



COVID-19 Safety Protocol Checklist For 4-H Adult Volunteers

This checklist is intended for 4-H Adult Volunteers to use to ensure you are prepared to resume any in-person 4-H programming or activities.

- Must receive training on all Safety Protocols and expectations prior to beginning in-person activities. 4-H staff will lead virtual training sessions and document participation.
- A [Daily Attendance and Visitor Log](#) must be kept for ALL in-person activities
- The Attendance logs must be kept for a minimum of 15 days, and 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.
- All participants (4-H members, parents, adult volunteers, etc.) visitors must be educated on the [symptoms of COVID-19](#). Do not allow any participant to attend if they are ill, show any signs of illness, or have any COVID-19 symptoms. 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.
- 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, report this information to your local 4-H staff.
- All sanitation procedures outlined in both the [Safety Standards for Resuming In-Person Activity, Stage 2](#) and [Mitigation Standards Summary for COVID-19](#) documents must be followed. 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.
- In-person activities are limited to **only 10 individuals**. Under no circumstances can any group gatherings occur over 10 individuals at this time. The 10 participants includes all adults and youth present. For example: 8 kids is the maximum number of youth who can attend with two adults. Two adults (including at least one appointed adult volunteer) must still be present to conduct any 4-H activity with youth.
- Meeting spaces must maintain physical distancing (at least 6 feet) between participants.
- Ensure that materials/announcements for programs, activities, events, etc. clearly state that UC ANR meetings, events, activities are limited to ten persons or less, that UC ANR employees, volunteers and participants are required to maintain six feet of distance at all times and that face masks must be worn.

- 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.
- Ensure that all meeting spaces are cleaned and disinfected before and after use, and ensure adequate personnel and materials to maintain the required cleaning protocols.
- Meetings cannot occur at locations where sanitation procedures cannot be followed.
- Require [universal face coverings](#) for all volunteers and participants at all times. Locations must have a supply to provide coverings upon request or if someone forgets their face covering. If masks are not available, the in-person activities must be cancelled.
- 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.
- Avoid food service. Schedule meetings between meal times.
- Avoid shared materials, handouts, equipment, tools, etc.
- Avoid distribution of items. If absolutely necessary - have one individual hand out items, do not pass along items among the group, individual distributing items (including paper handouts) must be wearing one-touch gloves. Shared materials must be disinfected.
- Maintain sanitary practices – frequently clean and disinfect spaces and equipment, wash hands often, and use hand sanitizer.
- Be prepared to modify, cancel, or re-schedule in-person activities if UC, County, or state guidelines or protocols change.

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