

WyCo Extension Meeting Space Protocol

The following is Wyandotte County K-State Research and Extension's meeting space protocol during COVID-19. Individuals and groups are able to utilize rooms 1208 and 1200 for extension related purposes (4-H, Master Gardeners, Food & Nutrition, etc.) with the below listed protocols. These protocols are directly tied to current Reopen Kansas/Restart WyCo and extension office protocols.

Maximum capacity in meeting rooms

1208: **10 tables with 1 person per table (6 ft. apart)**

1200: **20 tables with 1 person per table (6 ft. apart)**

(X's mark the spots)

- Individuals will be required to contact the appropriate agent to reserve a meeting space and time. Respective agent/staff members will need to be present at the time of meeting.
- Individuals will be required to wear mandated protective face coverings at all times during the meeting. Those entering the meeting without a face covering will be asked once to wear the face covering. Those who do not comply by wearing a face covering will be asked to leave the meeting room. If an individual refuses to wear a face covering and refuses to leave the meeting, the meeting will be terminated; and, everyone will be required to leave the meeting room.
- Upon entering meeting spaces individuals will be required to sign in and have their temperatures taken, in alignment with the extension office protocol.
- Individuals will need to be asked if they have any of the following symptoms within the past 48 hours:
 - Fever • Cough • Shortness of breath • Sore throat • Headache • Chills • Body ache
 - Fatigue • Loss of smell or taste • Nausea/vomiting • Diarrhea.ALSO-ask if they have been in close contact (within 6 feet for 10+ minutes) with someone who has tested positive for COVID-19. If YES: they may NOT enter the building at this time. Please tell them they should go to the Unified Government Public Health Department for testing: • 619 Ann Ave. Kansas City, KS • Monday – Friday 9 – 3 pm • No appointment necessary • Testing is FREE for Wyandotte residents and employees.
- Individuals will maintain the recommended physical distancing of at least 6 feet when in meeting spaces. The floors in 1208 and 1200 are marked with tape (X) 6 feet.
- Individuals will practice good hygiene, hand washing and always covering mouth when sneezing or coughing. Recommendation is to blow into tissue or shirt sleeve.
- Individuals will be required to sanitize spaces at the end of meetings. Cleaning supplies and sanitizer will be furnished.