

# Restoring Maryland 4-H Programs

## Volunteer Guidebook





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UNIVERSITY OF  
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EXTENSION



Greetings,

We hope you are continuing to remain safe and healthy. The COVID-19 pandemic has brought on new challenges and has amplified disparities across our state and nation. 4-H acknowledges the opportunity gap that exists for many youth and families as some are experiencing inequitable access to healthy food and water, digital technology and broadband service, and a quality education. Maryland 4-H remains committed to engaging youth across our state in positive youth development experiences in STEM, Civic Engagement and Healthy Living. We know that now more than ever, it will be important to provide engagement opportunities as our youth's education and childhood experiences will be quite different this year. Whether our programs are virtual or provided through limited in-person activities, we continue to put the safety and well-being of our youth, volunteers and 4-H team at the forefront.

Although we have been working hard to stay engaged through our virtual programming opportunities, we sure do miss being together in-person. After all, building strong relationships with youth in communities is what 4-H is all about. While our programs have looked differently over the past few months, we remain very committed to the positive development of youth through experientially-based programs.

While we prepare to gradually and responsibly restore limited in-person 4-H activities, we must remember that this crisis is not behind us and many states across the country are experiencing a resurgence of the COVID-19 virus. We all have a responsibility to do our part in keeping our youth and communities safe. This Maryland 4-H Restoring In-Person Programs Plan was designed to describe our program's expectations and requirements that must be followed to support a safe and healthy environment for 4-H youth, volunteers and families. The content within this plan is subject to change should there be health, safety, or implementation of protocol concerns. For the continued safety and well-being of 4-H families and volunteers, it is strongly recommended that 4-H activities continue in a virtual or distanced environment whenever possible.

We are grateful for your patience as we continue our virtual engagement and work towards gradually and responsibly resuming our in-person programs. Let's continue to make our best, better!

Warm Regards,

Dr. Nia Imani Fields  
Maryland 4-H Program Leader  
University of Maryland Extension Assistant Director



## Introduction

As our state continues to follow the [Maryland Strong Roadmap to Recovery](#), businesses and organizations have taken a cautious, gradual approach to resuming activity and life under the current “new normal.” Like many other youth-focused organizations, the Maryland 4-H program has taken steps to protect our members, families, and volunteers by suspending in-person 4-H activities. At the same time, we have worked hard to provide virtual opportunities for 4-Hers to stay engaged.

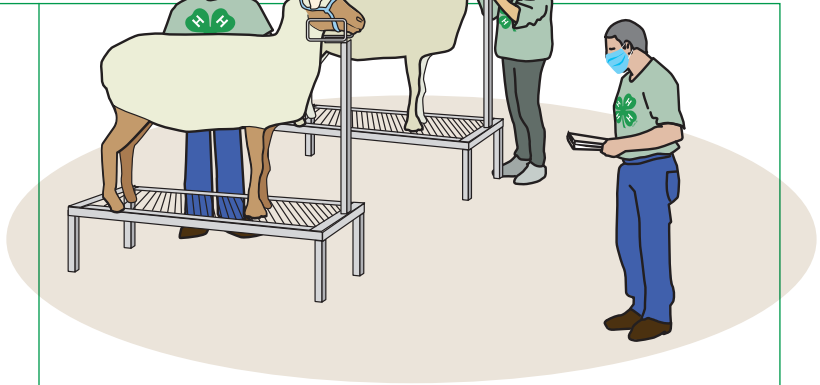
Thanks to modern technology, it is easier now than at any other time in history to stay connected even when we can't physically be together. Maryland 4-H volunteers have shown incredible dedication, creativity, and innovation in finding ways to continue to “do 4-H” as we all stay safe at home. From holding club meetings by video conference to creating “how to” videos for project work to hosting virtual contests and events, 4-H volunteers have given youth and families something to look forward to and a sense of belonging in these socially-distanced times. We still have a long way to go before we are safe from this virus, and the light and hope 4-H brings to so many youth will help them not just survive but thrive through the challenges to come.

For the continued safety and well-being of 4-H families and volunteers, it is **strongly recommended** that 4-H activities continue in a virtual or distanced environment whenever possible. However, beginning August 1, 2020 approved in-person 4-H activities may resume on a very limited basis, following the requirements and protocols explained in this policy and supporting documents.

### What is an “In-Person 4-H Activity”?

An in-person 4-H activity is any gathering together in a common location of 4-H members, families, and/or volunteers for a 4-H-related purpose. Some examples of in-person 4-H activities are:

- Club meetings
- Project meetings or organized project work
- Field trips
- Community service
- Workshops, trainings, or practices
- Participating in or hosting contests, shows, or other competitive events



There may be other types of 4-H activities besides those listed above, as each 4-H club or program is individual and unique. Regardless of type, a 4-H Volunteer who wishes to lead, host, or participate in an in-person 4-H activity must meet the following **four requirements**:

1. Complete one-time training and certification on 4-H COVID-19 policies and protocols prior to hosting their first in-person 4-H activity
2. Apply for and receive advance approval to conduct **each** 4-H activity
3. Conduct the approved 4-H activity according to required procedures and protocols
4. Complete required post-activity reporting in a timely manner

Each of these conditions will be explained in detail in this policy and supporting documents.

While the Maryland 4-H Program will allow limited, pre-approved in-person 4-H activities beginning August 1, keep in mind that your local 4-H program may put in place additional requirements or restrictions due to local conditions, concerns, or availability of resources. Be sure to pay attention to any additional guidance or direction from your county/city 4-H Educator. Contact your local 4-H program if you have questions.



## 4-H Volunteer Training – Return to In-Person 4-H Programming

It is important that 4-H Volunteers are aware of and understand the risks, requirements, and responsibilities they assume when they choose to lead or participate in an in-person 4-H activity. To ensure complete and consistent information is available to all Maryland 4-H Volunteers, a training module has been created by the State 4-H Staff, in consultation with the University of Maryland.

Until further notice, any 4-H Volunteer who wishes to conduct an in-person 4-H activity must complete the **Return to In-Person 4-H Programming** training **BEFORE** s/he may lead or participate in the activity. The training must only be completed one time, prior to the first 4-H activity. To meet this requirement, you must:

1. Watch the training video
2. Answer a short questionnaire about the video contents
3. Electronically sign an informed consent and liability release form, in which you:
  - Agree to follow the 4-H protocols, procedures, and policy explained in the training, and
  - Acknowledge the potential risks of conducting an in-person 4-H activity in a COVID-19 environment

The Return to In-Person 4-H Programming volunteer training video can be accessed through the COVID-19 Resources for Volunteers page of the Maryland 4-H program website. A link to the training questionnaire and release form will be provided at the end of the training video.

When you submit your post-video questionnaire and release, your 4-H Educator will be notified by email that you have completed the volunteer training requirement. You will also be able to print your completed questionnaire and release.

You can view or print a copy of the **Liability Release and Informed Consent Agreement - Operations in a COVID-19 Environment** on the Maryland 4-H Program website. You will electronically sign this document when completing the post-video questionnaire.

If you do not plan to lead or participate in an in-person 4-H activity, you are not required to complete this training. However, all 4-H Volunteers are encouraged to complete the training for their own personal knowledge and understanding of current 4-H program requirements.



## Required Conditions for 4-H Activities

### Baseline Conditions

If you are considering holding an in-person 4-H activity, you must first be sure the proposed activity meets several basic requirements.

These requirements are referred to as **Baseline Conditions** and they are based on guidance and directives from the State of Maryland, the Maryland State Department of Education (MSDE), and the University of Maryland. Baseline conditions will always include:

- Location or facility restrictions & requirements
- Limits on group size
- Required health & safety precautions
- Hygiene & sanitation requirements

Baseline conditions will change over time in response to current conditions, so be sure to check for updates. The current Baseline Conditions graphic can be found on the [Maryland 4-H website](#).



