



Covid-19 Guidelines for 4-H Club Meetings, Project Meetings, Programs and Events

Variations will exist between counties and what is allowed based on local requirements/mandates, so do not compare your club/county activities to those in neighboring counties.

Check with your local County Extension Agent for any local government requirements. They will keep you abreast of changes to this document as they occur.

Guidelines effective until further notice.

Best Practices for Meeting Spaces (4-H Meetings, Project Meetings, Events, etc.) (50% capacity of space):

- Check with local health authorities/county government.
- Communicate with participants prior to meeting about COVID-19 safety protocols and if they feel sick to **STAY HOME**. Prepare a [Preparedness Plan](#) for club meetings, project meetings, events, programs, etc. (attached at the bottom of this document). Preparedness Plans are NOT REQUIRED to submit (unless there is a possibility of 50 or more people attending) however, they are considered best practice to prepare for club meetings. Send the original to the County Extension Agent and retain a copy for yourself.
- Participants need to submit a [COVID-19 Health Form](#) at the start of the meeting (attached at the bottom of this document). This includes **ALL** participants (youth, parents, volunteers, and siblings). Anyone who appears sick or has been exposed to COVID-19 is not allowed to attend. **Forms should be kept at the County Extension Office.**
- Group meetings are restricted to **50% of space capacity**.
- Socially distance family groups from other family groups at least 6 feet apart.
- Consider having PPE available for all clubs/groups.
- Masks **MUST** be worn by all individuals, per the Governors order (GA-29).
- Sanitize high touch surfaces before the event, during, and after the event.

Meals/Food

- All food must be individually wrapped or portioned.
- No self-serve buffets, meal lines, taste testing, etc. Food must be served on disposable plates, utensils, cups, etc.
- Clean and disinfect tables, chairs, etc. before and after use. This includes any shared equipment, such as items used in project meetings, i.e. cooking utensils, shooting sports equipment, etc.



Best Practices for Adult and 4-H Club Meetings, Project Meetings, and Events:

- Group meetings may be at a 50% capacity of space or fewer people **only if** social distancing can be practiced, **WITH** a limited capacity of 50 people.
 - For meetings/activities greater than 50 people, a Preparedness Plan must be submitted for approval by the District Extension Administrator.
 - If the local health authority or County Commissioner's Court implements a mandate of fewer people, then that policy must be followed.
- Pre-order supplies and materials, including tissues and hand sanitizer, masks, etc.
 - Encourage participants to bring their own masks/face coverings
- Masks/ Face Coverings **MUST** be worn by all individuals, per the Governors order (GA-29).
 - **Unless** the county hosting the event is exempt per the Governor's Resolution GA-29 on July 2, 2020.
- Tables and chairs should be sanitized before and after meeting and at breaks.
- Frequently clean high-touch areas, including door handles, surfaces, handrails, etc. within the confinement of the physical space of the program.
 - Check with facilities and venues on requirements for cleaning/sanitizing facilities after and during use.
- Actively monitor where COVID-19 is circulating. Advise participants in advance that if they have any symptoms or feel unwell, **they should not attend.**
 - Send anyone who appears sick away, whether employee or client.
- All overnight events must submit a preparedness plan and be approved by the District Extension Administrator.
- Virtual Meetings and Events are encouraged alternatives
 - When utilizing online platforms, be sure to follow guidelines established by Texas 4-H at the link below:
 - <https://drive.google.com/file/d/1V5GcZWEoWa29b9050v2utCPFj2A3SHtG/view>

**** All Extension office operations and employees must be compliant with all state, county and local public health proclamations and ordinances****



Face to Face Program Preparedness Plan
Organizers of meetings and events need to think about the potential risk from COVID-19 because:

1. There is a risk that people attending your meeting or event might unwittingly bring the COVID-19 virus to the meeting and others being unknowingly exposed to COVID-19.
2. While COVID-19 is a mild disease for most people, it can make some very ill. Around 1 in every 5 people who are sickened with COVID-19 need hospital treatment.

