

Washington State University Extension

4-H Resuming In-Person Checklist

Decision To Meet In-Person

- Can the activity be done virtually (reducing risk)? If so, virtual offering should continue.

If the answer is, "...this cannot be done virtually" then address all the following at your virtual meeting prior to gathering in person:

Pre-Gathering Meeting (to be held virtually)

Plan for Success

- Identify the goals of hosting the face-to-face meeting
- Review limits on number of people present. How many can be present at the same time in your county, based on its regional Roadmap to Recovery phase?
- Will extra individuals (parents, siblings, etc.) be able or allowed to remain at the gathering?
- Where will the gathering occur? Is there adequate space for physical distancing? (preferably outdoors; in phases <2 must be outdoors)
- Ensure adequate supply of prevention supplies inventory, signage, and their use/placement
- Discuss arrangements for participation and accessibility for all (some may choose to attend virtually)
- Discuss exposure possibilities and response following a possible exposure.
- Review your communication plan to keep everyone updated on the meeting or activity
- Plan for absences of critical individuals (e.g. Who is back-up if leader gets a flat tire?)
- Ask members how they would like to be reminded of proper protocols (distancing, masks, etc.)

Club information to share with members/families before the first meeting

- Expectation of gathering with no more than 5 people outside your household per week for regional phases 1 & 2, as of January 20, 2021.
- Personal protective equipment (approved masks, etc.) and physical distancing requirements
- Temperature check expectations (Below 100.4 F and other health screening criteria)
- Collection of health screening forms (WSU Visitor Attestations)
- Inherent risk to participating
- Pick Up/Drop Off plans
- Who is dropping off and picking up
- Meeting/activity agenda
- Accommodations (alternative meeting style, needs, etc.)
- Responsibility to report to Health Department
- Contact information for reporting to Extension faculty/staff

Final Steps to Prepare for and Implement In-Person Gathering

Submit Proposal for your Face-to-Face Event)

- Submit the completed form to county 4-H office for review at least ten days prior to your event.
- Proposal must be approved in order for event to occur

Club volunteer planning/setup just before the gathering

- Confirm the person(s) who will help everyone meet the standards (the compliance person for the gathering)
- Ensure appropriate safety signage is in place (reach out to your 4-H office for assistance) which must include:
 - Stop the spread of germs
 - Handwashing
 - Demonstration of what 6 feet looks like
- Mark boundaries among/between participants groups
- Ensure activity, hand washing, and sanitation supplies are in place
- Discuss how you will continually monitor for signs and symptoms of COVID 19
- Identify space to safely isolate someone who exhibits symptoms at the event
- Confirm contact information for reporting to Extension faculty/staff

Drop Off/Pick Up Process

- Distance between families
- One-way traffic flows and flow for foot traffic
- Stagger arrival times to reduce congestion
- Determine who will pick up the youth
- Collect completed health screening form (WSU Visitor attestation) before parent departure (Have extra forms available)
- Hand washing or sanitizing gel immediately upon arrival

Meeting and Physical Distancing

- Review prevention practices including wearing masks, physical distancing, etc.
- Maintain 6 or more feet between individuals
- Visible physical boundaries/barriers between individuals; accommodations must be available for those with visual impairments both indoors and outside
- Hand washing/sanitizing required when changing spaces (indoors to outdoors, etc.) by all participants

Face Coverings

- Face coverings/masks are required for everyone
- Extra face coverings/masks must available for participants who do not already have an appropriate mask. Consult your county 4-H office if you need supplies.

Hygiene Practices

- Handwashing/Hand Sanitizer (if hands are clean) is consistently available and used during rotations/transitions
- Refrain from touching eyes, nose, mouth, etc.
- Participants appropriately cover their cough, wash hands for recommended duration

Cleaning/Disinfecting

- Follow guidelines for facility (the facility may want to do the cleaning and disinfecting of their facility), if available, and “Guidance for Cleaning and Disinfecting Your Facility” provided by the CDC in Reopening Resources referenced on the state 4-H website
- Normal routine cleaning with soap and water
Disinfect frequently used surfaces (or materials/equipment) with EPA approved disinfecting products (can use 1/3 cup of bleach in 1 gallon of water; 2 teaspoons/pint; 4 teaspoons per quart OR 70% alcohol solutions)
- Follow all directions on cleaning supplies

Hands-on Materials, Tools, Equipment, etc.

- Do not share items that are difficult to clean, sanitize, or disinfect.
- Keep each member’s belongings separated from others’ and in individually labeled containers, cubbies, or areas.
- Ensure adequate supplies to minimize sharing of high-touch materials to the extent possible (e.g., assign art supplies or other equipment to a single participant), or limit use of supplies and equipment to one group at a time, cleaning and disinfecting between use.
- Develop a plan for check-out, check-in, and distribution that will facilitate disinfecting

Food

- Do not serve food/snacks
- Send home snacks/food; must be individually packaged
- When distributing food packages, plan to maintain physical distance

Attendance Records

- Submit attendance records and contact information to county 4-H office

