

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

As we return to in-person 4-H activities, the following principles will be used:

- 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 provide 4-H members and families with a safe environment given their individual circumstances, while maintaining inclusivity and flexibility for all.

We know concerns about the spread of COVID-19 have changed how people interact with one other. Because of this, those who organize meetings and events have a responsibility to consider the health and safety of attendees. This document provides guidance for how to lead and conduct OSU Extension / 4-H meetings and events.

### General Considerations

As you restart in-person 4-H activities, the following considerations will assist with your 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. The CDC cautions that gatherings with more than 250 people have a higher risk of coronavirus transmission and the state of Ohio has place limitations on the size of gatherings.
- **Space**
  - Consider hosting meetings and activities outdoors when possible. Continue to offer options for virtual engagement when individuals request it.



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- Consider the types of interactions that occur at the event and if contact between attendees can be limited.
- Maintain six feet of distancing 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

In advance of meetings, 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, or 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 expect face masks will be properly worn during the 4-H meeting.
- Encourage participants to bring their own snacks and drinks for the meeting.

### 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 of COVID-19, must immediately isolate, seek medical care, and take the following steps:

- Contact the local health department about suspected cases or exposures.
  - Work with local health department to identify potentially infected or exposed individuals to help facilitate effective contact tracing.
- Attend 4-H club activities virtually.



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- 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-feet 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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## **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 highly discouraged.

## **PPE (Personal Protective Equipment)**

### **Face Masks**

Face masks are expected to be worn at all 4-H in-person meetings and events. 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.

Face masks are required at the following events: individual interviews, skill-a-thon, and other judging events that may accidentally result in less than 6-foot social distancing space.

### **Cloth Face Covering Patterns**

There are many ways in which you can make a cloth face covering. The CDC offers several different options to make a cloth mask including a sewn mask, a quick-cut t-shirt mask, and a bandana cloth face covering. These patterns can be found at:

[www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-make-cloth-face-covering.html](http://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.



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- 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.



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## 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 COVID-19 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 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="http://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	

## 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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## 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, encourage 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
- Require face masks at individual interviews, skill-a-thon, and other judging events

### 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



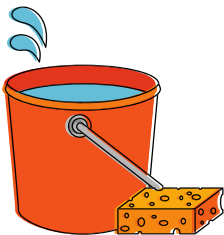
# 4-H Event Guidelines



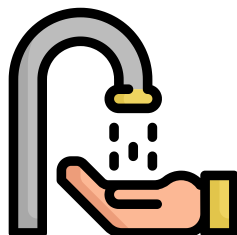
**Please be respectful  
and maintain a distance  
of six feet from one  
another.**



**Face masks are  
expected.**



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



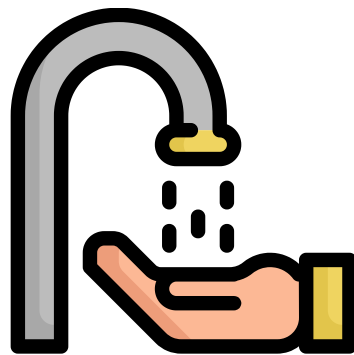
**Practice good hygiene**

- **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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