to current UArizona COVID-guidelines.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Each program should develop a procedure for quickly notifying participants' emergency contact/s in the event a participant shows symptoms of illness or tests positive. <input type="checkbox"/> Establish methods to ensure communication is maintained within the group, and that contact with local emergency services is possible if necessary. 	
SOCIAL & PHYSICAL DISTANCING	Check all that apply (all required as possible):	Describe:
<p>2. Describe how you are implementing the physical distancing requirements for staff and volunteers (maintaining 6+ feet spacing between people, minimizing interpersonal contact) during program operating hours.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Describe any implementation steps taken for staff and volunteers. 	
<p>3. Describe how you are implementing the physical distancing requirements for participants (maintaining 6+ feet spacing between</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Select program activities to maximize space between participants. <input type="checkbox"/> Install signages to encourage participants to maintain physical distance, follow traffic flows, and other mitigation information. <input type="checkbox"/> Required for programs/camps hosting minors only: 	



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<p>people, minimizing interpersonal contact).</p>	<ul style="list-style-type: none"> ○ Consider keeping groups segregated; no combining groups or “floating” staff through multiple groups per day. ☒ Consider staggering check-in/check-out, drop-off, and pick-up times and/or limit participant/staff contact at check-in/check-out. 	
<p>4. Describe how you are communicating COVID-19 mitigation procedures to staff, participants, volunteers, and visitors.</p>	<p>All audiences</p> <ul style="list-style-type: none"> <input type="checkbox"/> Inform participants and staff that they should abide by all posted signage provided by the University of Arizona. <input type="checkbox"/> Establish written policies and procedures. <p>Staff/volunteers</p> <ul style="list-style-type: none"> <input type="checkbox"/> Communicate guidelines and procedures during staff training/meetings. <p>Participants/Parents/Guardians</p> <ul style="list-style-type: none"> <input type="checkbox"/> Distribute written communications to participants/parents/guardians via email or other means of communication. <input type="checkbox"/> Include messages about behaviors that prevent the spread of COVID-19 when communicating on websites, emails, or social media. 	



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<p>5. Describe how you are preventing participants and/or their parents/guardians with symptoms from coming to the site or participating while sick.</p>	<ul style="list-style-type: none"><input type="checkbox"/> Collect Acknowledgment of Risks forms for all participants in a UArizona sponsored day camp program. See Appendix A for a template of Acknowledgment of Risks verbiage.<input type="checkbox"/> Inform families and require participants who may be ill or symptomatic to stay (or go) home.<input type="checkbox"/> Follow CDC guidelines for close contacts, quarantine, and isolation of COVID-19 cases.<input type="checkbox"/> Keep a daily log of youth and visitors to the program location(s) (maintain for 4 weeks)	
<p>6. Describe practices for responding to suspected or confirmed COVID-19 cases, including those that emerge during the program.</p>	<ul style="list-style-type: none"><input type="checkbox"/> Develop a process for immediate physical separation of those displaying symptoms during program activities.<input type="checkbox"/> Log participant illness and absences.<input type="checkbox"/> Perform enhanced cleaning and disinfection.	



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<p>7. Describe the reporting procedures for when a participant tests positive for COVID-19.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Notify families and personnel (while protecting private health information). <input type="checkbox"/> Develop a plan and procedure for notifying guardians when a minor participant tests positive or has symptoms. <input type="checkbox"/> Follow guidance about closures and reopening. 	
<p>CLEANING AND DISINFECTING</p>	<p>Check all that apply (all required):</p>	<p>Describe:</p>
<p>8. Describe the procedures used to clean and disinfect general areas and high-touch surfaces. This includes the cleaning frequency and areas/items to be cleaned.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Develop a sanitation routine that includes decontamination with an EPA-registered disinfectant before and after each use of items or equipment. <input type="checkbox"/> Ensure appropriate precautions are taken when using disinfectant(s). 	
<p>9. Describe methods used to encourage good hygiene practices.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Wash hands with soap upon entering and before leaving the location or using hand sanitizer and/or disinfectant wipes. <input type="checkbox"/> Reinforce the importance of handwashing with soap and water. 	



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<p>10. Describe the safety precautions taken for food and drink preparation, distribution, and consumption.</p>	<ul style="list-style-type: none"><input type="checkbox"/> Designate specific staff to prepare and distribute food and drinks.<input type="checkbox"/> Serve individual portions and discouraging food or utensil sharing.<input type="checkbox"/> Have participants bring their own meals as feasible.	
<p>11. Provide face coverings guidance.</p>	<ul style="list-style-type: none"><input type="checkbox"/> To mitigate the spread of COVID-19 on our campuses in Arizona, please follow the university's face covering guidelines.<input type="checkbox"/> Review the current CDC guidance on the use of masks.<input type="checkbox"/> Provide face coverings should participants ask for one.	
<p>12. Communicate safe practices</p>	<ul style="list-style-type: none"><input type="checkbox"/> Use appropriate method/materials when communicating to participants/staff/volunteer/parents/guardian.<input type="checkbox"/> Identify the point of contact; contact information shared with participants/parents/guardian.	



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General Considerations When Conducting Day Programs/Camps Off-Campus Locations. Check all that apply (all required as possible):	Describe:
<ul style="list-style-type: none"><input type="checkbox"/> Assess local conditions related to infection, hospitalization, and community spread, and adapt protocols accordingly.<input type="checkbox"/> Acknowledge and comply with up-to-date guidance from all relevant and site-specific state, local, and/or tribal authorities regarding access, travel restrictions, and use of public spaces. Please note that the Native Nations communities may still have restrictions and protocols that are separate from the county and state. We encourage you to reach out to their respective authorities directly before visiting to ensure their opening status and any COVID-19 guidelines that you may need to follow. Please contact Nathan Levi Esquerra at levie@arizona.edu and Karen Francis-Begay at kfbegay@arizona.edu when planning programs in the tribal communities.<input type="checkbox"/> Collaborate with appropriate partners or contacts to align programs/camps protocols with partner needs, potential hazards, risks, and/or required restrictions before entering the facility.<input type="checkbox"/> Conduct, when feasible and safe to do so, onsite assessment of hazards and risks associated with programs/camps locations, including their preparedness for COVID-19.<input type="checkbox"/> Confirm location and contact information of emergency services for all off-campus sites.<input type="checkbox"/> Plan for risks and requirements of travel. All travels must follow the University's travel policies.<input type="checkbox"/> Departments are required to utilize UArizona Motorpool when conducting activities outside the Tucson Metro area.	