### Operational Requirements

If you determine your proposed 4-H activity meets current baseline conditions, you must then consider the next set of requirements:

- The 4-H Activity must be led by at least **two** adults who are either certified UME Volunteers or 4-H faculty/staff members. The adult leaders must be physically present and in charge of the 4-H activity for the entire time, and will be counted as part of the total group size.
- All UME Volunteers helping lead or run the 4-H activity must have an **approved** 4-H Online enrollment for the current program year.
- All UME Volunteers who help lead or run the 4-H activity must have completed the one-time Return to in-person 4-H Programming volunteer training.
- The 4-H activity must be held in a location or facility large enough to accommodate physical distancing of each participant when all are present.
- The 4-H activity must comply with state and local orders and directives regarding gatherings.
- All participants must wear face coverings and practice physical distancing.
- All participants must present a Health Pledge certifying they are healthy and have not been exposed to COVID-19. Health pledges for



## Required Conditions for 4-H Activities

- youth must be signed by a parent/guardian.
- Attendance must be accurately recorded and reported.
- A Health and Safety Plan must be implemented, that includes how to respond to illness of a participant.
- A Hygiene and Sanitation Plan must be implemented, that includes hand hygiene and sanitization of items and surfaces.
- Approval to hold the 4-H activity must be requested **no earlier than 30 days prior and no later than 10 days prior** to the event date, using the required online request process.
- Approval to hold the 4-H activity must be secured no later than 3 days prior to the event.
- A post-activity report must be filed within 48 hours of the end of the activity, including upload of the attendance record and other appropriate documentation. Physical documents must be submitted to the local 4-H program office for filing within 7 days of the activity.

If you are confident **ALL** of these requirements can be met, you can start planning the in-person 4-H Activity and preparing your request for its approval. If you are uncomfortable with any of these requirements or protocols, or you do not think they can be met, you should not move forward with an in-person 4-H activity. Instead, consider how you can provide a virtual or distance activity, or postpone the activity to a later time when conditions may be more favorable.



## Planning a 4-H Activity

4-H Volunteers who lead, host, or participate in an in-person 4-H activity must observe and enforce rules and protocols to protect the health, safety, and well-being of all participants. Volunteers should plan well in advance what actions they will take to keep youth and adults safe and well, and how they will respond to any challenges or issues that might arise.

There are many issues you must consider when planning an in-person 4-H activity in the current pandemic environment. To ensure you address all of the important details, use the

**Planning an In-Person 4-H Activity** worksheet. This worksheet will help you collect all information you need to prepare your request for approval to hold the 4-H activity. If you answer the questions in the worksheet, filling out the request form will be an easy task. The worksheet can be found on the [Maryland 4-H website](#).



### Activity Location

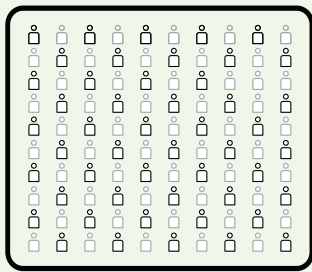
The 4-H activity must be held in a location that meets Maryland 4-H baseline conditions. Depending on the current conditions, the activity may be limited to outdoor spaces or it may be permitted inside a building or facility. In either case, the location must be large enough to accommodate physical distancing of each participant from all others when all are present.

The University of Maryland has set requirements for meetings or activities held indoors. The room or space where a 4-H activity will be held must allow at least 56 square feet of space per participant, to allow for physical distancing. Rooms must also be configured to encourage physical distancing. Indoor activities must be **strictly limited** to the number of participants the space can accommodate based on the 56 sq ft-per-person rule.

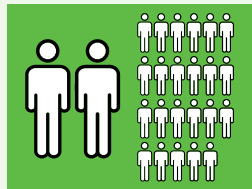
**Non-4-H Facilities:** Generally, 4-H activities must follow the rules, policies, and procedures of the facility that hosts their event. This includes limitations on occupancy and types of activity, health and hygiene requirements, cleaning and sanitation protocols, activity time/duration limits, etc. However, if the facility requirements are less stringent than those required by Maryland 4-H, the stricter 4-H policy or protocol must be followed.



## Planning a 4-H Activity



**50% occupancy,  
which is 50 people**



**4-H limits activity  
size to 25 or fewer  
people.**

**Example:** Facility allows 50% occupancy, which is 50 people. 4-H limits activity size to 25 or fewer people. The 4-H limit must be observed, since the host facility's policy is less stringent.

**4-H Facilities:** Many 4-H clubs hold meetings and activities at facilities owned or managed by the local 4-H program (conference rooms, fairground buildings, etc). Your local 4-H program may set facility "rules of use" that comply with Maryland 4-H policy and protocols. This may make it easier for you to plan and complete your 4-H activity approval request. If you plan to hold your 4-H activity at a 4-H facility, check with your local 4-H Educator about its availability and rules of use. Your 4-H Educator can also help you find out how large the facility is, so you can determine how many people the space can accommodate using the 56 sq ft-per-person formula.

**Private Property:** Some 4-H clubs hold meetings at privately-owned properties, such as farms and homes. Holding 4-H activities on private property is discouraged in the best of times, and is strongly discouraged in the current pandemic environment. Property owners should be aware they assume increased personal risk and liability for 4-H activities held on their property. This includes not only potential for lawsuit if someone contracts COVID-19 during a 4-H activity held at their farm or home, but personal risk of their families being exposed to COVID-19 by a participant.

4-H activities held on private property must meet Maryland 4-H requirements, just as activities held on public or commercial property must. They must be approved in advance and follow all policies, procedures, and protocols. 4-H activities held on private property may not be covered by insurance, if the local 4-H program holds a liability policy. Property owners may be fully responsible for any claim or legal action that results from a 4-H activity on their property.

### Group Size

Baseline conditions limit the total group size of an in-person 4-H activity. The group size includes **all** individuals who are present at the location where the 4-H activity is held, including the UME volunteers or 4-H faculty/staff members leading the activity. It also includes youth members, parents/guardians, siblings, or others who may be present, even if they do not actively participate. For this reason, spectators should not be allowed unless they are counted as part of the group, toward the maximum number limit.

When planning your 4-H activity, you should discuss how to discourage or prohibit spectators or "tag-alongs," to limit the number of people who come into contact with each other. Consider a plan for adults transporting youth participants, where they are asked to wait in their vehicles and/or in a designated area outside or away from the 4-H activity.

Because maximum group size may be small, it may be necessary to hold multiple sessions of a 4-H activity to include everyone who wants to participate. For purposes of planning and approval, a 4-H activity that conducts multiple related sessions at the same location on the same date is considered one activity. However, you must explain in your activity request how each session will be separately managed according to rules and protocols.

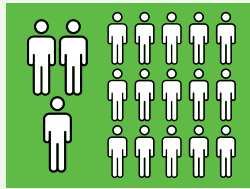
If multiple sessions are held, they must be planned so there are never more people than allowed to be together in a group. Additionally, there must be no interaction between sessions that meet at the same time in different parts of the location. Each session of a multi-session activity must be led by at least two UME Volunteers or 4-H faculty/staff members who are present with the group the entire time.

Multiple sessions of a 4-H activity may be held consecutively (one after the other) or concurrently (separate but at the same time). The same two Volunteers may lead more than one consecutive session, as long as they follow hygiene and sanitation protocols between sessions to prevent cross-contamination. Sessions that run concurrently must have separate adult leadership teams.

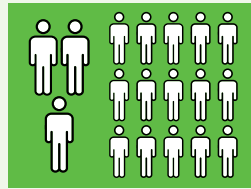


## Planning a 4-H Activity

### 4-H Club with 30 members <sup>3</sup> volunteer leaders Maximum group size for room = 20 people



3 leaders host  
one session from  
2-3 pm  
for 15 youth members

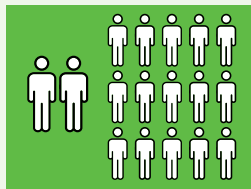


3 leaders host  
one session from  
4-5 pm  
for 15 additional youth  
members not in the first session

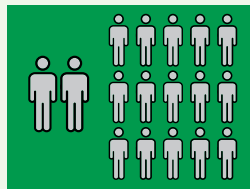
**EXAMPLE of a 4-H activity with consecutive sessions:** A 4-H Club has 30 members and there Volunteer Leaders. The club meets in the county 4-H office's conference room. The conference room is large enough to accommodate 20 people, allowing 56 sq feet per person.

- The three leaders host one session at the 4-H conference room from 2:00-3:00 pm, for 15 designated youth members.
- The leaders host a second session in the same room from 4:00-5:00 pm for the remaining 15 designated youth members who did not participate in the first session.
- The hour between the two sessions (3:00-4:00 pm) allows time for the first group to depart, for the leaders to clean and disinfect surfaces, equipment, and supplies and to wash their hands and change their masks, and for the second group to arrive.

