

July 1, 2020 Training  
7 p.m.  
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# 4-H Reopening Plan

Capitol Corridor MCP

Sacramento/Solano/Yolo Counties



# The team



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# **Goal: To safely reopen 4-H programs**

- small project meetings now allowed, outside only**
- overview of safety guidance**
- county discussions & next steps**

# Approval Process

## Step 1

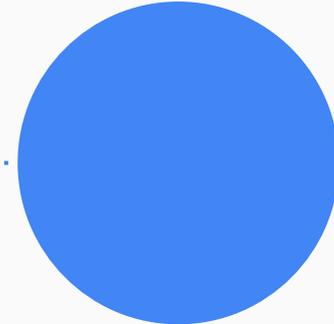
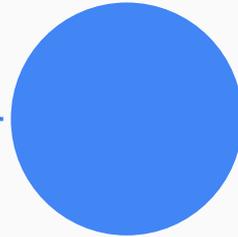
California State of  
Public Health  
Guidelines & Approval

## Step 2

UC ANR & UC 4-H  
Guidelines & Approval

## Step 3

Local County Guidelines  
& Approval



# State, UC & County Guidelines

Inform volunteers that as agents of the University, they are expected to follow these operating standards for any UC ANR activities. (<https://ucanr.edu/sites/safety/files/326438.pdf>)

California Department of Public Health Day Camp Guidelines- <https://covid19.ca.gov/pdf/guidance-daycamps.pdf>

## **Local County Guidelines**

Yolo-

<https://www.yolocounty.org/health-human-services/adults/communicable-disease-investigation-and-control/novel-coronavirus-2019>

Solano- <https://www.solanocounty.com/depts/ph/coronavirus.asp>

Sacramento- <https://www.saccounty.net/COVID-19/Pages/default.aspx>

# Importance of following the guidelines

- Healthy kids, families, and communities
- The ability to hold in person meetings, in outside spaces
- Increased participation by parents and volunteers wanting clear safety measures
- Trust
- Role modeling helpful community behaviors

# Changes to 4-H programs

- 1) Monitor health
- 2) Hold small meetings
- 3) Keep contact logs & report
- 4) Physically distance
- 5) Clean & disinfect before and after
- 6) Use outdoor spaces
- 7) Wear face masks
- 8) Don't share materials/equipment
- 9) Wash & sanitize hands
- 10) Do not share food
- 11) Communicate

# The challenge-

## 1) Monitor health

- Before attending meetings/activities, 4-H participants must verify their wellness.
  - Self-monitor temperature, if **100.0F/37.8C** or above within the last 48 hours, stay home.
  - Do not attend if you have a cough, fever, chills, sore throat, headache or muscle pain.
- Youth & adult participants, exhibiting symptoms, will be sent home.
- Do not allow participants to attend/participate in any meetings/activities if they are ill or showing signs of illness.



# Possible solutions

- Families will need a thermometer in their home.
- Participants who have been exposed to an individual with a confirmed case of COVID-19 should stay home.
- Have a list of current cell phone numbers for parents/guardians.
- Have a current Treatment Authorization & Health History form available for all participants.
- If a participant appears to be ill, or becomes ill at the meeting/activity:
  - Isolate participant.
  - If participant is not wearing a face mask/covering, give them a new one to wear.
  - Consider supervision & exposure to others.
  - An adult remains with the isolated participant, while maintaining 6' social distancing.
  - Call participants parent/guardian to pick up participant.
  - Call 911 if participant exhibits emergency warning signs, difficulty breathing and/or their condition deteriorates.

# The challenge-

## 2) Hold small meetings (8 youth + 2 adults)

- No group meetings/activities/gatherings/events (outdoor) of more than 10 total persons, including youth participants, adult volunteers & parents.
- Ideally **2** appointed adult volunteers are at every meeting/activity/gathering/event.
- In situations, where not practical, 1 appointed adult volunteer & another adult, one of which must be at least 21 years of age.



# Possible solutions

Parents want to stay at the meeting/activity:

- Sit in car if weather permits.
- If outdoors, bring a chair & sit 30 feet away.

How do I decide who gets to be in the project?

- First returning member enrolled & paid.
- Follow club bylaws & constitution for established protocols.

