Virtual Program Preparation & Safety Checklist	Yes	No	Notes
PREPARATION			
Session information was clearly communicated to participants before session start, including access information, expectations, and required materials.			
Youth are provided with or have access to any required materials prior to session.			
Chosen platform, features, and group size are appropriate for session activities.			
Staff are knowledgeable about platform features required for session activities.			
Staff are well-lit and camera is positioned such that participants can see their face and demonstrations of activities.			
Staff are audible and background noise is minimal.			
SAFE ENVIRONMENT			
Staff provide participants with an overview of relevant platform features.			
Staff communicate with youth what to do in the event they need help, encounter a conflict, or feel unsafe.			
Staff make use of platform safety features (registration, password, waiting room, etc.).			
Breakout rooms, if used, are appropriately monitored.			
If meal or snack is typically provided as a part of program, staff communicate with youth and families to secure access to nutritious food.			

10/13/2020