### 4-H Club with 30 members <sup>4</sup> volunteer leaders Maximum group size for each barn = 25 people



2 leaders host  
one session in the poultry  
barn from 2-3 pm  
for 15 youth members



The other 2 leaders host  
a second session in the  
goat barn from 2-3 pm  
for the other 15 youth members  
not in the first session

**EXAMPLE of a 4-H activity with concurrent sessions:** A 4-H Club has 30 members and four Volunteer Leaders. The club meets on the local fairgrounds. The barns are large enough to accommodate the maximum group size of 25

people, allowing at least 56 sq ft per person.

- Two leaders host one session in the poultry barn from 2:00-3:00 pm, for 15 designated youth members.
- The other two leaders host a second session in the goat barn from 2:00-3:00 pm, for the other 15 designated youth members.
- Each session has a separate arrival and departure location and protocol. They are on the same grounds, but not in the same building. The two groups do not come into contact with each other at any point during the 4-H activity.

If your proposed 4-H activity includes multiple consecutive days (such as a 2-day goat workshop on a weekend) or multiple repeating sessions within a short time frame (such as a sewing project group that meets weekly on Mondays for 8 weeks), contact your 4-H Educator for instructions on how to address group size in your request. You may be able to request approval for up to two weeks of multiple meetings of a single 4-H activity in one request.

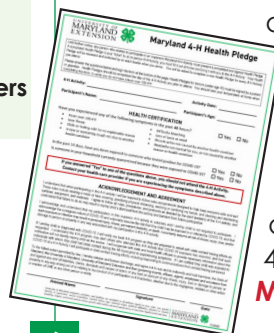
## Health & Safety

It is crucial that 4-H volunteers who lead an in-person 4-H activity do everything possible to prevent COVID-19 exposure. To help in this important task, several actions, safeguards, and protocols will be required for every 4-H activity.

Each 4-H activity must have a written **Health & Safety Plan**. This plan must be submitted as part of the request for approval of the 4-H activity, and followed during the approved activity. The Health & Safety Plan template can be found on the [Maryland 4-H website](https://www.maryland4h.org/). The elements of the plan include:

**Communication:** Activity participants must be directed to stay home if they don't feel well, have been recently exposed to someone who has COVID-19, or if they are or live with someone who is considered high-risk.

**Health Pledge:** Every youth and adult who participates in the 4-H activity must present a signed **Maryland 4-H Health Pledge**. The





## Planning a 4-H Activity

health pledge is the individual's "ticket" to enter the 4-H activity. Health pledges must be verified and collected by one of the 4-H activity's leaders before the participant is allowed to enter. A new health pledge is required at **EACH** 4-H activity a youth or adult attends, to certify his/her health **on that day**. When completing the health pledge at home, the adult or parent/guardian should take the participant's temperature to verify that they do not have a fever over 100.4°F.

The health pledge should be completed by a parent/guardian or adult participant before they leave home on the day of the 4-H activity. Therefore, you must ensure all potential participants have access to blank health pledge forms. Leaders should provide blank health pledge forms to 4-H families by attaching the form to email communications. Families can also download the health pledge form from the [COVID-19 Resources for Families](#) page of the Maryland 4-H website. If a member, family, or volunteer does not have the capability to access or print electronic versions of the form, you can provide paper copies by mail or contactless delivery. Whatever means you use, every individual who attends the 4-H Activity must be able to fill out the health pledge before leaving home.

The Maryland 4-H Health Pledge includes the following information:

- Name and age of participant
- Name and date of 4-H activity
- Certification that the participant does not have a fever above 100.4°F and is not experiencing symptoms of COVID-19
- Certification that the participant has not been exposed to COVID-19 in the past 14 days and that no one in the household is currently quarantined due to exposure
- Agreement to follow 4-H activity rules regarding health, hygiene, safety, and sanitation
- Liability release statement
- Current date & signature
  - A parent/guardian must sign the form for minors (under age 18)
  - Adults must sign their own forms.

You can find an example of a completed Health Pledge form in Appendix C of this guide.

**NOTE:** If a 4-H activity is approved to hold multiple sessions on two or more separate days (such as a 2-day workshop), you will need to treat each day as a separate activity when it comes to arrival and departure procedures, recording of attendance, and collection of health pledges. Participants will be required to submit a new health pledge **each day** when they arrive. Be sure to address this requirement in your activity request

**Health & Hygiene Kit:** A kit containing health & hygiene supplies must be available at every 4-H activity. 4-H activity leaders are responsible for securing all required supplies and bringing them to the activity. 4-H club funds may be used to purchase health & hygiene supplies if approved by the club's membership.

At a minimum, the health & hygiene kit should contain:

- Disposable face masks (individually packaged)
- Hand sanitizer or alcohol-based wipes
- Disposable gloves
- Plastic zipper bags (gallon size)
- Trash bags
- Disinfectant spray
- First aid kit (adhesive bandages, etc)
- Blank Maryland 4-H Incident Report Forms
- Copy of approved Health & Safety Plan

The kit should contain a sufficient quantity of supplies to provide use to every participant of the 4-H activity. Additional items may be added to the kit as appropriate to the activity type (bug spray, sunscreen, etc). An infrared touchless thermometer is also recommended, if available.

Once a health & hygiene kit is set up you can use it for multiple 4-H activities. Just be sure to sanitize and restock it between uses. You can view a short video about creating a health & hygiene kit on the [Maryland 4-H website](#).

**Illness Response Plan:** 4-H Activity leaders should know what to do if a youth or adult feels ill or exhibits symptoms of illness during the activity. The Health & Safety Plan includes a procedural checklist of how to respond to a health-related issue. The plan also contains contact information you may need if a health-related issue or medical emergency occurs.

You should place a printed copy of your 4-H activity's Health & Safety Plan in your health & hygiene kit so you have easy access to it when needed. You can view an example of a completed Health & Safety Plan in Appendix C of this guidebook.



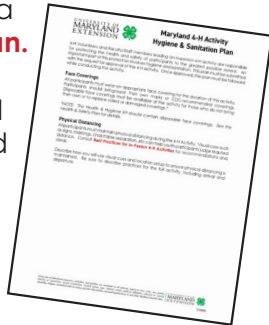
## Planning a 4-H Activity

### Hygiene & Sanitation

An important part of the plan to keep 4-H activity participants healthy and safe involves hygiene and sanitation. Experts and the CDC tell us one of the best defenses against COVID-19 is cleanliness: washing our hands and disinfecting surfaces where the virus can live.

Each 4-H activity must have a written **Hygiene & Sanitation Plan**.

This plan must be submitted as part of the request for approval of the 4-H activity, and followed during the approved activity. The Hygiene & Sanitation Plan template can be found on the [Maryland 4-H website](#). The elements of the plan include:



**Face coverings:** All participants must wear an appropriate face covering for the duration of the activity.



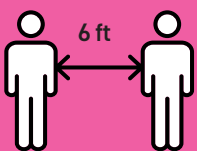
Participants should bring/ wear their own masks or CDC-recommended face coverings.

You should have disposable masks

on-hand at the activity for those who forget to bring their own or to replace masks that get dirty or damaged during the course of the activity. Your activity's health & safety kit should contain disposable masks, but be sure to bring extras so you don't use all the supplies in your kit. You may need those masks for an emergency.

Some individuals may have a health condition that prevents them from wearing a mask or face covering. Unfortunately, a person who cannot wear a mask or face covering cannot participate in an in-person 4-H activity at this time, since masks or face coverings are **required**. You should consider offering other ways for them to participate, such as setting up a video conferencing link that allows them to watch and join in "live from home."

**Physical distancing:** 4-H activity participants must practice physical distancing during the activity, which means they should stay at least 6 feet apart. This requirement underscores the importance of holding the activity in a location large enough



for everyone to spread out.

Physical distancing can be challenging, especially for children. To help youth and adults

remember to stay apart, use visual cues such as signs, tape marks or spots on the ground, traffic cones... even hula hoops or milk crates can be great reminders! You can also set up chairs in a "campfire circle" or arrange tables in a square so everyone can see each other while keeping their distance. There are many easy and fun ways you can incorporate physical distancing cues into your 4-H activity.