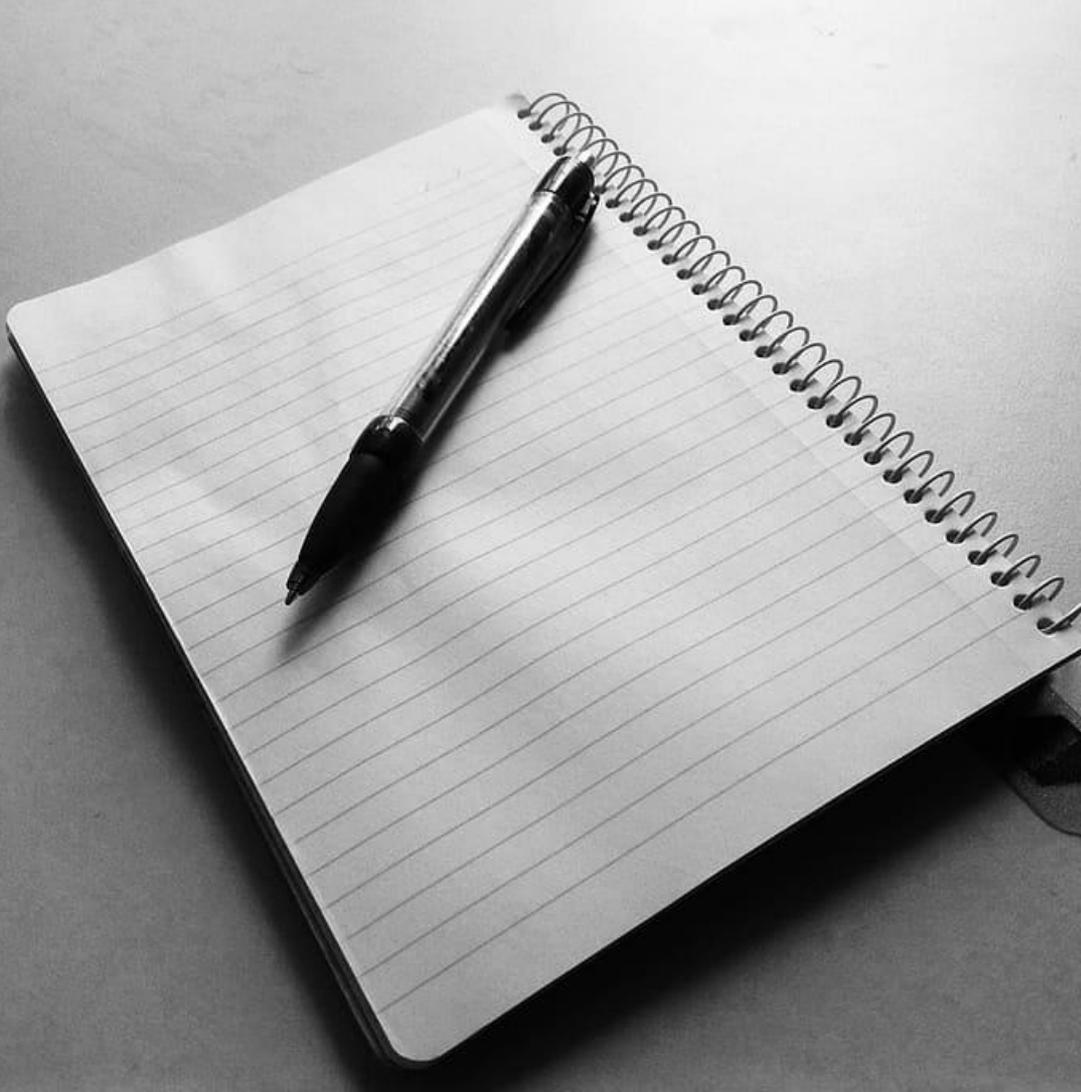
How to accommodate all who would like to participate:

- Volunteer offers two different meeting times.
- Recruit a 2nd volunteer to hold a 2nd meeting.
- Separate participants by skill level or age.
- Separate project groups by family units.
- No minimum number of youth to hold meetings.
- For large outdoor spaces:
  - Groups should be far enough apart to not hear the talking from each other.

# The challenge-

## 3) Keep contact logs & report

Maintain a log of participant attendance and contact information (all persons attending – youth, parents, volunteers, etc.). Use [Sample Attendance Log](#).



# Possible solutions

- Have a notebook or binder dedicated to the project and write down all of the youth and adults that are in attendance.
- Keep with your project records.

# The challenge

## 4) Physically distance

- Maintain physical distancing (at least 6 feet) between participants.
- No physical contact.



