

# COVID-19 Phase 2 Safety Protocol Checklist For Adult 4-H Leaders

Volunteers, please use this checklist as we return to in-person meetings. Fill out and submit if you are directed by the County offices or the Community Club Leader. These matters may change slightly after Phase 3.

- All participants must agree to and follow ALL *Mitigation Standards Summary for COVID-19, Stage 2*. View here: <https://ucanr.edu/sites/safety/files/326442.pdf>
- All participants must agree to and follow ALL *Safety Standards for Resuming In-Person Activity, Stage 2* View here: <https://ucanr.edu/sites/safety/files/326438.pdf>
- The Club should ensure all participating volunteers, youth and families have a basic understanding of all Safety Protocols and expectations prior to beginning in-person activities.
- Attendance log must be kept for ALL in-person activities. Every single individual attending the in-person must keep contact tracing records.
- Everyone attending the in-person meetings must agree to be included in the attendance & visitor contact log of everyone they interacted with in-person during 4-H activities. These logs must be kept for a minimum of 15 days, and must be submitted to County 4-H staff if the participant and/or a member of the participants' household is diagnosed with or exposed to 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. Sanitation measures must be taken immediately to reduce potential exposure.
- 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 must be followed. If even one procedure is not completed the in-person meeting must be cancelled and cannot occur. For example, if you are unable to sanitize the room due to lack of being able to obtain CDC approved disinfectants, in-person activities cannot occur.
- In-person activities are limited to **only 10 individuals**. Under no circumstances can any group gatherings occur with over 10 individuals. This applies to indoor and outdoor activities. The 10 participants includes all adults and youth present. For example, 8 youth 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 when this distancing cannot be ensured.
- 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.
- Most meetings may not occur inside of people's homes due to required sanitation procedures. However, meetings held at people's outdoors spaces at their homes are allowable if all procedures are followed.
- Require universal face coverings (cloth or paper masks, cloth bandanas, etc.) for all volunteers and participants when maintaining six feet of space between people cannot be guaranteed. Locations must have a supply to provide upon request. If masks are not available, the in-person activities must be cancelled.
- Ensure handwashing facilities (soap and hot 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, pens, 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. Or, follow current CDC guidelines.
- Maintain sanitary practices – frequently clean and disinfect spaces and equipment, wash hands often, and use hand sanitizer.
- Must keep up to date on most recent guidelines from UC, county and state. Must be prepared to change or cancel in-person activities if UC, County or state change their guidelines.
- Must always follow the most restrictive procedures from UC, county, and/or state.
- Maintain reporting and response protocol outlined earlier in this document for suspected or confirmed COVID-19 exposures

Thank you for providing a safe environment for the members, leaders, volunteer and parents of the 4-H Program! If you have questions, please contact Lorin Hofmann-Lurz, 4-H Program Representative 831-759-7386.