Key considerations to prevent or reduce COVID-19 risks BEFORE the meeting or event include:

1. Contact the appropriate (or designated) authorities in the community where you plan to hold the event or meeting to ensure it is safe or appropriate to do so.
2. Develop and agree upon a Preparedness Plan to prevent infection at your meeting or event.
3. Consider whether a face-to-face meeting or event is needed. Could it be replaced by a teleconference, online, or virtual event?
4. Could the meeting or event be scaled down or offered in multiple sessions to fewer people?
5. Pre-order supplies and materials, including tissues and hand sanitizer for all participants. Have surgical masks available to offer anyone who develops respiratory symptoms. In general, educational program participants should provide their own PPE.
6. Actively monitor where COVID-19 is circulating. Advise participants in advance that if they have any symptoms or feel unwell, they should not attend.
7. Make sure all organizers, participants, caterer's and visitors at the event provide contact details: mobile telephone number, email and address where they are staying. State clearly that their details will be shared with local public health authorities if any participant becomes ill with a suspected infectious disease. If they will not agree to this, they cannot attend the event or meeting.

Key considerations to prevent or reduce COVID-19 risks DURING the meeting or event include:

- Provide information or a briefing, preferably both orally and in writing, on COVID-19 and the measures that organizers are taking to make this event safe for participants in program announcements.
- Remind participants as they enter to utilize ways to greet others without touching.
- Encourage regular handwashing or use of an alcohol rub by all participants at the meeting or event.
- Encourage participants to cover their face with the bend of their elbow or a tissue if they cough or sneeze. Supply tissues and closed bins to dispose of them in.
- Display dispensers of alcohol-based hand rub prominently around the venue.
- If there is space, arrange seats so that participants are at least six feet apart.
- Open windows and doors whenever possible to make sure the venue is well ventilated.



- If anyone starts to feel unwell, follow your Preparedness Plan.
- Depending on the situation in your area, or recent travel of the participant, place the person in the isolation room. Offer the person a mask so they can get home safely, if appropriate, or to a designated assessment facility.
- Thank all participants for their cooperation with the provisions in place.

Key considerations to prevent or reduce COVID-19 risks AFTER the meeting or event include:

- In keeping with existing policy, retain the names and contact details of all participants through documented sign in sheets. This will help public health authorities trace people who may have been exposed to COVID-19 if one or more participants become ill shortly after the event.
- If someone at the meeting or event was isolated as a suspected COVID-19 case, the organizer should let all participants know this. They should be advised to monitor themselves for symptoms for 14 days and take their temperature twice a day.
- If they develop even a mild cough or low-grade fever they should stay at home and self-isolate. This means avoiding close contact (6-FEET or nearer) with other people, including family members. They should also telephone their healthcare provider or the local public health department, giving them details of their recent travel and symptoms.
- Thank all the participants for their cooperation with the provisions.

“Texas A&M AgriLife Extension provides equal opportunities in its programs and employment to all persons, regardless of race, color, sex, religion, national origin, disability, age, genetic information, veteran status, sexual orientation, or gender identity.” “The Texas A&M University System, U.S. Department of Agriculture, and the County Commissioners Courts of Texas Cooperating.”

Program Preparedness Plan Checklist

County: _____ Event Title: _____

Date of Event: _____ Location: _____

Anticipated Attendance Number: _____

Please mark the boxes below for each item that has been addressed in your planning. Provide comments below the item as appropriate. Submit to your DEA a minimum of 14 days prior to the event. Attach flyer, registration info and any other materials deemed relevant.

BEFORE EVENT

- ☐ Can the event be conducted via technology with similar results?

Details: _____

- ☐ Consult with local health authority, County Judge, City Manager or other appropriate authorities to determine local expectations and regulations related to gatherings.

Details: _____

- ☐ Notify potential participants of social distancing and personal hygiene expectations prior to the event. Include notification if facial covering or other PPE will be required.

Details: _____

- ☐ Determine space requirements for pre-registered participants and make certain proposed space is sufficient to allow 6-foot social distancing requirements.

- ☐ If indoors, what is the stated room capacity? Remember the appropriate percentage of capacity must not be surpassed.

- ☐ If outdoors, is the space sufficient for the anticipated number of attendees? Can they see and hear the program while maintaining appropriate social distancing practices?

- ☐ If space insufficient for all attendees, what accommodations will be made for sound and visual participation?
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- ☐ Order adequate PPE for expected attendees. At a minimum, have tissues and hand sanitizer sufficient for the expected attendees. A small supply of facial coverings should be available in case of an attendee feeling ill.
- ☐ Make AgriLife Extension's expectations clear (in writing) to all potential attendees prior to the event. They should understand the required social distancing and be prepared to provide their own PPE if required.

