

Ohio 4-H Planning Guide for In-person Meetings & Events

Updated February 5, 2021

Information effective January 16, 2021 includes:

- Hosting virtual meetings and events is preferred.
- If activities are critical/essential and are in-person, they must be focused on education.
- Group cannot be larger than 50 people, including adults, youth, presenters, etc.
 - This directive is dependent on local health department advisories.
 - The group size may need to be reduced to 10 (or other amount), based on the directives from your local health department.
- Face masks are required.
 - This includes inside AND outside at all times.
 - Program participants age five and older, and parent/guardians must wear a mask.
 - The exception is shooting sports where safety is a concern when on the line. Refer to the section below on additional shooting sports guidance.
 - Medical conditions or disability exceptions are also permitted.
- Potlucks and buffets are not permitted.

Any time your county is designated a Level 4 Public Health Emergency (color-coded purple) or is approaching purple (red with an asterisk) by the Ohio Department of Health, all in-person 4-H club meetings and events must be held virtually or postponed until the designation changes to Level 3 or below. Ohio's Public Health Advisory System updates are at

<https://coronavirus.ohio.gov/wps/portal/gov/covid-19/public-health-advisory-system/>

In addition to the guidance from the Ohio Department of Health, county and city health departments are releasing local health advisories limiting activities or encouraging additional caution. When a local health advisory is in effect, 4-H club meetings and activities must follow that guidance when it is more restrictive than these guidelines.

Guidance provided to 4-H professionals and families on July 22, 2020 is still in effect. That information is copied below.

General Considerations

As you restart in-person 4-H activities, the following considerations will assist with planning.

Time

- Consider limiting the length of meetings and events, particularly those that take place indoors, and the length of time people will be in contact with one another. Sustained contact provides an increased opportunity for virus transmission.

Place

- Consider the guidance from your local county health department regarding locations where you meet, as well as where attendees may be coming from.

People

- Consider the overall number of attendees and whether this includes individuals (including other individuals in their home) who may be at a higher risk of serious illness if they develop COVID-19.



Space

- Consider hosting meetings and activities outdoors when possible. Continue to offer options for virtual engagement when individuals request it.
- Consider the types of interactions that occur at the event and if contact between attendees can be limited.
- Maintain six feet of distance between individuals whenever feasible.
- Masks are an effective means of preventing transmission from people who feel fine but are not showing symptoms and have the ability to infect others.

Meeting Planning

Meeting Notices

Virtual options are the preference. When meetings are held in-person, prior to meeting, it is important to send notices to parents and members outlining expectations for participation. The notice should include the following information:

- State that members and/or family members cannot attend the meeting if they or anyone living their household is experiencing any of the following symptoms: fever, cough, shortness of breath.
- Provide an option for members to participate virtually.
- Note that physical distancing will be practiced by maintaining a six-foot distance between people.
- We require face masks to be worn during the 4-H meeting, whether it is occurring inside or outside.
- Participants may bring snacks and drinks for themselves.

Attendance

Take attendance at the meeting or event by checking off names on a roster. Do not pass around a paper for individuals to sign or have members sign-in. This attendance record must be kept in case someone attending the meeting/event contracts COVID-19 and information is needed for contact tracing. Attendance records must be kept for at least six months beyond the date of the meeting/event.

Quarantine and Isolation

Any individual (e.g., member, club leader) who develops symptoms, learns they have been exposed to someone who has tested positive or tested positive for COVID-19 must immediately isolate and seek medical care.

- Contact the local health department about suspected cases or exposures.
- Work with your local health department to identify potentially infected or exposed individuals to help facilitate effective contact tracing.
- Attend 4-H club and county activities virtually.
- If the individual attended a club meeting or activity:
 - The club should stop all in-person club activities for 10 days following the exposure.
 - Notify your county OSU Extension professional, 4-H club organizational volunteer or whomever led the meeting, so they can work with the local health department, if requested.
 - Meet only virtually.
- If the individual attended a county, regional or state 4-H activity:
 - Notify your county OSU Extension professional so they can work with local health departments as needed.