# Possible solutions

- Place signs/tape/markings on the ground to delineate six-foot distance
- Consider alternative meeting location/area if your current location can't accommodate the distance.
- Evaluate if there is any time during your meeting that youth could not be kept six feet apart.
- Ensure if distance can't be maintained, then face coverings are on and hands have been washed.

# The challenge-

## 5) Clean and disinfect before and after

- 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.
  - Use of outdoor venues, are the only alternative for in-person meetings
  - Disinfecting wipes must be available



# Possible solutions

- Create a list of cleaning supply needs.
- Share list with club/project and offer a sign-up list for people to donate items.
- If items aren't donated, include cleaning supply costs in budget.
- Consider including this responsibility as part of an officer or volunteer role.

# The challenge-

## 6) Use outdoor spaces

Use outdoor venues, which can be safer for in-person meetings.



# Possible solutions

- Use parks for meetings. Have everyone bring a blanket or chair to use.
- Use open public spaces, such as those at the Woodland Community College, the UCD Arboretum, or along the Sacramento River at “The Barn”.
- Schedule meetings during the cooler morning hours.
- Integrate the outdoors into your project. For example, do nature crafts, or trivia relay races, or watch movies at night about your topic.

# The challenge-

## 7) Wear face masks

- Require universal face coverings (cloth or paper masks, cloth bandanas, etc.) for all volunteers and participants:
  - outdoors, when maintaining six feet of space between people cannot be guaranteed or maintained
- Volunteers must have a supply to provide upon request.



# Possible solutions

- If a child does not have a mask, you should have some available to give them.
- If you do not have masks to provide or wear, check with your 4-H office to see if they can provide any.
- If an adult is confrontational about this policy, you should enforce it like any other 4-H policy.
- If someone has a medical reason they cannot wear a face mask, it should be documented in their medical record, and a face shield should be worn instead.
- If you need to help a child up close, be sure both people are wearing their masks.

# The challenge-

## 8) Do not share materials

Avoid shared materials, handouts, equipment, tools, etc.



# Possible solutions

- Determine, and communicate, before your first meeting if you will:
  - Have each child bring their own set of materials, stored in a container labeled with their name.
  - Provide a set of materials for each child, stored in a container labeled with their name.
  - Charge a project fee for the materials or ask club to cover the cost.
- If an item is too expensive or large and must be shared, create a plan to disinfect between users.
- Have a volunteer sign everyone in, so that pens are not shared.
- Put papers out beforehand (or pass out directly to each child) so a stack does not need to be passed and touched by all.
- If you will be collecting or touching a members materials, wear gloves.

# The challenge-

## 9) Wash and sanitize hands

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.



# Possible solutions

- Be sure to have an area to wash hands for all participants as they enter the area of the project meeting
- Hand washing should be for at least 20 seconds, singing 'Happy Birthday' or 'Twinkle Twinkle Little Star' twice.
- This should include soap (pump style bottle) & water and/or alcohol-based hand sanitizer and paper towels.
- Buy the supplies yourself
- Or ask the club leader to purchase what you need to be used for club/project meetings and activities
- Have paper towels in the bathroom of your home

# The challenge-

## 10) Do not share food

- Avoid food service.
  - Schedule meetings between meal times.
  - Use only single-use cups or bottles for drinks; encourage participants to bring their own refillable beverage container from home
  - If food service is absolutely necessary, avoid buffets or other shared service – use individually packaged items, or ask participants to bring their own food.



# Possible solutions

- For cooking, everyone should have their own set of labeled utensils (such as spatula, spoon), bowl, measuring cups & spoons, etc. to use.
  - They should be stored in a labeled container (tool box) that can be left at the project leader's home or brought back and forth. Check with friends & family if they have been spring cleaning or thrift stores for necessary items.
- Food dishes chosen to make should not be shared with other members in the project.
- No serving of family style foods, such as lasagna. This would be taken home & baked for the family.
- Everyone makes their own item.
- Ingredients should not be shared.
  - Each member should have their own ingredients to be used for the food dish being made.

# The challenge-

## No shared vehicles

- Avoid sharing a vehicle for any essential travel.
- If that is not possible, then then all must wear a face covering while they are in the vehicle together.
- Disinfect high-touch surfaces in vehicles before and after use.



# Possible solutions

Ask 4-H families to transport themselves to field trips or other events and 4-H functions.

