

# COVID-19 4-H Meeting Guidelines



**Volunteers and professionals need to consider the needs of their audience and make reasonable adjustments to the program to best engage the needs of learners with these guidelines in mind. For example, streaming a meeting or providing virtual engagement between meeting dates.**

The health and safety of all 4-H members, volunteers, parents, guests, and staff is the top priority of Kansas 4-H. To help reduce the risks associated with the spread of COVID-19, the following guidelines from the Kansas Department of Health & Environment and the Centers for Disease Control (CDC) should be followed to protect yourself and others during 4-H Club meetings and other 4-H programs:

1. Stay home when sick and avoid contact with other people unless you need medical attention.
2. Follow common-sense steps such as washing your hands often and well; covering your coughs and sneezes; and cleaning and disinfecting.
3. If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol.
4. Avoid touching your eyes, nose, and mouth with unwashed hands.
5. Avoid close contact with people by staying at least 6 feet apart.
6. Wear cloth face coverings in public settings where social distancing is difficult to maintain.
7. [Wipe down all common surfaces](#) as recommended by the Center for Disease Control (CDC). Common surfaces include tables, counters, doorknobs, light switches, countertops, handles, phones, keyboards, toilets, faucets, chairs, etc.

**To help safeguard the health and safety of our members and volunteers, the following guidelines should be followed for all 4-H meetings.**

## **BEFORE YOUR 4-H MEETING**

- Can the program be offered using a virtual platform? OR Are there participation options for families interested participating but concerned about the health/safety of their family? If NOT then...
- I know the recommended number of attendees in the space I plan to use.
  - Ensure that no more than \_\_\_\_\_ people are in attendance. This number should follow the guidance of the current local Directive Health Measures.
  - The number needs to include everyone (volunteers, parents, members, siblings, guest speakers, etc.)
- I have encouraged participants to stay home if they are exhibiting COVID-19 symptoms, have had contact with someone with COVID-19 positive test or symptoms or are at risk of exposure
  - This includes:
    - Considered at high risk themselves or if they live or work with individuals at high risk. (age 65+, are immunocompromised, or have other health factors identified by the CDC that increase risk if being exposed)
    - Exhibiting COVID-19 symptoms, which include fever, cough, and shortness of breath
    - Have had known contact with anyone with COVID-19 symptoms in the 14 days prior to the meeting
- I have provided signage to educate those at my meetings
  - Create and prepare any signs or documents that will be used at the event communicating procedures like, checking in, information for parents, expected times, reminders to wash hands/sanitize, etc.
  - Contact your local extension office for signage.

## **PREPARING FACILITIES FOR A 4-H MEETING**

- I have ensured the size of the room or facility is large enough to allow for the number of expected attendees and to allow for social distancing.
  - This should be in accordance with current guidelines of the local Health and Human Services Department.
  - Keep in mind what would be developmentally appropriate for the ages in your club. For instance, clover kid age level youth may have more of a challenge understanding distancing and sanitizing.
  - Space tables, chairs, shooting points, etc. farther apart to ensure social distancing (at least 6 ft. apart).
- I have properly sanitized the space and all areas we plan to use.
  - Wipe down all common surfaces as recommended by the Center for Disease Control (CDC). See number 7 in the previous guidelines.

## **WHEN EVERYONE ARRIVES**

- I reminded participants of meeting expectations like maintaining appropriate distancing and reducing the items in the room they touch.
  - Have a “check-in” process in place and follow it - include providing hand-washing location, hand sanitizer, and directions for where to wait until activity starts to ensure practicing social distancing, etc.
- To support safety practices, I collected information and I did not ask participants to pass papers and share pens.
  - Take attendance. Be sure to write down the names of EVERYONE that attended and the date. File this, and any meeting attendance list, in an easy to find location.

## **DURING THE 4-H MEETING**

- The meeting was planned and formatted to allow for social distancing and limiting potential exposure.
  - Maintain social distancing (6 feet) throughout the meeting or activity by households. You may need to be creative with different ice-breaker activities, roll-calls, etc.
  - Ensure a protocol is in place and followed for use of any type of equipment. This may require planning of sanitizing equipment between uses. This is especially important for shared equipment like sewing machines, firearms, clippers, pencils, crayons, etc.

## **AFTER THE 4-H MEETING**

- I have a plan in place for youth who have not yet left the space.
  - Provide activities for individual youth to do while awaiting their pick-up. These could be handouts, games, etc, that do not involve contact with each other.
- I have properly disinfected the entire space utilized and properly prepared it to be used again.
  - Think about the additional spaces that may have been used such as bathrooms, walkways, trashcans, any panels/additional buildings or equipment, etc. and ensure all are cleaned and disinfected properly.
  - Wipe down all common surfaces with a disinfectant as recommended by the Center for Disease Control (CDC). See number 7 in the previous guidelines.

## **SHOULD YOU HAVE FOOD AT YOUR MEETING?**

At this time we recommend food or snacks not be provided as part of 4-H meetings.

## **SUMMARY**

As a volunteer, your health and that of our youth members is of utmost importance and as such some engagement may be minimized at the request of a Kansas 4-H staff and/or volunteers based on a health concerns associated with COVID-19.

By following the above best practices, we hope to offer more opportunities for youth to interact face-to-face, within parameters provided by county health officials. If you have any questions, please contact your local extension office.

**Kansas State University Agricultural Experiment Station and Cooperative Extension Service**

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