Physical Space Design

Plan ahead. There are many factors to consider regarding the need for six-foot physical distancing and the number of people a gathering space can accommodate. Consider the following when choosing meeting/event spaces:

- Can the event take place outside? Open air appears to reduce the risk of spreading airborne illness.
- What is the normal maximum occupancy of the space?
 - To provide six feet of physical distance between individuals, the occupancy of meeting spaces must be decreased by half. For example, a space with a posted maximum occupancy of 100 people would need to be adjusted to a maximum of 50 people.
 - If you need to estimate the capacity of a space, allow 30 square feet per person.
- Is there access to a clean restroom for participants, including soap and water for washing hands?
- Set up tables and chairs to provide six-foot physical distancing. Moving chairs is discouraged.
 - If seating is fixed, mark those seats that are off limits (e.g., use tape to indicate “don’t sit here” spaces in grandstand seating).
- Modified layouts can help attendees keep their distance from others.

Educational Materials

Provide participants with their own copies of educational materials. If you plan to use an activity that requires passing an item around, you should revise the activity. For example, the item should be big enough to be viewed from a distance, or a sample or picture needs to be available for each participant.

Food and Drinks at Meetings

Encourage each attendee to bring their own drinks and snacks instead of providing shared options at meetings. Potlucks and buffets are not permitted.

PPE (Personal Protective Equipment)

Face Masks

Face masks are required to be worn at all 4-H in-person meetings and events, whether they occur inside or outside. Face masks refer to disposable procedure masks or cloth face coverings, not surgical or N-95 respirators. They should fit snugly around the mouth and nose and be worn appropriately to be effective. Remember – it is possible to have COVID-19, not exhibit any symptoms and transmit the virus to others. Wearing a face mask is a measure to protect others.

Cloth Face Covering

The CDC provides information for both sewn and no-sew homemade cloth face mask options. The instructions can be found on the CDC website at:

www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-make-cloth-face-covering.html

Sanitizing Stations and Schedules

All entrance/exit door handles for the meeting location and the doors handles of any accessible restrooms and any other high-touch surfaces should be cleaned and disinfected with an EPA-registered cleaner-disinfectant before and after the meeting.

All tables and chairs should be cleaned and disinfected before and after use. Before and after will be defined by the meeting or event:

- Meetings: if you have a two-hour meeting and individuals sit at the same table and chair for the duration, “before” is prior to the start of the meeting, “after” is the conclusion of the meeting.
- Events: if you have scheduled times for youth to participate in an interview, skill-a-thon, or judging event, then tables, chairs, and equipment should be sanitized before the event, after use by each individual, and after the conclusion of the event.

If you are unable to find an EPA-registered cleaner-disinfectant, the following bleach solutions may be used:

- 5 tablespoons (1/3 cup) bleach per gallon of water **OR**
- 4 teaspoons bleach per quart of water

Additional tips for cleaning and disinfecting tables and chairs include:

- Check the label to see if your bleach is intended for disinfection and confirm the product is not past its expiration date.
 - Some bleaches, such as those designed for safe use on colored clothing or for whitening, may not be suitable for disinfection.
- Follow manufacturer’s instructions for application and proper ventilation.
- Never mix household bleach with ammonia or any other cleanser.
- Wear disposable gloves when handling bleach solutions.
 - Use nitrile gloves rather than latex since some people have a latex allergy.
- Leave solution on the surface for at least 1 minute.
- Bleach solutions will be effective for disinfection up to 24 hours.
- Alcohol solutions with at least 70% alcohol may also be used.

Practice Good Hygiene

- Wash your hands often, with soap and water for at least 20 seconds, especially after touching any frequently used item or surface.
- Avoid touching your face or others in attendance.
- Sneeze or cough into a tissue or the inside of your elbow.
- Provide tissues and make sure there is a wastebasket to dispose of used tissues.
- Provide hand sanitizer that contains at least 70% alcohol at a registration table or at a table near the entrance of the meeting room.

Tips for In-person 4-H Meetings & Events

Guiding Principles

- The health and safety of the 4-H community is our priority.
- Transparency is essential – clear expectations must be communicated in a timely manner.
- Be flexible – continue to provide options (including virtual ones) for participation to ensure 4-H members and families can remain safe given their individual circumstances, while maintaining an inclusive and flexible environment for all.