Details: _____

DAY OF EVENT

Please provide details where space is allowed for them.

- ☐ Plan for registration to be as touch free as possible. Do not have attendees sign in on a common sign in sheet. All attendees, speakers, caterers, sponsors, etc., must provide full contact information (**name, address, e-mail, phone**) or they will not be allowed to participate. Possible alternatives (check which method to be used):
 - ☐ Collect all pertinent information about participants with pre-registration or RSVP and simply check them as present when they arrive: **PREFERRED METHOD.**
 - ☐ Have volunteer or staff member collect names and contact information and record them on master sheet.
 - ☐ Have individual registration forms available for participants to complete and place in a box without contact. Pens used should be kept by participant.
- ☐ If there will be multiple lines for registration, there should be no more than one line and one volunteer/staff member per table. Tables should be spaced a minimum of 6 feet apart. Six foot increments should be marked off for participants.

Details: _____

- ☐ Refreshments should be served to participants.
 - ☐ Individually wrapped snacks are ideal.

- ☐ Coffee and/or tea should be served by volunteers or staff who are wearing disposable gloves.
- ☐ Bottled water should be handed to participants by gloved attendant.

Details: _____

- ☐ If a meal is to be provided, it should be boxed by the caterer, or plated meals should be served by caterer/staff.

Details: _____

- ☐ Seating in the meeting should be a minimum of 6 feet apart, facing the same direction. If bleachers are used, they should be clearly marked with 6 foot spacing between seats.
- ☐ High touch areas such as registration, snack tables, seats, and restrooms should be disinfected regularly during the event.

Please briefly explain any items that you were not able to check above and provide as much detail as possible on plans to address possible exposure points.

Approved by Supervisor: _____ **Date:** _____

COVID-19 Screening Form

Due to the COVID-19 pandemic, and in an attempt to minimize the spread of the virus, Texas A&M AgriLife Extension Service is required to screen all youth, staff, and visitors participating in a youth day or overnight event. In order to be granted access to events, all visitors must truthfully complete and submit the following:

I, _____, hereby affirm that:

1. While at the event I will maintain a minimum of 6 feet of separation from any other individuals not within my household.
2. I have not in the past 7 days exhibited any of the known symptoms of COVID-19, including:
 - Cough
 - Shortness of breath or difficulty breathing
 - Chills
 - Repeated shaking with chills
 - Unexpected muscle pain
 - Headache
 - Sore throat
 - Loss of taste or smell
 - Diarrhea
 - Running a fever (or measuring a temperature of 100.0 degrees Fahrenheit or more)
3. In the past 14 days I have not been in contact with any person known to have contracted COVID-19.

Although not required, I understand it is recommended that I wear a cloth face covering (over the nose and mouth), or non-medical grade face masks, if available. I also understand that it is recommended that I follow the minimum standard health protocols issued by the Texas Department of State Health Services and cited by the Texas Governor in his Executive Orders related to the pandemic.

I understand that the virus that causes COVID-19 can be spread to others by infected persons who have few or no symptoms. Even if an infected person is only mildly ill, the people they spread it to may become seriously ill or even die, especially if that person is 65 or older with pre-existing health conditions that place them at higher risk. Because of the hidden nature of this threat, everyone should rigorously follow the practices specified in the DSHS protocols, all of which facilitate a safe and measured reopening of Texas. The virus that causes COVID-19 is still circulating in our communities. We should continue to observe practices that protect everyone, including those who are most vulnerable.

I understand that AgriLife Extension cannot guarantee that I will not contract the virus, even when implementing screening protocols. I further understand that safety is a shared duty, COVID-19 is a shared risk, and all community members, including visitors, must take steps to promote health and safety. I acknowledge that I am assuming the risk that I may contract the virus by entering facilities, even when screening protocols and mitigation measures are implemented.

I understand that AgriLife Extension is required to have this attestation in order for me to attend events sponsored by them and I sign below to confirm the truth of the above.

Printed Name of Participant

Date

Street Address, City, State, Zip Code

Cell Phone Number

Signature (or legal guardian if minor)

Email