



EFNEP PROGRAM PROCEDURE

COUNTY PROGRAMS

DATE: July 9, 2021

SUBJECT: Guidance for resuming in-person lessons, food tastings, and recipe demonstrations

Counties must continue to adhere to ANR and program-specific guidance for [resuming in-person activities](#) as well as establish a local protocol to manage food safety.

To begin the process of resuming in-person activities, confirm if the County Director has submitted an ANR COVID-19 Prevention Plan (CPP) for the UCCE office and off-site programming:

1. If a CPP has been submitted, ask or work with the County Director to write an addendum to the location CPP with specific instructions on the precautions staff will take to resume in-person activities, including steps to reintegrate food tastings, and recipe demonstrations.
2. If not, submit precautions as part of the location CPP for the UCCE office
3. The Educator must participate in the UC ANR daily Clearance to Work survey for any days they are working onsite or conducting in-person activities. The Educator should be on the UCCE office's "[In-person Employee Roster](#)" in order to receive the daily survey email.

When writing the addendum, here are a few considerations for resuming in-person lessons:

1. Advisors and Supervisors should ensure staff have access to the building and are knowledgeable of office safety protocols.
2. Supervisors should ensure that partner agencies are aware of ANR and UCCE county safety procedures. If the partner agency's safety procedures are more rigorous than ANR/UCCE procedures, Educators should follow the stricter procedure.
3. It is the partner agency's responsibility to implement safety standards for their settings. (Examples: masks for unvaccinated individuals, social distancing between participants.) Educators are not expected to enforce these standards and should contact their supervisor should concerns arise.
4. The Educator will teach classes wearing a face mask and maintain social distancing between themselves and participants. This applies to lessons conducted both indoors and outdoors. If the Educator does not have such protective gear, the Supervisor will work with the local office Safety Coordinator to obtain these items. If needed, the Supervisor may also work with the Safety Coordinator to request masks or other supplies for participants. UCCE offices may request supplies (such as masks, hand sanitizer, etc.) via the [Ask EH&S](#) survey.
5. An attendance log must be maintained to document who was present at the lesson. Try to obtain an attendance record from the host school or program if possible. Additionally, Educators may use program-specific tools to track attendance.
[Adult Attendance Record](#)
[Youth Attendance Record](#)

Here are a few considerations for food tastings, and recipe demonstrations:

1. In-home food preparation continues to be discouraged. All food preparation should occur in the Cooperative Extension office or other appropriate kitchen facility which can be sanitized for food safety and COVID-19 guidance.
2. Staff should disinfect/sanitize the food preparation area and adhere to USDA approved food safety guidelines (for example, handwashing with soap and water, gloves, clean utensils). Added precautions such as face masks should be implemented according to the county plan, ANR safety protocols, and specific-program guidance.
3. Staff should not share utensils or equipment without first sanitizing these materials.
4. Consider recipes that require little no cooking with minimal steps and ingredients. Once prepared, food should be pre-portioned into sample size cups with lids when possible. Food must be kept at a food-safe temperature until served.
5. Educators must practice social distancing from participants during food demonstrations and must distribute food tastings with minimal contact.
6. A handwashing station must be available to the Educator and hand sanitizer for class participants at all times.
7. If the tasting/demonstration is located at a UC ANR facility (County office, etc.) the UC ANR [Visitor Clearance Survey](#) must be used to screen participants for COVID-19 symptoms prior to entry. Otherwise, the Educator should follow the screening procedures established by the facility.

Please consider the items listed above and any additional precautions the County Director, Advisor/Supervisor, and you deem appropriate. EFNEP programs must submit a copy of their addendum or plan to the State Office for approval. EFNEP programs are encouraged to work in consultation with the State Office to develop plans.

Approved Examples to Reintegrate Food Tastings and Demonstrations

1. The Adult Educator will lead five *UCCE Connects to You – 100% At Home* lessons on Zoom. For food demonstrations, a partner agency will purchase and deliver ingredients of selected recipes to EFNEP participants, providing an opportunity for the entire class to engage in food activities. During the recipe segment of the lesson, the Adult Educator will guide participants through each step and will reinforce safe food practices. The partnering agency will cover all costs associated with recipe preparation.
2. The Educator will lead nine *Eating Smart, Being Active* lessons to a small in-person group. Class participants will prepare one recipe together by prepping ingredients at one or more socially distant "food stations" (designated areas six feet apart). Participants will receive one task to complete as part of the recipe. The Educator will handle/disseminate all food and supplies. Disposable plates/bowls/utensils will be used for tasting. At the end of the lesson, the Educator will wash and sanitize food preparation equipment and utensils.
3. The Educator will implement the *Teens-as-Teacher Cooking Academy* in partnership with UC 4-H. The Educator will coordinate with UC 4-H to purchase and deliver recipe ingredients and a cookware kit to the partner school site. Youth participants will be in a classroom together with a supervising adult from the school site. The Educator, Teen Teacher, and 4-H Program Representative will "Zoom" into the classroom for each lesson. The Teen Teacher will guide the youth through recipe preparation and will reinforce safe food practices. After, the school site will wash and sanitize dishes, food preparation equipment and utensils.

Counties are encouraged to safely resume in-person lessons and offer online and hybrid options at the partner site's request. In counties or regions where COVID-19 cases are increasing, it may not be a good time to do in-person programming. Be prepared to adjust or reschedule programming based on local COVID-19 conditions.

Here are a few resources from the CDPH and other trusted sources:

[UC ANR Coronavirus Information](#)

[UC ANR COVID-19 Safety Standards](#)

[State and County COVID-19 Statistics](#) (cases, deaths, testing)

[Get Local Information](#) (County status and Public Health sites)

[Guidance for Face Coverings \(CDPH\)](#) (updated June 24, 2021)

The program procedure will remain in effect until further notice.
For questions, please contact Shyra Murrey, smmurrey@ucanr.edu.