



COVID PLANNING CHECKLIST

Overview:

Programs or events to be held in person require prior approval from the appropriate Dean, Director or Department Head.

- Participants must not exceed 25 per group for indoor or outdoor programs/events. If the program/event will be indoors at any point, the total people in the group (participants and program staff) must not exceed MDHHS indoor capacity restrictions in any one location.
- If an activity requires space that is not managed by your unit, the unit managing the space must support your space use and has the right to disallow the activity.
- A full-time U-M staff member must be designated to serve as a COVID supervisor and direct liaison to parents, participants, and EHS.
- Utilization of outdoor spaces is encouraged to the extent possible. All outdoor activities must follow U-M rules for events, e.g. no amplified sound. Visit [Facilities & Operations Outdoor Events](#) page for details.
- Units must create and utilize a participant daily health screening modeled off of the U-M Child Center screening. Details are provided below (See COVID Oversight Requirements).
- Units are highly encouraged to create policies and practices that allow families and staff flexibility if they are ill or need to quarantine and isolate.

FACILITY INFORMATION & REQUIREMENTS

- Buildings/rooms needed.* Provide a detailed list of all buildings, room numbers, and room types (e.g., classroom, meeting room, teaching lab, etc.) needed to support this program/event.
- Outdoor spaces needed.* Provide a detailed list of all outdoor spaces needed to support this program/event and ensure your activities follows all rules for U-M outdoor events. (Visit [Facilities & Operations Outdoor Events](#) for details.)
- Shared spaces.* If any of the spaces in items 1 and 2 above are shared with another program or unit, describe how your program will coordinate: 1) use of the space, 2) physical distancing between programs, 3) disinfection/sanitization of the space between uses to ensure the public health safety of all users.
- Facility readiness.* Describe how you will ensure that all facilities needed by the program have appropriate COVID signage posted, sufficient supplies of hand sanitizer, socially distanced furniture, maximum COVID capacity signage per room, etc.
- Increased Custodial Services needs.* If this program is approved to proceed, the spaces listed will require increased Custodial Services due to increased use. You may need to notify Custodial Services of the increased use so they can plan for this.
- Is your program or unit willing to cover additional cleaning costs? Yes No

COVID OVERSIGHT REQUIREMENTS

- Designated unit COVID supervisor/EHS liaison.* Your unit must designate a full-time, on-site COVID supervisor/EHS liaison who will: 1) monitor COVID compliance for this program throughout the day and address compliance issues as they arise, 2) manage COVID questions from program participants, parents, staff, and faculty; 3) be the primary point of contact to EHS.

Note: This must be a full-time U-M employee, not temporary staff or student staff.

Name and title of designated unit COVID supervisor/EHS liaison:

- Daily screening of program staff and camp participants as detailed in sections D and E.*
- Ill or symptomatic staff and participants.* It is very important to have a defined plan in place to support ill or symptomatic program staff and participants. How should they report their illness/symptoms and who should they contact? How and where will they get COVID testing? Where will they be isolated while waiting for their test results?
- Describe the process and resources that will be used to address each of these items. Please be specific. Please also note that if you are made aware of a staff member or participant testing positive, you should also contact EHS to determine containment guidance for your camp.



PROGRAM STAFF REQUIREMENTS

- COVID screening and testing.* 1) All program/event staff must complete daily ResponsiBLUE health screenings. 2) We recommend that all program/event staff complete weekly testing through the U-M Community Sampling and Tracking Program (CSTP). Staff vaccination exemption from weekly testing must be validated through ResponsiBLUE app. 3) Any staff that is ill or does not receive a “green check” in ResponsiBLUE cannot perform in-person work.
- Describe how you will manage and monitor compliance for each of these items and how you will address non-compliance. Please be specific and address each of the requirements.

PROGRAM PARTICIPANT REQUIREMENTS

- COVID screening.* Program/event participants that are minors must complete a daily health screening adopted from the [U-M Children's Centers Screening Tool](#).
- Describe how you will manage and monitor compliance for each of this item and how you will address non-compliance. Please be specific.
- COVID testing.* Weekly testing may be required for camp participants based on the type of program hosted. Please read carefully the [Interim Guidance for Athletics issued April 16, 2021](#)
- Is weekly testing required for your camp participants? Yes No
- If yes, describe how you will manage and monitor compliance for weekly testing and how you will address non-compliance. Please note that participants are responsible for obtaining their own tests from local resources, like pharmacies and county testing sites (U-M testing resources are not available for program/event participants). Please be specific.
- Wolverine Culture of Care and U-M public health requirements.* All program/event participants are expected to comply with the U-M Wolverine Culture of Care and U-M public health requirements.
- Describe how you will manage and monitor compliance for this item and how you will address non-compliance. Please be specific.

SOCIAL DISTANCING REQUIREMENTS

- Describe how you will ensure that program participants maintain a minimum of 6' social distancing at all times.

MEAL REQUIREMENTS

Program/event participants and staff can bring meals from home or be served pre-packaged “boxed” lunches. We recommend having program participants socially distanced six (6) feet apart during meals.

- Describe how you will socially distance participants during meals.

SHARED EQUIPMENT/OBJECTS/GEAR REQUIREMENTS

- All physical items (e.g., equipment, gear, other objects) that are shared must be disinfected between users. Describe how you will ensure that shared objects are disinfected.

QUARANTINE/ISOLATION REQUIREMENT

If a program participant becomes ill or does not pass the health screening they will need to move to an isolation room while they await pick-up from a parent, guardian, or emergency contact. Programs are responsible:

- Identifying and securing one enclosed isolation room per symptomatic participant (with contingency for more symptomatic participants). Isolation rooms must be near a dedicated restroom (or process to spot-clean restrooms between users).
- Minors must be supervised (staff must be socially distanced from minor and never alone with a minor)
- Parent/guardian/emergency contact must pick up the minor as soon as possible.

Participant should not return to participation in the program until they are symptom free, have received a negative COVID-19 test, and have been approved to return by the program's COVID supervisor/EHS liaison.

OTHER PUBLIC HEALTH REQUIREMENTS

Communicating requirements and resources. How will your program communicate these COVID requirements and resources (e.g. mask wearing, daily screening) to program staff and participants?