



Alameda and Contra Costa County 4-H Safety Protocol Checklist for In-person Meetings

Date of Meeting: _____

Location of Meeting: _____

Name of Lead Volunteer(s): _____

At least 4-6 weeks before the activity

- When meeting indoors, use well-ventilated spaces and select a facility that can allow for participants to maintain a minimum of 3 feet social distancing at all times.
- Volunteers must contact facility to verify location is available for use.
- Volunteers must submit a [4-H Activity Request](#) for meeting/event/activity approval and for facility use agreements.
 - All 4-H activities must be logged and approved by 4-H Staff prior to the start date.
 - Any 4-H activity not logged will not be covered by 4-H insurance and the host(s) will be held responsible for any subsequent outcomes.

At least 2 weeks before the in-person activity

- Be prepared to modify, cancel, or re-schedule in-person activities if UC, County, or State guidelines or protocols change.
- Post the [UC ANR Basic Safety Standards](#) on your event website and/or distribute to participants. All participants must agree to and follow these guidelines.
- Ensure adequate personnel and materials are available to maintain the required cleaning protocols.

Day of meeting

- At least two 4-H adult volunteers must be present to conduct any 4-H activity with youth.
- Print and post the following:
 - [Procedures for 4-H Meetings during COVID-19](#)
 - [Mask Required for All persons](#)
- The meeting facility must be sanitized using [CDC-approved disinfectants](#). Follow sanitation procedures outlined in the [COVID-19 Safety Standards Summary](#).
- Make sure paper towels and garbage bins are available by doors, so that everyone can open doors with a towel and then throw it away.
- If possible, prop doors open so people don't have to touch it to enter or leave. If you cannot prop doors open, consider designating someone to open the door for everyone.
- Post [Symptom Survey](#) outside of meeting room or email the Google Form survey to attendees.
- 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

- At the start of every in-person meeting, verbally review the [Basic Safety Standards](#) and seek cooperation:
 - Follow face mask guidelines.
 - Follow social distancing guidelines.
 - Maintain hygienic practices.
- Participants who develop signs of illness during an in-person 4-H activity must be quarantined from other participants and leave the premises as soon as possible. Disinfection measures must be taken immediately to reduce potential exposure.
- Enforce face mask guidelines outlined above. Have a supply of masks to provide upon request or if someone forgets their face covering. Participants not complying with face mask guidelines must be excused from activity.
- If feasible, open windows and doors to bring in outside air and increase filtration (such as HEPA filters).
- The meeting facility must be sanitized using [CDC-approved disinfectants](#). Follow sanitation procedures outlined in the [COVID-19 Safety Standards Summary](#).
- 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.
- Avoid shared materials, handouts, equipment, tools, etc. It is preferable for participants 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](#).
- Ensure that all meeting spaces are cleaned and disinfected before and after use.
- The greeter should log people out on the Attendance Log when they leave.

Food and Beverages

- Food and beverages are allowable IF there are pre-designated servers. At no time should participants help themselves.
- Have a designated time for eating and do not allow continuous snacking. This will limit unmasked exposure time.
- Maintain 6 feet of distance during times when people are not masked for eating or drinking – members of the same household can stay together.
- Do not use water fountains. Water bottle refill stations are okay to use.

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.

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