



COVID-19 Safety Plan for In-Person Minors Programs

Under the university's [policy statement](#) on in-person minors programs, 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 continuing basis starting in Spring 2022.

Stanford minors programs and activities that wish to operate in-person must meet certain requirements, including developing a plan to meet the university's COVID-19-related requirements and submitting the plan to University Human Resources at protectminors@stanford.edu before the start of the program or activity. For Stanford-operated programs taking place in Summer 2022, the COVID-19 safety plan must also be submitted to the sponsoring school or business unit for review and approval. For residential programs taking place in Summer 2022, the COVID-19 safety plan must also be submitted to Stanford Conferences for review and approval. EH&S is available for consultation as needed on COVID-safety plans at health-alerts@stanford.edu.

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 upload a safety plan in their own format that covers these essential topics.

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

- [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 (Required for On-Campus Programs; Strongly Encouraged for Off-Campus Programs)

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 5 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 (Required for On-Campus Programs Only)

Programs need to verify that minors do not have COVID-19 at the start of the program or activity. Programs should have rapid antigen testing to screen minors and/or require minors to provide a negative COVID-19 test from a verifiable pharmacy source or healthcare provider taken within 24 hours prior to the start of the program or activity. 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.

Testing of Symptomatic Minor Participants

Programs must procure and have on hand rapid tests to perform testing of symptomatic individuals.

Please describe how the program will manage having rapid tests available, and how they will be used on symptomatic individuals.

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](#) on the first day of the program or activity.

Please describe how the program or activity will ensure that Program Staff and minor participants will complete required 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.

Program Quarantine and Isolation Plan

All programs are responsible for providing isolation space, including transportation and essential resources (food and medical support) for COVID-19 positive participants until they can return home or be transferred to the care of their parent/guardian. Programs using campus residences will need to follow policies established by Stanford Conference Services for temporarily isolating and caring for **minors** infected with COVID-19.

Describe the plan for providing isolation space, transportation and essential resources for COVID-19 positive participants until they can return home or be transferred to the care of a parent/guardian.

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.
- Prioritizing outdoor activities.
- For off-campus programs, maintaining social distancing of at least 6 feet between people.

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: