



## 4-H Safety Protocol Checklist for In-person Meetings

Date of Meeting:

Location of Meeting:

Name of Lead Volunteer:

### Guiding Information

- Face masks must be worn during entire event.
- Conducting in-person meetings outdoors is preferred.

### At least 2 weeks before the in-person activity

- Receive approval to host the in-person activity from your local UCCE 4-H personnel prior to hosting any meetings.
- Volunteers must review, agree to, and follow any specific guidance or safety protocols provided by the UCCE County office.
- If required by your UCCE Office, you may also have to complete virtual COVID-19 safety training hosted by UC ANR or UCCE 4-H personnel.
- You should keep up-to-date on the most recent guidelines and public health situation. Be prepared to modify, cancel, or re-schedule in-person activities if UC, County, or state guidelines or protocols change.
- All participants must agree to and follow the UC ANR [Basic Safety Standards](#) as specified in this document.
- Some counties may have additional restrictions. If [County Public Health Orders](#) are more strict, you must follow the County's policies.
- The following statement must be included on all registration forms, event webpages, and sign-up forms.

### Day of meeting

- At least two 4-H adult volunteers must be present to conduct any 4-H activity with youth.
- Post [Symptom Survey](#) outside of meeting room.
- Station greeter at the door to ask each attendee the survey questions. If they say "No" to all questions they can enter and be logged in to the [Attendance Log](#) by the greeter. If they say "Yes" to any question, they cannot enter the meeting and must leave the premises. The greeter also signs people out when they leave.

## During the meeting

- Keep an [Attendance Log](#) for ALL in-person activities.
- Meeting spaces must be arranged to allow participants to maintain physical distancing (at least 6 feet) between each other.
- Volunteers must educate all participating volunteers, youth and families on all Safety Protocols and expectations outlined in these documents as well as additional information provided by your county prior to beginning in-person activities. Maintain documentation of attendees educated on safety expectations and procedures.
- At each in-person meeting, verbally review the Basic Safety Standards and seek cooperation:
  - Maintain 6 feet distance between you and others.
  - Wear a mask or face covering at all times.
  - Wash and/or use hand sanitizer frequently.
  - Disinfect working surfaces frequently.
- Participants who develop signs of illness during an in-person 4-H activity, must be separated from other participants and leave the premises as soon as possible. Disinfection measures must be taken immediately to reduce potential exposure.
- Require and enforce cloth masks or face coverings for all volunteers and participants when attending in-person meetings. Have a supply to provide one upon request or if someone forgets their face covering. If masks are not available, the in-person activities must be cancelled.
- Display the [“Procedures for 4-H Meetings during COVID-19”](#) at all in-person meetings.
- When meeting indoors, use well-ventilated spaces. Open windows to bring in outside air and increase filtration (such as HEPA filters), if possible.
- The meeting facility must be sanitized using [CDC-approved disinfectants](#). Follow sanitation procedures outlined in the [COVID-19 Safety Standards Summary](#). If you cannot ensure the appropriate cleanliness of a meeting facility or do not have the necessary supplies, then the in-person meeting cannot occur.
- Ensure handwashing facilities (soap and water), hand sanitizer, and tissues are available to all participants. Hand sanitizer must be available at or near the entrance of the facility. Encourage frequent handwashing and/or use of hand sanitizer.
- If feasible, prop doors open so not everyone needs to touch it. In cooler weather consider designating someone to open the door for everyone. You can also make sure paper towels and garbage bin are available by doors, so that everyone can open doors with a towel and then throw it away.
- Avoid shared materials, handouts, equipment, tools, etc. 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 the [COVID-19 Safety Standards Summary](#).
- Have one individual hand out items; do not pass along items among the group. The individual distributing items (including paper handouts) must wear one-touch gloves.
- Maintain hygienic practices. Frequently clean and disinfect spaces and equipment, wash hands often, and use hand sanitizer.

- Ensure that all meeting spaces are cleaned and disinfected before and after use. Ensure adequate personnel and materials are available to maintain the required cleaning protocols.
- Avoid food service. Schedule meetings between meal times.
- Do not use water fountains. Water bottle refill stations are okay to use.
- Limit occupancy based on the Occupancy Limits. Meetings or activities are limited to the total capacities in the table. The capacity includes all persons present (youth, volunteers, other adults, etc.)
- The greeter should log people out on the Attendance Log when they leave.

### **After the meeting**

- If a volunteer, parent, or 4-H member tells you that they have COVID-19 or believe they were exposed at a 4-H activity, immediately report this information to your local 4-H staff.
- The [Attendance Log](#) must be kept for a minimum of 15 days. The log must be submitted to Public Health contact tracing personnel if a participant and/or a member of the participants' household is diagnosed with COVID-19.
- At the end of 15 days, attendance logs must be destroyed by shredding or mailed to the UCCE 4-H county office for shredding.