# The challenge-

## 11) Communicate

- Ensure a sign is posted at the site to inform all visitors that they must:
  - Avoid entering the area if they have a cough, fever, or other symptoms of COVID-19.
  - Maintain a minimum six-foot distance from each other.
  - Wear a face covering.
- Ensure all parents and families understand University policy regarding meeting size, and other safety precautions.

# The challenge-

## 11) Communicate

Ensure that all volunteers have:

- Read information about Awareness of Corona Virus

Found here: <https://ucanr.edu/sites/safety/files/326441.pdf>

- Read the Mitigation Standards Summary COVID-19 Stage II

Found here: <https://ucanr.edu/sites/safety/files/326442.pdf>

- Complete the online survey verifying that the above has been completed

# Possible solutions

Encourage Project Leaders to have an introduction meeting to share info with parents before starting their projects.

See parents as your partners in making things work. They have ideas...

Send out electronic reminders about safety protocols before meetings.

Ask 4-H staff to provide posters for your club and project meetings.

## Procedures for 4-H Meetings during Covid-19

*UC 4-H wants you and your child to be safe and healthy. In order to hold in-person meetings, there are some guidelines that must be met to ensure everyone's well-being.*

**Together we will help to keep everyone healthy!**

UC 4-H Healthy Living Team  
 University of California  
Agriculture and Natural Resources | 4-H Youth Development Program

### Wear a mask.

Masks must always be worn indoors, and outside when physical distancing cannot be maintained.



### Wash your hands.

Wash your hands with soap and water when you arrive (or use alcohol or hand sanitizer). Wash them again as soon as you get home.



### Check your temperature before you come.

Do not come to a meeting if you have had a fever within the last 48 hours.



### Watch for other symptoms.

Aside from fever, Covid-19 symptoms include cough, difficulty breathing, headache, body aches, nausea, loss of taste or smell and fatigue. Do not come to a meeting if you feel sick.



### Do not share items.

Please confirm with your leader ahead of time what items you may need to bring to the meeting. Do not share your things with others.

*If possible, put needed materials into a bag or box labeled with your name.*



### Keep a record of the meetings you have gone to, with dates.

If you or someone you live with gets sick within 48 hours of a meeting, let your project leader know immediately. Be sure your leader has recorded your attendance as well.



### Practice physical distancing.

Maintain at least 6 feet distance from others.



# Getting your club started

- Review 2020-21 enrollment process and payment options
- Connecting with your Project Leaders and Leadership Team

# 2020-21 Program Enrollment Process

- Family enrollment will continue for youth and adult volunteers in 4HOnline.
- Enrollment fees will no longer pass through clubs, but will go directly to the University.
- Enrollment fees may be paid two ways:
  - Via credit card online through an enrollment survey. A (\$3.00 per youth; \$1.00 per adult) credit card fee will apply. This is the preferred method.
  - Via check or cash brought or mailed to your county UCCE office. Checks made payable to UC Regents.

# 2020-21 Program Enrollment Process

- Club enrollment coordinators will keep track of who has registered in their club, upon confirmation of fee payment from the county 4-H staff, confirm youth members.
- County staff will periodically send reports to clubs allowing for clubs to follow-up with participants concerning payment.

# 2020-21 Program Enrollment Process

## Adult

## Volunteer

## Enrollment

Follows the same general steps as youth enrollment with the exception that 4-H staff activate all adult volunteers.

eXtension Training requirements apply

- **Returning Volunteers - One hour of training**

- Abuse Risk Management for Volunteers - 15 minutes
- Reporting Child Abuse & Neglect - 40 minutes (NEW)

- **New Volunteers - Three hours of training**

- Introduction to the Course
- Module 1: 4-H Volunteer Orientation - 40 minutes
- Module 2: Foundations of Positive Youth Development - 20 minutes
- Module 3: Toward an Interculturally Connected 4-H - 60 minutes, 20 minutes for each lesson
- Module 4: Abuse Risk Management for Volunteers - 15 minutes
- Module 5: Reporting Child Abuse & Neglect - 40 minutes (NEW)

# Connecting with your Club Team

- Where are you with all of this?
- What do you need from your county office?
- What are your next steps?

# Closing Thoughts...

We must accept finite disappointment,  
but never lose infinite hope.

--Martin Luther King, Jr.

Things are not as we would like them to be, but...

Our kids are eager for 4-H to resume. They need us...and we need them.

We trust you

To do what's best for you, our 4-H kids and families.

To follow the rules and guidelines

To figure things out, best you can

To ask for help when you can't. WE ARE HERE FOR YOU....