### Equipment & Materials: 4-H

activity participants should avoid sharing equipment and/or materials whenever possible. Consider asking participants to bring their own items from home rather than having them available at the activity to share. Some examples of items participants can bring from home include notebooks, pens/pencils, computer or tablets, camp chairs, lap desks or trays, etc. Items brought from home should be sanitized before being brought into the activity and before the participant takes them home.

If equipment or materials must be shared, they should be properly sanitized between uses. Depending on the item, you may allow participants to sanitize it themselves or you may designate an older 4-Her or adult to monitor the equipment and sanitize it between users.

You should take special care when cleaning and sanitizing technology or electronic devices to prevent personal injury from electrocution and damage to the equipment. Never attempt to sanitize exposed wires while electricity could flow through them. Always remove the power source (battery or plug) before sanitizing devices. Be sure no moisture or liquid is left on the device after sanitization, and ensure the device is completely dry before turning it on. If the device has a screen, be sure to clean it gently to avoid damaging the liquid crystal display (LCD). Because of the risk of injury or damage, only adults or knowledgeable older teens should be allowed to clean/sanitize technology or electronic devices.

**Restrooms:** It is likely that participants of your 4-H activity will need to use the restroom. Restrooms should be given close attention in terms of disinfecting and sanitizing common-use areas. Restroom access should be limited to one person at a time, even if multiple stalls are available. Restroom surfaces should be sanitized immediately after use: anything touched by a person should





## Planning a 4-H Activity

be disinfected before another person enters the restroom.

Cleaning supplies should be placed in restrooms so they are readily available for users to sanitize after themselves. An adult or older teen may need to sanitize after use by younger 4-Hers. Consider posting signs on restroom doors, mirrors, inside stalls, etc to remind users to "clean up after themselves."

**Trash:** Every 4-H activity will generate at least a small amount of trash or waste. At a minimum, used cleaning supplies such as paper towels, wipes, etc will need to be disposed of. Remind participants to throw their trash directly into cans or bins lined with trash bags. If your activity is in a public space or common area where the trash container may not be sanitary, consider bringing your own trash can or bin lined with a clean trash bag and direct your activity participants to place their trash only in that receptacle.



Be sure to monitor trash receptacles so they don't overflow and replace full bags with empty ones as needed. When the activity ends, dispose of all trash in an appropriate container on-site (dumpster, outside cans, etc). Do not carry trash to your home for disposal.

**Food & Drinks:** It is **strongly recommended** that no food and/or drinks be served or consumed at an in-person 4-H activity. Face coverings must be removed to eat or drink, and the possibility of sharing germs is greater when people eat or drink in close proximity. If it is absolutely necessary for participants to have food during the activity, have them bring their own food from home. Do not allow sharing or trading of food or drinks. You may not provide or serve food or drinks unless you receive approval to do so as part of your 4-H activity plan.

Participants may bring their own filled water bottles. Avoid using drinking fountains, water coolers, or shared sink faucets to refill water bottles. Instead, refill water bottles from sealed individual-size water bottles. Participants should be encouraged to bring their own sealed, individual-sized water bottle refills. If sealed water bottles are provided on-site be sure to sanitize each bottle before giving it to a participant. Do not refill multiple water bottles from a common larger bottle, jug, or pitcher.

**Cleaning and Sanitation:** It is possible for COVID-19 to spread by contact with surfaces where the virus is present. Therefore, cleaning and disinfecting all high-touch surfaces and shared equipment or materials is key to maintaining a safe environment. Cleaning and sanitizing must be thoroughly done before, during, and after the 4-H activity, following [CDC recommendations](#).



As part of your 4-H activity's Hygiene & Sanitation Plan you must identify the surfaces and items that should be cleaned and identify how they will be disinfected. A Sanitation Kit must be available at the 4-H activity, to make cleaning and disinfecting supplies available to leaders and participants. At a minimum, the Sanitation Kit must include:

- Cleaning instructions (CDC & EPA graphics, provided as part of the Hygiene & Sanitation Plan template)
- Disposable gloves
- Trash bags
- Paper towels
- Disinfectant surface cleaner (spray or liquid)
- Disinfectant wipes
- Antibacterial liquid soap (3 pump bottles)
- Hand sanitizer

You should place a printed copy of your 4-H activity's Hygiene & Sanitation Plan in your Sanitation Kit so you have easy access to it when needed.

### Additional Procedures for Certain 4-H Activities

4-H Shooting Sports and Animal Science activities require additional consideration and planning for in-person participation. If you are planning a Shooting Sports activity or a 4-H activity that involves animals, use the information on pages **19-20** to guide your planning. When requesting approval, you will need to thoroughly address the additional procedures and protocols that are required for your Shooting Sports or Animal Science activity.



## Requesting Approval for a 4-H Activity

Any in-person 4-H Activity must be approved in advance. To receive approval to hold an in-person 4-H Activity, one of the activity's leaders must submit a written request. The request will be reviewed by your 4-H Educator, who will decide based on the information you provide whether or not the activity should be held. The 4-H Educator's decision will be reviewed by the Area Extension Director, appropriate members of the State 4-H Staff, and the State 4-H Program Leader before it is finalized. This ensures the proposed activity meets all requirements, including those unique to the activity type and those affected by the current environment.



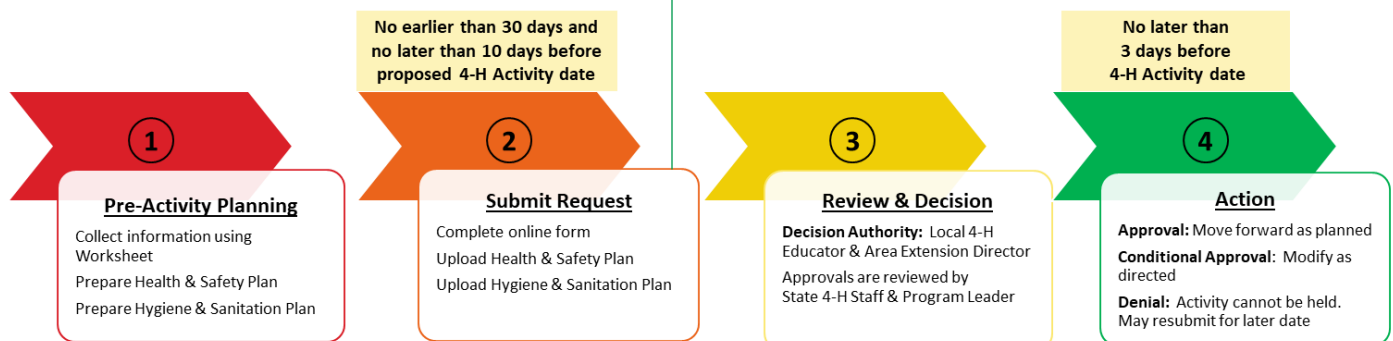
### Timeline for Request and Approval

You must make your request to hold an in-person 4-H Activity **no earlier than 30 days but no later than 10 days prior to the proposed activity date**. This timeline allows reasonable time for your 4-H Educator and others to review and make a decision whether or not to approve your 4-H Activity. The earlier within this window you can submit your request, the better chance you have of getting a decision well in advance of your planned 4-H Activity. Requests that are not submitted within the required time frame (too early or too late) will be denied.

You must receive approval to hold your 4-H Activity **no later than 3 days prior to the activity date**. This is so you have enough time to communicate requirements and expectations to families who may participate, and to make final activity plans or adjustments, as needed. If you do not receive approval by 3 days prior to the proposed date, the 4-H activity cannot be held as planned.

If conditions change while your request is under review or after it has been approved, you will be notified whether or not your 4-H Activity is affected.

Your local 4-H program may place additional limits or requirements on the 4-H Activity request and approval process. Be sure to check with your 4-H Educator to see if there is additional information about this process that is unique to your county/city 4-H program.



### Online Request Process

You must use the online request process for your 4-H activity to be considered. Requests made by email, phone, mail, or other methods will not be accepted. The link to the online **Request to Hold In-Person 4-H Activity** can be found on the [COVID-19 Resources for Volunteers](#) page of the Maryland 4-H website.