Meeting Planning

- Virtual meetings are preferred.
- Send notices in advance of meetings and events outlining expectations. Include physical distancing requirements, require face masks, and a statement informing individuals they must not participate in-person if they or anyone in their household, is experiencing fever, cough, or shortness of breath.
- Take attendance instead of passing around a sign-in sheet.
- Plan ahead to provide six feet of physical distance and access to clean restrooms.
- Know the maximum number of people who may safely be in the meeting space, based on local health department and OSU directives.
- Provide all participants with individual copies of any educational materials.
- Participants may bring snacks and drinks for themselves.

PPE (Personal Protective Equipment)

- Appropriate disposable procedure masks or cloth face masks are expected to be properly worn at all 4-H in-person activities.
- Face masks are required at all 4-H events, whether they occur inside or outside. Effective September 1, 2020.

Sanitizing Stations and Schedules

- Provide hand sanitizer that contains at least 70% alcohol.
- Clean and disinfect the entrance/exit door handles and other high-touch objects or surfaces in the meeting space, as well as any accessible restrooms.
- Clean and disinfect tables and chairs before and after use.
- If using bleach, confirm that it is not expired and is intended for disinfection.
- Follow manufacturer's instructions for application of bleach solutions, including proper ventilation.

Practice & Encourage Good Hygiene

- Wash your hands often, with soap and water for at least 20 seconds, especially after touching any frequently used item or surface.
- Avoid touching your face or other attendees.
- Provide tissues and ensure there is a wastebasket to dispose of used tissues.

Monitor Your Health

- Be alert for symptoms: fever, cough, shortness of breath.
- Do not attend in-person activities if you or anyone living in your household is experiencing symptoms associated with the coronavirus, or any other communicable illness.
- Follow CDC/ODH guidance if symptoms develop.

Signage

- Post 4-H signage about symptoms, masks, hand hygiene, and physical distancing at your activities.

Monitor Your Health

- Be alert for symptoms: fever, cough, shortness of breath.
- Do not attend in-person activities if you or anyone living in your household is experiencing symptoms associated with the coronavirus, or any other communicable illness.
- Follow CDC/ODH guidance if symptoms develop.
- Refer to the *Quarantine and Isolation* instructions on page 2.

Signage

All in-person 4-H meetings and events are required to have the following signs posted. This is to provide clear communication and transparency regarding the measures that 4-H is recommending to promote the safety of the community.

Sign	Post Location	Available at
4-H Event Guidelines	Entry and Exit doors Registration tables Throughout the space if feasible	ohio4h.org/families/stay-connected
Sanitizing Stations	At each activity/judging station	
Hand Washing Poster	Entry to restrooms Above restroom sinks	
Watch Your Step! Poster and Where to Stand Templates	Entry and Exit doors Registration tables Throughout the space if feasible	
How COVID-19 Spreads	Entry and Exit Doors	

Additional Ohio 4-H Shooting Sports Guidance

- All individuals participating in Shooting Sports programs are expected to wear a mask when they are not on the firing line. (Following the general Ohio 4-H Transition Planning Guide for In-person Meetings and Events.) When a member is on the firing line, they may remove their mask as long as a minimum of six feet of physical distancing can be maintained. All members in Archery must fully remove their mask when on the firing line due to safety.
- When possible, coaches should minimize the amount of time spent within proximity to members but **MUST** maintain safe muzzle control at all times.
- Range Safety officers may remove a mask, when they are giving commands if they are able to maintain at least a minimum of six feet physical distance.
- Tables and other high touch items must be sanitized between individuals. Equipment should not be shared between participants without sanitizing the equipment. If you do not have enough equipment for each member to have their own, it is encouraged that you split member time on the range into scheduled session and sanitize between sessions.
- Risk management is the responsibility of all individuals participating in the Ohio 4-H program. Our shooting sports program volunteers are trained to recognize and minimize risk within the program. If you have concerns for personal health of yourself or family members or do not feel you can safely meet the guidelines for in-person programs you are able to say that you do not feel comfortable offering the program at this time.

For More Information visit:

- www.coronavirus.ohio.gov
- www.Cdc.gov/coronavirus
- www.safeandhealthy.osu.edu