

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 your in-person 4-H event or activity.

Pre-Event or Activity Meeting (to be held virtually)

Plan for Success

- Identify the goals of hosting the face-to-face event or activity
- Review limits on number of people present. How many can be present at the same time in your county, based on its county Roadmap to Recovery Phase and WSU/4-H protocols?
- Will extra individuals (parents, siblings, etc..) be able or allowed to remain at the event or activity? If not inside of the event or activity space, where can families wait or observe safely?
- Where will the event or activity occur? Is there adequate space for physical distancing? (preferably outdoors)
- Ensure adequate supply of prevention supplies inventory, signage, and their use/placement
- Discuss arrangements for participation and accessibility for all in-person participants and those who may choose to attend virtually, if possible/practical
- 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., if the event or activity leader develops a sore throat, who will be the backup person?
- Ask members how they would like to be reminded of proper protocols (distancing, masks, etc.)

Information to Share with Members/Families Before the First Club Meeting or Activity/Event

- Expectation of that no more than 15 youth and at least two Certified 4-H Volunteers or Extension personnel in Phase 3 can participate (see additional reference to WA Phases and numbers of participants below in "...Submit Your Proposal...")
- Required personal protective equipment (approved masks, etc.) and physical distancing requirements
- Collection of health screening forms (WSU Visitor Attestations)
- Inherent risk related to participating
- Drop-off and pickup procedures for youth participants
- Meeting/activity agenda
- Accommodations (alternative meeting style, needs, etc.)
- Contact information for reporting to Extension faculty/staff
- Responsibility to report to Health Department

Final Steps to Prepare for and Implement In-Person Event or Activity

Complete and Submit Proposal for your Face-to-Face Activity or Event

- Develop and write your face-to-face proposal in collaboration with your 4-H program staff. **Note:** attention to detail and thoroughness is necessary for a plan to be considered for approval at the County Director and WSU Extension levels.
- Submit the completed form to the county 4-H staff, for review and approval by the County Director at least 20 days prior to your event
- Within 10 days the County Director will review the document, and if approved, that person will send it to the WSU Assistant to the Extension Director, M J. Gaffney, and cc the State 4-H Program Leader, N. Deringer, for final review within 10 days or less (a total approval cycle of 20 days)

Note: The number of participants is guided by the Washington Phase of the county in which the event or activity is to occur. That is, 15 participants and 2 4-H volunteers or staff in Phase 3 inside or outside; and 5 participants and 2 4-H volunteers or staff in Phase 2, outside only. This means that if a plan was approved with Phase 3 group sizing (15 participants + 2 4-H adult leads) and that county is moved back to Phase 2 before the approved 4-H event or activity occurs, *that the group size and plan must follow Phase 2 (5 participants + 2 4-H adult leads) WSU WA State 4-H guidelines.* In Phase 1, no face-to-face activities would be allowed.

Review the “Resuming In-Person” Training Video (~15 minutes)

- All adult volunteers involved in the in-person activity must complete this training video with a 4-H staff member, **before** the event or activity occurs
- Optional:** Some counties may also request that involved youth, e.g., 12 and over, participate as well

Planning/Setup Just Before the Event or Activity

- Confirm the person(s) who will help everyone meet the standards during the event or activity, i.e., the compliance individual for the event or activity
- Ensure appropriate safety signage is in place (reach out to your 4-H office for assistance and visit the state 4-H Web site <https://extension.wsu.edu/4h/4-h-in-person-resources/>) which must include:
 - Stop the spread of germs
 - Handwashing
 - Demonstration of what 6 feet looks like
- Mark boundaries among/between participants’ groups wherever possible
- 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 Considerations

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

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 be 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 is consistently available and used during rotations/transitions
- Refrain from touching eyes, nose, mouth, mask, etc.
- Participants appropriately cover their cough, wash hands for recommended duration, etc.

Cleaning/Disinfecting

- Follow guidelines for the facility (note that those responsible for the site used may want to do the cleaning and disinfecting of their facility) and as appropriate and necessary, the “Guidance for Cleaning and Disinfecting Your Facility” provided by the CDC in Reopening Resources referenced on the state 4-H website (<https://extension.wsu.edu/4h/4-h-in-person-resources/>)
- 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 for 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
- If desired, individually packaged snacks/food may be sent home with participants
- Maintain physical distance when distributing food packages

Attendance Records

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