## Requesting Approval for a 4-H Activity

You will provide most of the information needed for your request by answering questions in an online form. Use your completed Planning an In-Person 4-H Activity worksheet to help you answer the questions. You will also need to upload two documents:

1. Completed 4-H Activity Health & Safety Plan
2. Completed 4-H Activity Hygiene & Sanitation Plan

Completed documents may be uploaded in PDF or Microsoft Word format. PDF is recommended. The Plans should be typed if possible, but may be legibly handwritten. Scan handwritten plans and save in PDF format to upload with the request.

To request approval of your in-person 4-H activity, you must be able to use a computer with internet access. If you do not have access to a connected computer, you can ask another 4-H volunteer or parent to fill out the online request on your behalf. If someone else fills out the request for you, you must provide them with all the required information and give them permission to use your name as the requestor.

Review the **Best Practices** suggestions in Appendix F for additional recommendations on completing the Request to Hold an In-Person 4-H Activity.

### Decision

You will be notified by email of your request's approval or disapproval. If your request is approved, you may need to make minor changes or modifications to your plan, as directed by your 4-H Educator or another 4-H staff reviewer. If your request is denied, you will be told why. You may be able to update and resubmit the request to hold the proposed 4-H activity at a later date.

Remember, once you have submitted your request to hold an in-person 4-H activity, you must wait for approval before proceeding further. Follow up with your 4-H Educator as necessary to determine progress of your request's review. Your 4-H Educator will work with you to provide a timely review and decision on your 4-H Activity request within the required timeline.

## Leading an Approved 4-H Activity

Once your in-person 4-H activity has been approved, you may proceed with final preparations. You should have at least 3 days to communicate expectations, rules, and protocols to families who plan to attend.

### Follow the Plan

An in-person 4-H activity in the current environment will function quite differently than what 4-H families and leaders may be used to. Therefore, it is very important that you follow the 4-H Activity Plan that was approved by your 4-H Educator. Use your approved plan and the **Leading an In-Person 4-H Activity** worksheet to guide you in finishing preparations for and conducting your 4-H Activity. You can download the worksheet from the [Maryland 4-H website](#).

If you find you are unable to follow your approved plan, you must notify your 4-H Educator and cancel the 4-H Activity. You may not simply change the plan and move forward, because the plan was approved based on the information you provided in your request. Contact your 4-H Educator immediately if you think you may not be able to follow your approved plan due to change in conditions, availability of leaders, location issues, etc.

As a leader of a 4-H activity, it is your responsibility to ensure a safe and secure environment for everyone who participates. If at any time you think that the activity cannot be conducted safely or effectively, you must speak up. You should share your concerns with your 4-H activity co-leader and your 4-H Educator. If your co-leader disagrees with you, the 4-H Educator will help decide the best course of action.

Things can change quickly in our current environment. Even after an in-person 4-H activity is approved, it may be suspended or cancelled on short notice due to evolving conditions. An approved 4-H activity is subject to cancellation at any time, for any reason, by the local 4-H Educator, Area Extension Director, or State 4-H Program Leader.

### Pre-Activity Communication

At least 3 days prior to your 4-H activity, you must share information with participants about the plan for the activity and the rules and practices they will be required to follow. You should include your 4-H Educator in this communication, so





## Leading an Approved 4-H Activity

s/he is informed and ready to assist if needed. Use the **4-H Activity Communication Template** to ensure you include these required elements in your message:

**Voluntary Attendance:** You must inform the family that participation in the in-person 4-H activity is voluntary and not required. Each 4-H family must be allowed to choose whether they want to attend in-person 4-H activities or to participate only in virtual activities. Not every family will be comfortable being around others. In-person participation in a 4-H activity cannot be required, and if a family or member chooses to stay away they cannot be penalized.

**Virtual Participation:** It may be possible for youth and adults to participate in your in-person activity even if they are not physically present. Virtual participation options for those who are not comfortable attending in-person are encouraged. If you offer a virtual participation option, explain how families can connect.

**Stay Home Directive:** All potential participants must be directed to stay home if:

- They don't feel well
- They have had recent contact with someone who has or was exposed to COVID-19
- They are or live with someone who is considered high-risk for COVID-19 infection

**Face Coverings:** Notify participants that they will be required to wear a face covering for the duration of the 4-H activity, and that they should bring their own mask or face covering. Those who cannot or choose not to wear a face covering will not be allowed to attend.

**Physical Distancing:** Explain that all participants will be required to practice physical distancing throughout the 4-H Activity. This means staying 6 feet apart, no handshakes, hugs, or high-fives, etc.

**Health Pledge:** Explain that every participant must turn in a completed Health Pledge as their "ticket" to enter the 4-H activity. A copy of the Health Pledge should be provided with the communication. See page 6 for more detailed information about the Health Pledge.

**Hygiene & Sanitation:** Briefly explain what each participant will be asked to do to observe hygiene and sanitation practices (wash hands upon arrival, use hand sanitizer, etc)

**What to Bring:** Inform the participants what they should bring for their own use, and remind them that they should not share items they bring from home with anyone else.

**Arrival & Departure Procedures:** Explain how you will handle participant arrival while practicing physical distancing and properly documenting attendance. Tell participants not to arrive earlier than a specific time, to limit the amount of time youth must be supervised before the program begins. Provide information on parking and waiting areas for drivers. Also explain how parents/guardians will know the activity has ended and what they should do to pick up their 4-Hers.

**Parent/Guardian Requirements:** Clearly communicate whether parents/guardians are expected to bring their own children and/or remain on-site during the 4-H activity.

**Expectations:** Remind families that all participants are expected to follow rules and protocols, and that those who cannot or will not may be asked to leave the 4-H activity.

**Spectators:** Remind families that no spectators will be allowed in the 4-H activity, including parents/guardians, siblings, friends, etc. Encourage parents/guardians to leave siblings and other family members at home. Recommend only the participant(s) and one parent/guardian travel to the 4-H Activity.

The 4-H Activity Communication template is designed for email communication with 4-H families. You can customize it to record the details unique to your 4-H activity. You can also use the template to prepare a letter or social media post or to guide a phone call. Using the template will help you ensure you cover all the important information every 4-H family who will participate in your activity needs to know.

Don't forget to include your 4-H Educator in your pre-activity communication. If you need your 4-H Educator's help in handling a question or situation, s/he will be aware of all the final details of your 4-H activity.

You can download the 4-H Activity Communication Template from the [Maryland 4-H Website](#). Go to Appendix C of this guidebook to view a sample pre-activity email using the Communication Template.

### 4-H Activity Day

When the day of your 4-H activity arrives, you will follow a familiar pattern. You will arrive at the activity location early to set up and prepare for the arrival of 4-H members and/or adults. You will welcome participants when they arrive, then "start the show." After the activity, you will send everyone



## Leading an Approved 4-H Activity

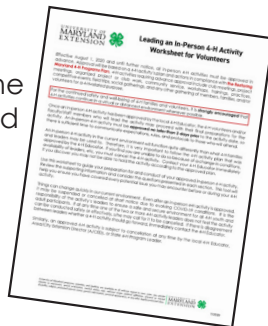
home, clean up the meeting space, and take care of any necessary administrative tasks. Through it all you will ensure everyone practices healthy and safe behaviors. The main difference will be that you will do all of this while wearing a mask and staying 6 feet away from your co-leader and others.

The essential characteristic in running an in-person 4-H activity in our current pandemic environment is that you must be extra-focused on ensuring the health and safety of all participants, which means ensuring the wearing of face coverings, physical distancing, sanitizing, and other practices. Follow your approved 4-H Activity Plan to ensure these important practices are implemented and enforced. You should also use the **Leading a 4-H Activity Worksheet** to guide you through all of the important steps of conducting your 4-H activity. The worksheet can be downloaded from the [Maryland 4-H website](#).

### Set Up & Preparation

Prior to arrival of participants, you will need to set up your location. In addition to usual tasks such as arranging the area and organizing equipment or materials, you will need to prepare for health, safety, and sanitation practices. Some of the preparation tasks you may need to perform include:

- Post signs to remind participants of hygiene and physical distancing requirements
- Place markers or set other visual guides to help prompt physical distancing (tape marks on the ground, set up chairs 6 feet apart, etc)
- Sanitize all common and high-touch surfaces and any shared equipment or materials, as recommended by the CDC
- Set up technology, if you are offering virtual participation
- Prepare restrooms for use, including sanitizing and signs
- Prepare to direct arrival traffic and process (set up cones, signs, check-in table, etc)
- Assign tasks to others who can help (co-leader, older 4-Hers)
- Review Health & Safety plan and confirm how you will handle any necessary response



- Review Hygiene & Sanitation plan and confirm how you will handle any situations that may arise
  - Other tasks that are unique to your 4-H Activity
- Be sure you allow enough time to complete all the necessary tasks so you are ready to receive participants when they arrive.

