[**How to use this template. Please read through the template and insert information specific to your request, as noted in bracketed red text. Remove brackets and delete instructional text, in bold and underlined, prior to submission through DocuSign.**]

[DATE]

Re: Request to open [County or Regional MG Program] [Garden Type: i.e. community, demonstration, food bank]

On behalf of the [County or Region] OSU Extension Master Gardener (MG) program, I would like to formally submit a request to open specific MG managed gardens for community use and minimal volunteer maintenance as part of [County] Phase 1 opening.

Our intent is to support community garden activities that directly support food production in our community/demonstration gardens. We see these activities as critical functions, specifically “activities that support food security, address hunger or provide critical nutrition education” as previously defined under the Oregon Governor’s Executive Order 20-09.

[Next Paragraph is Only for Gardens with Organizational Collaborators. Keep or delete as needed. **Remove this note prior to routing through Docusign**.]

Due to the fact that many of our gardens work with other organizational collaborators, garden use would also need to have collaborator approval documented. We will seek that approval and ensure that any organizational collaborator is also in compliance with state COVID activity guidance before we begin our gardening work on those grounds.

[The Above Paragraph is Only for Gardens with Organizational Collaborators. Keep or delete as needed. **Remove this note prior to routing through Docusign**.]

The number of people allowed per garden would be managed by the local MG program manager but would not exceed state-wide recommended social distancing guidelines for groups, either by number, by distance, or by density.

Minimum standards for in-person activities will meet the requirements set forth for face coverings, physical distancing, sanitization in Executive Order 20-28, the *University Onsite Activity Resumption Plan*, and University Policy 04-041 *Face Covering in Public and Common Settings During Response to COVID-19 Pandemic*. Faculty, staff, and volunteers will be familiar with these documents.

County MG program managers will be responsible for administering gardening openings and would be tied to specific criteria prior to opening:

* A communication plan put in place for each garden
	+ Identifying on MG per garden to ensure that communication and tracking is followed
	+ Posted signs of required protocol at each garden site
	+ Administering an online sign up for volunteers and community members to ensure tracing capabilities and staggering volunteer shifts
* Volunteers and community members would be required to:
	+ Adhere to the OSU guidance on face coverings and physical distancing
	+ Bring their own equipment and tools OR sanitize after each use
	+ Implement other strategies to eliminate or minimize touching of communal surfaces (i.e. gates, doors, etc.)
	+ MG Volunteers will complete the COVID Awareness Training
* Gardens will be required to have:
	+ A physical sign in sheet with contact information
	+ A handwashing station available

Garden activities will also comply with the OSU Master Gardener “Guidelines for Re-Opening Master Gardener Programming”. This document provides much greater detail and is applicable to all demonstration gardens across the state.

**[ROUTE THROUGH DOCUSIGN, TO THE FOUR INDIVIDUALS NOTED, BELOW. Remove the note that is in between these brackets, prior to routing through Docusign]**

1. [YOUR NAME]

[YOUR POSITION], [YOUR COUNTY OR REGION]

1. Gail Langellotto, Ph.D.

Statewide Coordinator, Oregon State University Extension Master Gardener Program

1. [YOUR REGIONAL DIRECTOR]

Regional Director, [NAME] Region

1. Anita Nina Azarenko

Vice Provost for Extension and Engagement/

Director of the Extension Service, Interim