

REVISED

Meeting/Event Recommendations for Texas Extension Education Association

This document provides updated recommendations to the earlier document released May 22, 2020.

Following release of the AgriLife document, *Reopening Guidance May 20, 2020*, questions have been raised regarding resumption of TEEA activities. The following guidelines are meant to supplement those released by AgriLife.

As a 501(c)3 organization, TEEA, Inc., works closely with AgriLife Extension. Meetings and events are often held in AgriLife facilities and supported by AgriLife employees. AgriLife employees supporting such meetings and events will be required to follow AgriLife guidelines. Meetings and events held in AgriLife facilities must adhere to AgriLife guidelines, particularly as it relates to the number of participants and meeting practices.

AgriLife guidelines recommend that employees and volunteers 65 and over or part of a vulnerable population (those with underlying health conditions) will continue to follow safer-at-home guidelines. As this describes a significant number of TEEA members, they are encouraged to limit their participation in face-to-face TEEA activities, depending on local conditions.

It is highly recommended that TEEA meetings and events held at non-AgriLife facilities follow AgriLife guidelines or those set by facility owners which should be in line with those set by the State of Texas under the Governor's orders. Recommendations for the following types of TEEA meetings and events include:

TEEA meetings in AgriLife facilities – when possible, meetings should be held virtually such as telephone conference calls, Facebook Live, Zoom, etc. Group meetings of 50% capacity of space or fewer people are allowed only if social distancing can be practiced with a limited capacity of 50 people. If greater than 50, a preparedness plan must be submitted and approved by CEA's supervisor. Any events held at District Research and Extension Centers are limited to no more than 10 participants per the Vice Chancellor for Agriculture and Life Sciences on August 6, 2020.

Members with underlying health conditions or an otherwise vulnerable population are discouraged from attending in-person meetings. Members should wear face masks, be able to maintain physical distancing of at least 6 feet and follow personal hygiene recommendations such as regular handwashing. Food served must be individually packaged – no self-serve items – using disposable utensils and supplies.

TEEA Meetings held in non-AgriLife facilities, including Member Homes –

Anyone with an underlying health condition or in an otherwise vulnerable group is encouraged NOT to participate in face-to-face meetings. All participants must wear a face covering. Meetings should be held in a room large enough to be able to maintain physical distancing of 6 feet or more. Homemade food and beverages can be provided but should not be self-serve. The food and beverages should be served by one person to limit any possibility of cross contamination.

Food Fundraising Events – Any fund-raising events involving food – such as baked potato lunches or beans and cornbread dinners – should be pickup and take-home meals, rather than sit down and eat events.

- No volunteer should be 65 and over or part of a vulnerable population.
- Kitchens should be large enough for cooks to maintain recommended social distances
- Consider having food prepared off-site by individual volunteers and brought to the location for packaging and distribution
- Meals should be individually packaged and served with disposable utensils and supplies
- Distribution should be handled in a manner that assures appropriate social distancing – such as a drive -thru pick up where patrons stay in their cars and meals are brought to them.
- All volunteers wear appropriate protective equipment to include face masks and gloves.
- If these procedures are not possible to follow or not in compliance with local health department regulations, the event may need to be canceled.

Concession Stands – This will be the most challenging type of event for participation. Concession stands are most often small, confined spaces with no possibility for appropriate social distancing. In many cases, it may not be possible for TEEA clubs/members to participate in the operation of a concession stand.

- No volunteer should be 65 and over or part of a vulnerable population.
- Food should be pre-packaged in individual servings. This may mean offering a different selection of food choices and no self-serve of condiments (like mustard and ketchup).
- All volunteers wear appropriate protective equipment to include face masks and gloves and follow appropriate social distancing recommendations.
- Money handling and food handling should be done by different sets of volunteers.

Questions related to these TEEA Guidelines should be directed to Nyanza Price, TEEA President; your TEEA District Director and/or Dr. Joyce Cavanagh, TEEA Advisor.