### Arrival

You will need to be well-organized to run a smooth arrival process that ensures arrival tasks are completed while maintaining physical distancing and practicing good hygiene. Arrival may be the most challenging part of your 4-H activity because it will likely be a new experience for your participants. Youth members will not be able to jump out of the car and run over to hug or high-five their friends as they may be used to doing, and family members must stay outside of the 4-H activity rather than watching and socializing together.

You should have described the arrival process in the 4-H Activity Plan you submitted for your 4-H Educator's approval. Use your description from the approved plan to prepare information for families who will participate in your 4-H activity. Communicate as much detail you can about how the arrival process will work. With good communication, you should be able to answer any questions in advance so the arrival process runs smoothly on activity day. You can see an example of a well-described arrival process in the pre-activity email example in Appendix C of this guidebook.

Your 4-H activity arrival process must include these elements:

1. **Health Pledge:** An activity leader must visually inspect, verify, and collect a completed health pledge from every participant who enters the 4-H activity. Families must complete and present a separate health pledge for each youth or adult who will participate. Review and collection of the health pledge documents should be as "touchless" as possible.

When inspecting a health pledge, the leader is looking for the following things:

- Is it complete? Are all blocks filled with information and are all 3 questions answered?
- Is there a "Yes" answer to any of the 3 health-related questions? If so, the participant must not be allowed to enter the 4-H activity. Advise



## Leading an Approved 4-H Activity

the adult or parent/guardian they must leave and should contact their health care provider.

- Is the health pledge signed by an adult or parent/guardian?
- Is today's date in the "date" field?
- The health pledge should be completed and signed on the day of the activity. If it has an older date, ask the adult or parent/guardian to change the date or complete a new form.

You can find health pledge inspection tips in Appendix C of this guidebook.

If the health pledge contains all required information and is properly signed and dated, the leader will collect it and allow the youth or adult to enter the activity. The suggested "touchless" collection method is to have the individual or parent/guardian drop the inspected health pledge into a large envelope or plastic bag that can be sealed after all pledges have been collected.

If a participant arrives without a completed health pledge form, you may provide them or their parent/guardian with a blank form if they request one. However, you may not assist them in completing the health pledge, which requires taking the participant's temperature.

**For liability reasons, 4-H activity leaders may not take a participant's temperature for purposes of completing the health pledge or to screen for entry.**

Participants who do not present a properly-completed health pledge must be turned away from the 4-H Activity. The health pledge is one of the most important tools we use to ensure the health and safety of all who participate in 4-H activities, so it is mandatory. No exceptions can be granted.

If you must turn someone away for health pledge reasons, complete a **Maryland**

**4-H Incident Report** that documents the situation. See the "Wrap-Up" section on page 16 for more information about completing the Maryland 4-H Incident report.

Don't forget to complete and submit your own health pledge! 4-H activity leaders must also comply with this requirement. Leaders should verify and collect each other's health pledges before participants arrive.

**2. Attendance Check-In:** An activity leader should record the participant's time of arrival and

other information on the Attendance Record. Be sure to fill in all of the required information.

You must use the approved

**4-H Activity Attendance Record** form. The form can be downloaded from the Maryland 4-H website.

You can see an example of a properly-completed Attendance Record form at Appendix C of this guidebook.

**3. Face Check:** An activity leader should visually verify that the participant is properly wearing an appropriate face covering. The leader should remind the participant that they must wear their mask or face covering at all times during the activity and that it should cover both the nose and mouth.

**4. Hand Check:** An activity leader should direct the participant to perform hand hygiene before entering the activity. If a sink is readily available, hand washing is preferred to use of hand sanitizer.

**5. Rules Check:** An activity leader should remind the participant of any new or special rules and point out signs and visual cues to help them remember to practice physical distancing, hand hygiene, sanitizing, etc.

### Waiting Area

Because the group size of your 4-H activity is limited, parents/guardians, siblings, and other spectators will likely not be allowed. In your approved Activity Plan you should have identified where people can wait for participants. Remind anyone who plans to wait in the designated area that they must also follow hygiene and physical distancing protocols. If parents/guardians or others waiting in the designated area wish to socialize, they should do so safely and responsibly.

### Participation

Once everyone has been checked in you can begin your 4-H activity. Do your best to "focus on the fun" while still observing rules and protocols to keep everyone safe and healthy. Take a few minutes at the beginning of the activity to remind everyone of hygiene and physical distancing rules and to explain any other actions everyone will need to take (wiping down shared equipment, restroom rules, etc.).



## Leading an Approved 4-H Activity

**Rule Following:** During the activity, you will probably need to remind some participants to follow hygiene rules. Younger 4-Hers may get so excited or focused on the fun they are having that they forget to stay 6 feet apart or to keep their mask over their nose. Promptly but firmly correct any mistakes. If a participant repeatedly disregards or refuses to follow activity rules, you may need to remove him/her from the group.

If a participant cannot safely and considerately interact with others, they should be asked to leave the 4-H activity. Adult participants can leave on their own, but you will need to contact a parent/guardian to pick up a youth participant. You should keep the youth away from the group and require him/her to practice hygiene behaviors (wear a mask, etc) while waiting for the parent/guardian to arrive.

If a confrontation with an adult participant or parent/guardian occurs, follow your plan for handling the conflict. If the conflict cannot be promptly resolved using the strategies you have discussed with your 4-H Educator, you may need to end the 4-H activity.

Remember that all youth and adults must observe the Maryland 4-H Code of Conduct when participating in 4-H activities. If a participant or their parent/guardian behaves in a manner that is inconsistent with the 4-H Code of Conduct, they can be removed from the activity and may be subject to sanction or disciplinary action. The **Maryland 4-H Codes of Conduct** (youth and adult) can be found in Appendix D of this guidebook, on the Maryland 4-H website, and in 4-H Online.

If you must ask a participant to leave your 4-H activity for any reason, notify your 4-H Educator and complete a Maryland 4-H Incident Report that documents the situation. See the “Wrap-Up” section on page 16 for more information about completing the Maryland 4-H Incident report.

**Wellness:** As the activity continues keep an eye on participants to ensure they continue healthy and hygienic practices and that they are feeling well. If a youth or adult participant looks or acts unwell, ask them how they are feeling. It may be necessary to remove them from the group and respond to their condition.

If a youth or adult participant does not feel well, follow the appropriate protocol in the Health & Safety Plan. Isolate the participant and determine

the appropriate response, using the protocol checklist as your guide.

If you or your co-leader don't feel well, you must take immediate action to end the 4-H activity and send everyone home. A 4-H activity must have two UME Volunteer or faculty/staff leaders who are actively supervising at all times. If one of two leaders is ill, s/he must isolate him/herself from the group and the other leader must close down the activity.

If there are more than two 4-H Volunteers or faculty/staff members leading the 4-H activity, it may continue while the leader who doesn't feel well isolates and performs the adult health protocol.

If someone at your 4-H activity must be isolated because they don't feel well, you should finish the activity as quickly as possible and send everyone home. It is better to practice an abundance of caution than to prolong a possible exposure to illness.

If you must isolate a participant of 4-H activity for illness, complete a Maryland 4-H Incident Report that documents the situation. See the “Wrap-Up” section on page 16 for more information about completing the Maryland 4-H Incident report.

### Departure

When your activity is done and everyone is ready to leave, you must ensure they do so in an orderly and safe manner that practices physical distancing. Use the departure process you described in your approved Activity Plan. Your departure process should include:

- 1. Notification:** Contact parents/guardians to let them know the activity has ended and their 4-Her can be picked up
- 2. Hand Hygiene:** All participants should wash or sanitize their hands before leaving
- 3. Attendance Record:** Pick-up/departure time of each participant must be recorded on the attendance record.

