





- Notify your county OSU Extension professional, who will notify the State 4-H Office.
  - County office will notify club members and families per standard protocol for notification of communicable diseases.
  - If the individual who developed symptoms attended a club meeting or activity, the club should stop all in-person club activities for 14 days following the exposure, meet only virtually, and notify club members to monitor for symptoms.
  - The State 4-H Office will follow university reporting and contact tracing protocols.

Any individual (e.g., member, club leader) who learns they have been exposed to an individual (e.g., family member, friend) with COVID-19, must immediately quarantine for 14 days and:

- Attend 4-H club activities virtually while in quarantine.
- Notify your county OSU Extension professional, who will notify the State 4-H Office.
  - County office will notify club members and families per standard protocol for notification of communicable diseases.
  - The State 4-H Office will follow university reporting protocols.

### 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.



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## **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**

- 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 (occupancy limits)
- Provide all participants with individual copies of any educational materials
- Have attendees bring their own snacks and drinks

### **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, effective July 23, 2020 at 6 p.m.

### **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 pp. 2-3.

## 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	<a href="https://ohio4h.org/families/stay-connected">ohio4h.org/families/stay-connected</a>
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	



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## 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 close 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 etc. 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.

### References:

- [www.cdc.gov/coronavirus/2019-ncov/community/large-events/event-planners-and-attendees-faq.html](http://www.cdc.gov/coronavirus/2019-ncov/community/large-events/event-planners-and-attendees-faq.html)
- [www.psav.com/what-we-do/industry-advocacy/meetSAFE](http://www.psav.com/what-we-do/industry-advocacy/meetSAFE)
- [www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2](http://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2)
- [www.cdc.gov/coronavirus/2019-ncov/community/large-events/event-planners-and-attendees-faq.html](http://www.cdc.gov/coronavirus/2019-ncov/community/large-events/event-planners-and-attendees-faq.html)
- [www.cvent.com/en/blog/hospitality/safe-meetings-events](http://www.cvent.com/en/blog/hospitality/safe-meetings-events)
- [www.shrm.org/resourcesandtools/hr-topics/employee-relations/pages/coronavirus-taking-precautions-with-food-at-work.aspx](http://www.shrm.org/resourcesandtools/hr-topics/employee-relations/pages/coronavirus-taking-precautions-with-food-at-work.aspx)
- [www.gensler.com/research-insight/blog/10-considerations-for-transitioning-back-to-work-in-a-post](http://www.gensler.com/research-insight/blog/10-considerations-for-transitioning-back-to-work-in-a-post)
- [www.workdesign.com/2020/04/a-common-sense-guide-for-the-return-to-the-office/](http://www.workdesign.com/2020/04/a-common-sense-guide-for-the-return-to-the-office/)



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# 4-H Event Guidelines



**Please be respectful  
and maintain a distance  
of six feet from one  
another.**



**Face masks are  
required.**



**All tables and chairs  
must be sanitized  
before, between and  
after use by individuals.**



**Practice good hygiene**

- **Wash hands**
- **Avoid touching your face**
- **Sneeze or cough into your elbow**
- **Monitor your health**



# Proper Hand Washing



- 1. Use soap and warm water**
- 2. Wash hands for at least 20 seconds**
- 3. Clean between fingers, under nails and jewelry**
- 4. Dry hands with a single-use paper towel**
- 5. Place used paper towel in trash**



# Sanitizing Station



**All tables and chairs must be sanitized before, between and after use by individuals.**

**This sanitizing solution contains 1/3 cup bleach per one gallon of water.**

**To properly sanitize surfaces, submerge clean cotton cloth, wring out, wipe all surfaces and leave solution on surface for at least one minute.**

