

# COVID 19 Club Readiness to Resume In-Person Checklist

*As of June 8, 2020, the spread of COVID 19 is changing daily which is affecting how the 4-H Program can be delivered. These are suggestions for now. However, some areas will change as Monterey County, the UCCE offices and the 4-H Program moves forwards in safely re-opening.*

Share this checklist among key volunteers and Youth Officers for discussion. Discuss that areas that may have an impact on your club.

- Budget for sanitation supplies to have at **club** meetings. This may include – hand sanitizer, anti-bacterial counter wipes, disposable masks, anti-bacterial soap, etc.
- Budget for sanitation supplies to have at **Project** meetings. This may include – hand sanitizer, anti-bacterial counter wipes, disposable masks, anti-bacterial soap, etc.
- Budget for club to provide single serve water bottles for in person club meetings
- Budget for individual snacks for in-person meetings. (No open or shared containers)
- Budget for small disposable hand gloves that fit youth for in person meetings and events
- Budget and give away club water bottles and ask members to bring their own water to meetings
- Budget for virtual meeting or learning. Clubs can purchase monthly subscriptions to online meetings such as ZOOM. Find ways to share the account among volunteers. (basic Zoom subscription is free)
- Budget to new club meeting sites should your old site not be available.
- Be prepared for “Contact Tracing” paperwork to be used at meetings. Use the provided UC Contact Log and destroy after 15 days
- Request COVID safety and information posters from UCANR to post at meeting sites
- Update club bylaws to include virtual meetings attendance options and expectations
- Update club rules for virtual project meetings options and expectations
- Request Project Leaders to plan for meetings this year to reach the minimum 6 hours instruction. Ask for a deadline so members are “complete” in their project work by May
- Request Project Leaders to review their “Project Rules” for barriers. Update language if virtual meetings will be used. Revise “site visits” or required showmanship clinics in case social distancing is needed. All Project rules are to be submitted to the 4-H offices with the club’s beginning of the Year packet on September 25<sup>th</sup>.

- ❑ If Project Leaders want to discuss “capping” projects for personal safety, please have them contact the 4-H offices. The club VEC will need assistance in enrolling “capped “ projects.
- ❑ For projects that are typically held in homes but want to move to another location, look for meeting spaces in your community. (Reminder the Ag Conference Center on Abbott street is free and rentable to 4-H projects. It includes a kitchen, bathrooms, tables, chairs, etc.)
- ❑ Paper copies are to be placed on a tables – not handed out in which numerous people touch. Create a plan for officers.
- ❑ Tools that are being used at meetings or project meetings cannot be shared during meetings. IE pencils, laptops, sewing machines, hand tools, etc. Create a plan for officers to explain to the club membership.
- ❑ Plan how youth Treasure will meet with an adult advisor and complete bank statement reconciliation and check writing each month if meeting restrictions are in place.
- ❑ Re-work group food events such as potlucks. Solution: the club pays for the main entrée from a health approved kitchen. One person serves the main item on plates. Members then bring/provide the single serve beverages, plastic table wear, decorations, table coverings , desserts made in health approved kitchen.
- ❑ When gathering enrollment checks from families, have them placed in a basket or tub or sent in the US Mail. Volunteer(s) who follow up can wear gloves to process the checks and prepare for deposit.
- ❑ For members with Asthma and cannot wear a face mask at an in-person meeting should speak to a Club Leader right away for possible solutions.
- ❑ For members or adult who refuse to wear a mask, a Club Leader or key volunteer must become involved. If a resolution is not found, the 4-H offices must be notified. Anyone asked to wear a mask for the safety of others and refuses, will be breaking the 4-H code-of-conduct.
- ❑ “Drive by” events such as awards, recognitions, enrollment may occur. However, the coordinators must develop a written plan that is submitted to the 4-H offices for approval. This is to show minimum contact among families, the amount of time spent, an invitation to the members that is clear and an alternative for families who do not want any contact if in-person restrictions are still in effect.
- ❑ Have a conversation with a club’s meeting site on their expectations on cleanliness or, if they will allow your meetings to resume at their site
- ❑ If transporting youth, 4-H adult volunteers must have everyone wear a mask in the vehicle who are traveling together (exception would be those who are related in the family and have sheltered together).

- While the UC 4-H Program creates the approved protocol of project /meetings gatherings, suggestions include a blended approach:
  - 20 project members: 3 sub-groups of 7 youth and 2 adults
  - Group one meets in person while zooming to two and three
  - Group two meets in person while zooming to one and three
  
- A club may need to rethink standard club fundraisers that included food (BBQ), baked goods, in-person sales or anything that requires extended in-person contact. Brainstorm ideas in which new fundraisers can be used that have minimum contact.
  
- Projects that have held fundraisers in the past may not need to fundraise this year. This needs to be discussed among the leaders and officers.
  
- Look for teen and adult training in preventing the spread of COVID to review together. This will assist all of the leaders to work together with an understanding of what's safe for the entire club.
  
- Meeting spaces must maintain physical distancing (at least 6 feet) between participants.
  
- It is preferable for youth to bring their own equipment and/or supplies. If equipment or supplies are provided you must follow all sanitation procedures outlined in both the [Safety Standards for Resuming In-Person Activity, Stage 2](#) and [Mitigation Standards Summary for COVID-19, Stage 2](#) documents.

Meetings cannot occur at locations where sanitation procedures cannot be followed.

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