When youth participants are dismissed from the 4-H activity, they should go to their parent/guardian's vehicle rather than the parent/guardian coming into the activity. An activity leader should visually monitor the 4-Her's departure to verify that s/he is picked up by a parent/guardian or other designated adult. Both activity leaders must remain on-site until the last youth participant has been picked up.



## Leading an Approved 4-H Activity

### Wrap-Up

After all participants have departed, you and your co-leader will finish clean-up and documentation before heading for home. Before you leave the location where your 4-H activity was held, you should complete and verify these actions:

1. Sanitize all common and high-touch surfaces, equipment, and materials as recommended by the CDC
2. Remove any trash to an approved receptacle. Do not place trash in your personal vehicle to dispose of at home
3. Complete a **Maryland 4-H Incident Report** to record any issues that happened during your 4-H activity. You should complete a report to document these situations:
  - Refusing entry to a participant because they did not present a signed health pledge or because they answered "Yes" to one of the health pledge questions
  - Conflict with a participant, parent/guardian, or other adult over required protocols or procedures.
  - Behavior issue that resulted in an incident between participants or between a youth and a leader
  - Asking a participant to leave the 4-H activity for conduct or failing to follow rules
  - Isolation and/or removal of a participant for illness or health-related reasons
  - Injury or damage that occurred during the activity, no matter how minor

The Maryland 4-H Incident Report can be downloaded from the [Maryland 4-H website](#). The report form includes instructions. You can find an example of a properly-completed Incident Report in Appendix C of this guidebook.

You must submit any Incident Reports you complete as part of your post-activity reporting. Be sure the leader who will file the online post-activity report takes the completed reports, so s/he can upload them along with the attendance record.

## Reporting a 4-H Activity

Within 48 hours of completion of your 4-H activity, one of the leaders must submit an online **Post-Activity Report**. The report must be completed online: it cannot be sent by email, mail, phone, etc. The link to the Post-Activity Report can be found on the Maryland 4-H website's [COVID-19 Resources for Volunteers page](#).

### Online Reporting

To complete the Post-Activity Report, you must:

1. Answer questions about the activity on the online form
2. Upload the completed Attendance Record
3. Upload Incident Reports, if any

You **must not** upload completed Health Pledges to your report. Completed Health Pledges must be protected as private information and should not be shared with anyone other than your local 4-H Educator.

In order to upload the attendance record and Incident reports, you will need to scan or photograph the documents and upload the file from your computer to a portal linked in the report. If the document has multiple pages, page images/scans should be saved together as one file for upload. Scanned documents in PDF format are preferred.

If you must upload a photograph be sure all information on the page is readable. If possible, convert photographs to PDF format. There are several computer programs and smartphone apps that can scan documents and/or convert photo files to PDF format.

Submit your online report as soon as possible after your 4-H activity ends, but no later than 48 hours after. It may be necessary for your 4-H Educator or other 4-H faculty/staff to quickly access information about your activity. Prompt and thorough post-activity reporting will help 4-H comply with COVID-19 contact tracing efforts, if necessary. It will also provide timely information about any incidents or accidents that may have occurred.



## Reporting a 4-H Activity

### Documents

After you have completed your post-activity reporting, you should provide original documents to your local 4-H program office. The documents you should provide are:

- Completed attendance record
- Health pledges collected from all participants
- Completed Maryland 4-H Incident Report(s), if applicable

Your 4-H Educator will tell you how you can submit or deliver the original documents to the local 4-H program office. Depending on your local office's status and preference, you may be asked to mail the forms, place them in a drop box, or use another method of contactless delivery. Whatever the means, timely delivery of the documents to the office is important. The original documents must be received by the local 4-H program office within 7 days of the 4-H activity.

**DO NOT** send the documents to your 4-H office until you have completed your online post-activity report and uploaded the required documents. If it is necessary to provide the attendance record to Maryland health officials for contact tracing, your 4-H team will need to be able to download it from your report. They cannot wait for it to arrive by mail or be delivered to their office.



## When Someone Gets Sick

The unfortunate reality of our current environment is that a youth or adult who participates in 4-H activities may get sick. They may be unwell for many reasons other than COVID-19 -- colds, allergies, seasonal flu, chronic conditions, or simply stress and fatigue of life in these strange times. However, because COVID-19 is highly contagious and can cause a wide variety of symptoms, we must err on the side of caution when it comes to participation in 4-H activities.

### Returning After Non-COVID-19 Illness

It is possible that a participant may not feel well or may show symptoms of illness during an in-person 4-H activity. The approved Health & Safety Plan includes protocols for responding to such a situation. However, the protocols address only how to handle the situation when it occurs. There will be another action required after the participant leaves the 4-H activity.

If a youth or adult participant leaves an in-person 4-H activity due to illness, they may not attend another in-person 4-H activity until they are cleared to do so by their healthcare practitioner. The adult or youth's parent/guardian must provide a letter from their health care practitioner verifying that they are well enough to participate. Because the note or letter contains private health information, it should be given directly to the 4-H Educator by the individual or parent/guardian. The 4-H Educator can then notify the 4-H activity leader that the individual may participate in future activities. The 4-H Educator will properly file the letter in accordance with privacy regulations that cover health information.

### Exposure to COVID-19

If a member of a 4-H family household is quarantined due to COVID-19 exposure, no members of that household may participate in in-person 4-H activities until the individual/family completes a quarantine following [CDC guidelines](#).

According to the CDC, anyone who comes in close contact with someone who has COVID-19 should stay home for 14 days after their last contact with that person. "Close contact" is [defined by the CDC](#) as:

- You were within 6 feet of someone who has COVID-19 for 15 minutes or more of total exposure time. The exposure doesn't have to be one continuous contact, it can be several shorter contacts over a 24-hour period.



## When Someone Gets Sick

- You provided care at home to someone who is sick with COVID-19.
- You had direct physical contact with a person who has COVID-19 (touched, hugged, kissed, etc).
- You shared eating or drinking utensils with someone who has COVID-19.
- Someone who has COVID-19 sneezed, coughed, or somehow got respiratory droplets on you.

If a member of a 4-H household that was under quarantine wishes to attend an in-person 4-H activity, they must provide a letter from their health care practitioner verifying that they are healthy and may participate. Because the note or letter contains private health information, it should be given directly to the 4-H Educator by the individual or parent/guardian. The 4-H Educator can then notify the 4-H Activity Leader that the individual(s) may participate in future activities. The 4-H Educator will properly file the letter in accordance with privacy regulations that cover health information.

### COVID-19 Infection

If a member of a 4-H family learns they may have had COVID-19 when they attended an in-person 4-H activity, they should immediately notify their healthcare practitioner and the local Health Department. If a positive test confirms COVID-19, State of Maryland contact tracing protocols will be activated and individuals will be notified of possible exposure through Maryland's covidLink Program.

The local 4-H program will be asked to provide contact information for everyone who came into contact with the COVID-19-positive person at the 4-H activity. For this reason, it is critically important that all attendance records are accurate, complete, and submitted with the post-activity report within 48 hours of the activity.

If you learn that a 4-H activity participant now has COVID-19, you should immediately contact your 4-H Educator for guidance. **Do not notify others** of the individual's COVID-19 infection. All 4-H volunteers and faculty/staff members must take special care to preserve an individual's



privacy and confidentiality of their health-related information. Any health-related communications between the 4-H program and the local Health Department or other officials will be made by the 4-H Educator.

If a 4-H adult or parent/guardian tells you they have or their child has COVID-19, advise them to contact their healthcare practitioner and the local Health Department right away, then contact your local 4-H Educator for guidance. Follow this instruction even if the person/child has not recently attended an in-person 4-H activity you hosted. They may have participated in a 4-H activity led by someone else.

A 4-H family member who is diagnosed with COVID-19 may not participate in any in-person 4-H activities until they are confirmed to be recovered and they are cleared to participate by their healthcare practitioner. The adult or youth's parent/guardian must provide a letter from their health care practitioner verifying that they are COVID-19-free and well

enough to participate. Because the note or letter contains private health information, it should be given directly to the 4-H Educator by the individual or parent/guardian. The 4-H Educator can then notify the 4-H activity leader that the individual is cleared to participate in future 4-H activities. The 4-H Educator will ensure the letter is filed in accordance with privacy regulations that cover health information.





