



## COVID-19 Safety Plan for In-Person Minors Programs

Under the university's [policy statement](#) on in-person minors programs in the fall and winter, Stanford's on-campus and off-campus programs and activities involving minors (as defined in [Administrative Guide 1.8.1](#)), including internships, camps and tutoring/mentorships, will be permitted to operate in-person on a limited basis in the fall and winter.

Stanford programs and activities that wish to operate in-person in the fall or winter must meet certain requirements, including developing a plan to meet the university's COVID-19-related requirements and submitting the plan to EH&S for review and approval. Plans should be submitted to EH&S via [health-alerts@stanford.edu](mailto:health-alerts@stanford.edu). Please allow 5-7 business days for EH&S review.

The COVID-19 Safety Plan needs to include details about how the program or activity plans to ensure the safety of those involved in the in-person minors programs and activities. Programs may choose to submit information using this template and include any additional/supporting information, or submit a safety plan in their own format that covers these essential topics.

On-campus programs should review the university's COVID-19 requirements:

- [Required COVID-19 Health Attestation for Visitors](#)
- [Vaccination Requirement for Temporary Community Members](#)
- [Overview of Gatherings and Meetings at Stanford](#)
- [Instructional Activities](#)
- [Stanford Travel Policies](#)

Off-campus in-person minors programs should review the [Offsite with Minors COVID-19 Prevention Best Practices](#)

## Program Details

**Program or Activity Name:**

**Department:**

**School/Unit:**

**Program Sponsor:**

**Program Sponsor Title:**

**Program Sponsor Email:**

**Program Sponsor Phone:**

**Program Start and End Dates:**

**Program Location (Virtual/On Campus/Off Campus):**

**Program Address:**

**If on campus, how often will minor participants be on campus?:**

**Description of Program or Activity:**

## Protocols

### **Verification of Minor Participants' Vaccination Status (On-Campus Programs Only)**

At the time of registration and/or confirming participation, minors and their parent/guardian must verify that the minor participant is fully vaccinated. For example, this verification could occur on a registration form to the program or activity or in an email to the Program Sponsor.

Please describe how the program or activity will verify that minor participants are fully vaccinated.

The minor's parent/guardian will need to show proof of vaccination to the Program Sponsor on the first day of the program or activity prior to starting. Program Sponsors will need to verify that proof of vaccination was shown. Stanford is not keeping copies of minor participants' vaccination records. (Youth ages 12 and over who are not eligible to receive the vaccination for medical reasons should contact the Program Sponsor for further information on the process for seeking a medical exemption.)

Please describe how the program or activity will check and document review of the minor participants' vaccination records.

### **Verification of Minor Participants' Negative COVID-19 Test Results (On-Campus Programs Only)**

Minors must be tested and receive a negative COVID-19 test within 72 hours before commencement of the program or activity. The minor participant or their parent/guardian will need to show proof of a negative COVID-19 test result to the Program Sponsor on the first day of the program or activity prior to starting. The Program Sponsor will need to verify that proof of a negative COVID-19 test result was shown. Stanford is not keeping copies of COVID-19 test results.

Please describe how the program or activity will check and document review of the minor participants' negative COVID-19 test results.

**Completion of Daily Health Checks**

University students (undergraduate, graduate and professional), faculty, staff, and postdocs must use [Health Check](#) each day before working in an in-person on-campus or off-campus program involving minors. Minor participants of an in-person on-campus program and university affiliates (e.g. Program Staff volunteers who are not a student, faculty, staff, or postdoc) must complete the [Daily COVID-19 Health Attestation](#).

Please describe how the program or activity will ensure that Program Staff and minor participants will complete daily health checks or attestations.

**Positive Case Notification & Contact Tracing**

Describe protocol for reporting positive cases to the university and contact tracing and identify designated responsible person.

## Training

Describe training for staff and minor participants that includes prevention and hygiene best practices; use of face coverings; what to do if they experience COVID-19 symptoms, test positive for COVID-19, or have been exposed to someone with symptoms or a confirmed or suspected case.

- Program Staff working with minors on-site or at offsite locations are expected to complete “COVID-19 Hygiene Best Practices,” listed in STARS as [EHS-2470-WEB](#).
- Minor participants are expected to complete a similar training, and may use the version of "COVID-19 Hygiene Best Practices" available at <https://vimeo.com/414125512> (pw: sU!Bjybh)

## Program Adjustments

Describe the plan or process for altering/suspending program activities in the event of COVID-19 case increase, stay at home guidelines, or other restrictions.

## **Meeting the University's COVID-19 Requirements**

Please describe ways that the program or activity will ensure that the university's additional COVID-19 requirements are met, which have not been addressed elsewhere in this document.

## **Activities & Gatherings**

### **Social Distancing**

Describe social distancing guidelines for all activities and gatherings, including:

- Limiting of group events, gatherings, or meetings where social distancing of at least 6 feet between people cannot be maintained.
- Avoiding activities and events such as field trips and special performances where it may be difficult to maintain social distancing.
- Prioritizing outdoor activities.

## **Participant Mixing and Socializing**

Describe how program activities limit participant mixing and socializing, such as:

- Plans to stay in small groups with dedicated staff, remain with the same group throughout the day, every day, as much as practicable.
- Limiting non-essential visitors, volunteers, and activities involving external groups or organizations as much as possible.

## **Instructional Activities**

Describe plans to safely conduct instructional activities.

## **Food and Beverages**

Describe plans to safely serve food and beverages.

## Facilities & Space Usage

### Density/Capacity Adaptations

Describe plan to adapt activities to density and capacity limits of facilities and meeting spaces as required.

### Enhanced Cleaning & Disinfecting

Describe any need to conduct additional cleaning and disinfecting beyond current university plans in place, including use of EPA-registered disinfectants.

**Name:**

**Title:**

**Email:**

**Phone:**

**Signature:**

**Date:**