**Sanitizing solution will be refreshed every four hours.**

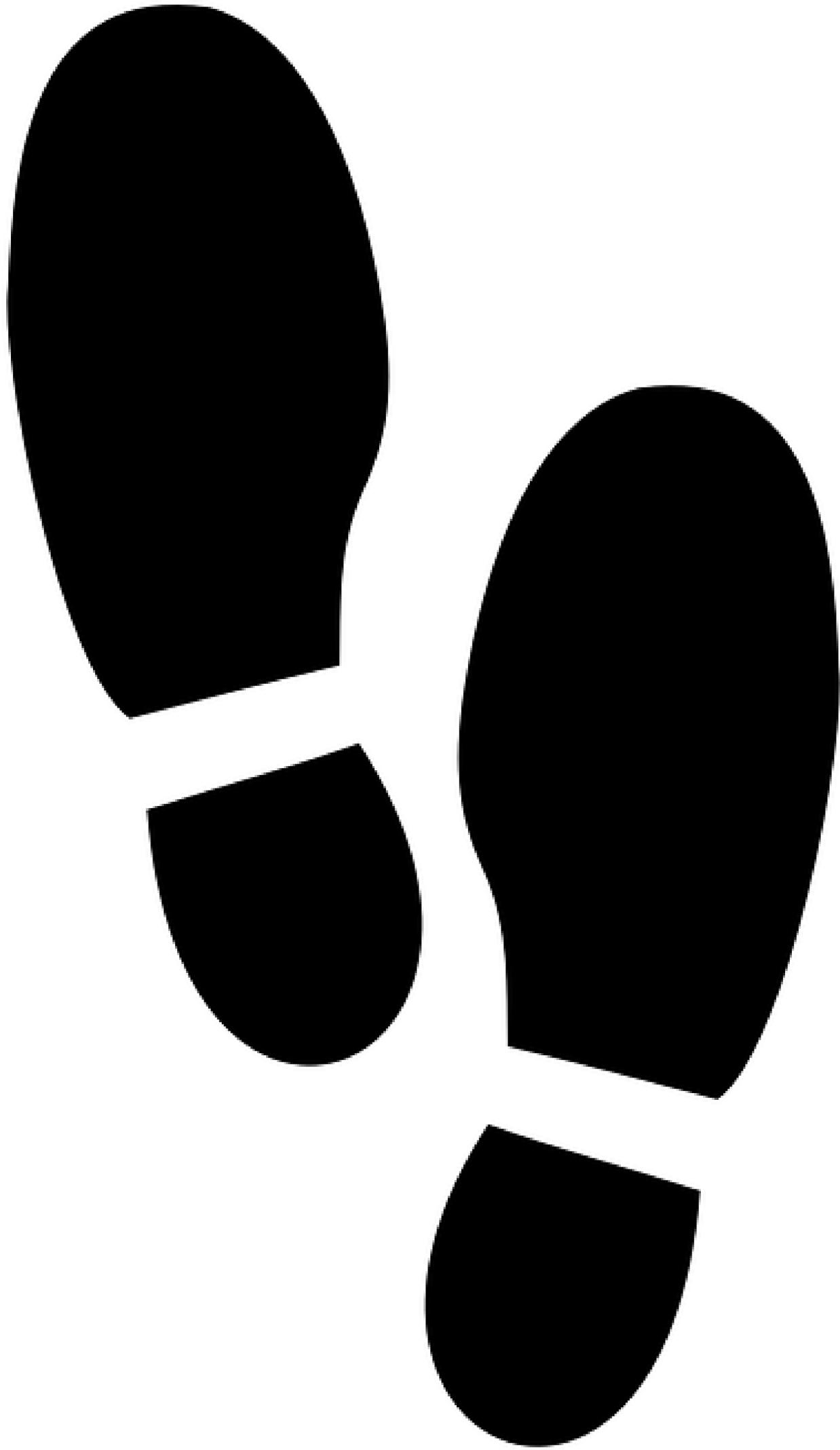


# Watch your step!



**Please be  
respectful and  
maintain a  
distance of six  
feet from each  
other.**





Print and laminate this template to tape to the floor to indicate where clientele should stand.

# Coronavirus Disease 2019 (COVID-19)

## How COVID-19 Spreads

COVID-19 is thought to spread mainly through close contact from person-to-person. Some people without symptoms may be able to spread the virus. We are still learning about how the virus spreads and the severity of illness it causes.

### Person-to-person spread

The virus is thought to spread mainly from person-to-person.

- Between people who are in close contact with one another (within about 6 feet).
- Through respiratory droplets produced when an infected person coughs, sneezes, or talks.
- These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
- COVID-19 may be spread by people who are not showing symptoms.

### The virus spreads easily between people

How easily a virus spreads from person-to-person can vary. Some viruses are highly contagious, like measles, while other viruses do not spread as easily. Another factor is whether the spread is sustained, which means it goes from person-to-person without stopping.

The virus that causes COVID-19 is spreading very easily and sustainably between people. Information from the ongoing COVID-19 pandemic suggest that this virus is spreading more efficiently than influenza, but not as efficiently as measles, which is highly contagious.

### The virus may be spread in other ways

It may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes. This is not thought to be the main way the virus spreads, but we are still learning more about how this virus spreads.

### Spread between animals and people

- At this time, the risk of COVID-19 spreading from animals to people is considered to be low. Learn about [COVID-19 and pets and other animals](#).
- It appears that the virus that causes COVID-19 can spread from people to animals in some situations. CDC is aware of a small number of pets worldwide, including cats and dogs, reported to be infected with the virus that causes COVID-19, mostly after close contact with people with COVID-19. Learn what you should do [if you have pets](#).

### Protect yourself and others

The best way to prevent illness is to avoid being exposed to this virus. You can take steps to slow the spread.

- [Maintain good social distance](#) (about 6 feet). This is very important in preventing the spread of COVID-19.
- [Wash your hands](#) often with soap and water. If soap and water are not available, use a hand sanitizer that contains at least 60% alcohol.
- [Routinely clean and disinfect](#) frequently touched surfaces.

Learn more about what you can do to [protect yourself and others](#).

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