

Cleveland County 4-H Face-to-Face Meeting Guidelines

Updated October 27, 2020

This guidance is based on the NC State University Extension Reopening Guidelines and is designed to align with Governor Roy Cooper's Reopening Guidelines. This document outlines our local policy, based on the North Carolina 4-H and NC State Extension Best Practices Implementation Plan.

Pre-Meeting:

- **All Cleveland County 4-H meetings, events or any in-person function *MUST* be approved by the 4-H Agent. See approval process at the end of this document.**
- 4-H Meetings can be hosted by Extension staff and trained volunteers only.
- Meeting size will operate within the state mass gathering limits. The number of people in any meeting will not exceed room space requirements that allow for proper physical distancing of at least 6 feet between individuals from different households. This number includes everyone: Extension staff, volunteer leaders, youth, parents, and others participating in the activity.
- Participants will receive a copy of the health protocol, standards, and best practices via email at least 24 hours before the meeting. Participants without email will be contacted via phone. Participants should read *When to Stay Home, Health Protocol for 4-H Meetings, and Best Practices* before attending the meeting.
- All attendees will be required to register before every 4-H meeting. Participants without internet access can call or visit the Extension Office for help registering.
- Youth participants are required to have an *Active* profile in 4-H Online.
- **Before attending their first in-person 4-H program, all attendees must complete a "New Routines" training. Training will be publicized.**
- **ALL attendees - anyone physically present - are required to have signed program liability waivers.**

When to Stay Home:

- Youth and adults should stay home if they:
 - are experiencing any symptoms of COVID-19.
 - have had known contact with anyone having COVID-19 in the last 14 days
 - are considered at high risk themselves
 - live or work with individuals that are at high risk
 - those 65 or older
 - those who are immunocompromised
 - those who have complicating health factors as identified by the CDC
 - answer "Yes" to any of the following questions:
 - Do you currently have a fever or chills?
 - Do you currently have a worsening cough, not caused by another condition?
 - Do you have a sore throat?
 - Do you have difficulty breathing that you do not normally have?
 - Do you have worsening muscle aches that you do not normally have?
 - Do you have a worsening headache that you do not normally have?
 - Do you have a new loss of your sense of taste or smell?
- *If any of these situations apply to you, we hope you stay well or feel better soon!*

Health Protocol for 4-H Meetings:

- Only attend if you are feeling completely well and healthy (see *When to Stay Home* for guidance).
- Temperature will be taken on arrival, before attendees join the main meeting space.
- Face coverings are required to be worn at all times...
 - Except when outside **and** physically-distanced from others.

- Except when a person is eating or drinking *and* is physically-distanced from others.
- All exceptions to this rule must be discussed with the 4-H Agent in advance.
- Proper physical distance of at least six feet must be maintained between participants (by household) throughout the duration of meeting. Chairs or other position-markers will be spaced at least six feet apart and should not be moved or rearranged.
- Hand sanitizer will be available. Participants are expected to use it on arrival and departure. (Using hand sanitizer and *washing your hands* helps prevent the spread of germs from your home to the meeting and from the meeting back to your home).
- If a participant begins to feel sick during a 4-H meeting, their parent/guardian will be contacted for pick-up and the participant will be given a space to rest (quarantine).

Best Practices:

- All attendees will sign in on the Extension Event sign-in sheet. Sign-in records for all meetings will be kept by the 4-H Agent.
- Socializing is encouraged! But please maintain proper physical distance - this means no handshakes, high-fives, or hugs.
- Activities will be planned to minimize sharing equipment. Any shared-use items (such as the sign-in table, pens, etc.) will be disinfected between participant use with a disinfecting wipe or spray, whichever is more effective for the scenario.
- Participants should bring their own water bottle, and snack if necessary.
- For outdoor activities - participants may be asked to bring their own chairs.
- Parents/guardians should pick up their children immediately after the meeting ends.

Non-Compliance: If any attendee is not willing to follow the above *Health Protocol for 4-H Meetings* and *Best Practices*, we ask that you continue participating in 4-H virtually at this time. Cleveland County 4-H will be enforcing these practices.

Facilities:

- Meetings will be scheduled to allow sufficient cleaning before and after.
- Common-touch surfaces will be disinfected, such as tables, countertops, chairs, doorknobs, light switches, handles, toilets, faucets, etc.
- Appropriate signage will be placed in the meeting area, such as check-in and check-out directions, physical distancing reminders, and hand-washing instructions.
- The maximum number of attendees will be determined based on room or facility capacity to allow for proper physical distancing. 4-H meeting size will not exceed state or local limits.
- Tables, chairs, shooting lines, and other markers, will be spaced far enough apart to ensure at least 6 feet between individuals (by household).

The Approval Process for 4-H Club Meetings:

- The 4-H Volunteer Club Leader contacts the 4-H Agent 3 weeks before they intend to have the 4-H meeting.
- The Club Leader completes training with the 4-H Agent: *North Carolina 4-H Returning to Face-to-Face Programming Best Practices Implementation Plan*. Only trained volunteers can lead meetings.
 - After completing the training, the Club Leader will receive necessary signage, cleaning supplies (if needed), and other resources to comply with the best practices outlined in this document.
- If the club will be meeting at an indoor or outdoor facility other than the Extension Office, the 4-H Agent will work with the Club Leader to determine facility capacity based on physical distancing requirements and comply with the best practices outlined in this document.
- Two weeks before the intended 4-H meeting, if the 4-H Agent believes that conditions are met per the Cleveland County 4-H Face-to-Face Meeting Guidelines, they will request approval by the County Extension Director.
- If the meeting request is approved, then the 4-H Agent will assist the club leader with registration for the meeting.
- The Club Leader will follow the Cleveland County 4-H Face-to-Face Meeting Guidelines, with support from the 4-H Agent.