## Additional Procedures for Certain 4-H Activities

### Shooting Sports Activities

Shooting Sports practices often require close physical proximity between an instructor and youth member in order to teach proper technique, body position, etc. This typical practice of close interpersonal interaction does not exempt Shooting Sports practices from the State mandate of physical distancing. Shooting Sports practices may be held if they meet the same requirements as other 4-H activities, provided they are modified as follows:

**Face Coverings:** Participants in all Shooting Sports disciplines must wear face coverings at all times **EXCEPT** when actively shooting on the line. For safety reasons, shooters and archers on the line are permitted to remove their face covering when it is their turn to shoot. Shooters and archers must immediately put on their face coverings after shooting, before stepping back from the line.



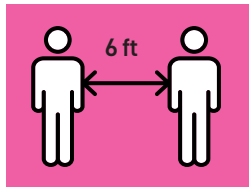
#### Physical Distancing:

Distance between shooters on the line should be a minimum of 6 feet from one another. Markings should be placed on the ground to clearly make places for youth to stand.

Barriers may be placed between shooters (panels, plexiglass shields, etc) if feasible and placement does not hinder safe performance or sight lines of shooters or instructors.

Instructors should adjust the number of shooters on the line at one time to allow for distance. Members waiting for their turn should do so at a safe distance from the range while also maintaining physical distancing. Designated off-line waiting stations should be established by placing tape marks on the ground, placing chairs at least 6 feet apart, etc.

Instructors should maintain physical distance of at least 6 feet from each other and shooters on the line. If it is necessary for an instructor to break physical distancing with a shooter (such as to correct an unsafe behavior), the interaction should be as brief and limited as possible. As soon as safely possible after the close contact, both the Instructor and the youth should wash their hands and sanitize as much as possible any other parts of the body, clothing, etc that came into contact.



**Hand Hygiene:** All shooters and instructors should wash their hands with soap and water before and after the activity. Hand sanitizer should be available to all participants at all times and used frequently throughout the activity.



**Sanitizing Equipment:** : It is recommended that youth practice only if they have their own equipment that will not be used by anyone else. If it is necessary for participants to share Shooting Sports equipment, each shared item should be wiped with a sanitizing agent such as alcohol prior to initial use, between use by individuals, and after the last use. This includes:

- Firearm stocks, forearms, triggers and bolts
- Archery bows, arrows, arm guards, and finger tabs

Take precautions to prevent damage to surfaces when using sanitizing agents. Follow manufacturer recommendations regarding sanitization, as much as possible. Targets should be sanitized as appropriate when being handled by multiple people.

Participants should not share personal safety equipment such as safety glasses or ear protection. If provided, safety equipment should be disposable (foam ear plugs, disposable safety glasses, etc). Participants who bring their own safety equipment should sanitize it before and after use.



### Activities Involving Live Animals

4-H Activities involving live animals must observe all of the same rules, requirements, procedures, and protocols as non-animal activities. However, animal activities may present additional challenges with regard to hygiene and sanitation. When holding in-person 4-H activities involving animals, such as equine drill team practices, horsemanship standards testing sessions, dog training sessions, animal project meetings, field days, demonstrations, etc, adult activity leaders must be especially vigilant to ensure hygiene and physical distancing requirements are met.

**Face Coverings:** Participants must wear face coverings at all times during the 4-H activity.



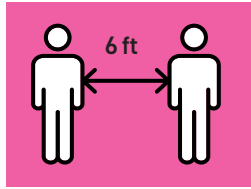


## Additional Procedures for Certain 4-H Activities

This includes while handling animals in their pen or stall, and while equestrians are mounted.

### Physical Distancing:

Participants should remain at least 6 feet apart throughout the activity. However, realizing the unpredictable nature of animals, it may be necessary for participants and/or leaders to come into close contact (such as to correct unsafe behavior or help control an animal). In this case, close physical interaction should be as brief and limited as possible. As soon as safely possible after the close contact, individuals should wash their hands and sanitize as much as possible any other parts of the body, clothing, animal equipment, etc that came into contact.



**Hand Hygiene:** All leaders and participants should wash their hands with soap and water before and after the activity. Hand sanitizer should be available to all participants at all times and used frequently throughout the activity.



### Sanitizing Equipment:

Special care must be taken to disinfect/wipe down common surfaces and shared animal equipment (tack, tools, buckets, grooming or cleaning equipment, etc) before and after each user. Alcohol-based cleaner or diluted bleach dilution is recommended for surfaces or equipment that may have been in contact with animals. Be sure to allow sanitized surfaces or equipment to dry before continued use.



**Biosecurity Practices:** Continue to follow common biosecurity practices when handling or transporting animals and when visiting farms or animal facilities. COVID-19 protocols such as face coverings, physical distancing, hand hygiene, and sanitizing supplement rather than supersede good biosecurity practices.

4-H animal activities that are hosted on an agricultural site such as a farm or other animal facility must follow Maryland Department of Agriculture's COVID-19 facility/site compliance guidelines found in "[Agricultural Safe Business Practices, Face Covering & Social Compliance Checklist](#)." Apply required practices for employees to 4-H activity participants.





## **Appendix**

**A. Maryland 4-H Website: COVID-19 Resources for Volunteers**

**B. Liability Release & Informed Consent – Operations in COVID-19 Environment**

**C. Document Examples**

Completed Health Pledge

Completed Health & Safety Plan

Completed Hygiene & Sanitation Plan

Sample e-mail using Communication Template

Completed Attendance Record

Completed Maryland 4-H Incident Report

**D. Maryland 4-H Code of Conduct**

Youth

Adult

**E. Virtual Connect: Engagement Opportunities and Expectations**

**F. Best Practices**

**G. Frequently Asked Questions**



## Appendix A

# Maryland 4-H Website: Resources for Volunteers







# Maryland 4-H Website COVID-19 Resources for Volunteers

The Maryland 4-H Website contains the **Restoring Maryland 4-H In-Person 4-H Programs Plan** and many resources for 4-H volunteers. A special tab of the “**For Volunteers**” page has been established to collect everything 4-H volunteers will need when they are ready to return to leading in-person 4-H activities.



## Links

- Maryland 4-H Website “For Volunteers” page: <https://extension.umd.edu/4-h/volunteers>
- COVID-19 Resources for Volunteers tab: <https://extension.umd.edu/4-h/volunteers/covid-19-resources-volunteers>

## What’s on the site?

- ☑ **Training:** Link to the Returning to In-Person Programming Volunteer Training
- ☑ **Policy & Guidance:** Restoring In-Person Maryland 4-H Programs Volunteer Guidebook
- ☑ **Resources:** Worksheets and templates to help you plan and request approval for, and conduct an in-person 4-H activity
- ☑ **Portals:** Link to upload your pre-activity approval request and post-activity report
- ☑ **Links:** Access to helpful references and information from the CDC, State of Maryland, University of Maryland, local governments, and more.





## Appendix B

# Liability Release & Informed Consent Operations in COVID-19 Environment







I recognize that the COVID-19 pandemic has significantly impacted delivery of 4-H youth development experiences across the state and nation. I pledge to make the safety, health, and well-being of 4-H members, families, volunteers, and supporters my first priority as I conduct duties and activities as a UME/4-H Volunteer. I hereby represent, declare, and agree as follows:

1. I agree to follow the policies, directives, and protocols of the Maryland 4-H program regarding operation of 4-H activities in the COVID-19 environment, including:
  - Conducting 4-H activities using virtual or distance learning methods instead of in-person contact, whenever possible
  - Completing required training prior to leading, hosting, or participating in an in-person 4-H activity
  - Following procedures to plan, request, secure approval for, conduct, and report in-person 4-H activities
  - Adhering to group size and management requirements
  - Implementing and enforcing required hygiene, safety, and conduct protocols for 4-H activities
  - Collecting and submitting participant Health Pledge forms, according to directions
  - Providing information for health-related reporting, as directed
  - Maintaining communication with the local 4-H program
  - Staying informed of and following changes or modifications to these 4-H policies, directives, and protocols
2. I understand that these conditions and requirements are additional to the UME/4-H Volunteer Agreement and the terms of my Volunteer Position Description(s). I acknowledge that these policies, directives and protocols will change and evolve as the COVID-19 environment changes, and that it is my responsibility to stay informed of their current status. I understand 4-H requirements may be more stringent than orders of federal, state, or local governments, and I agree to follow the directives of the State 4-H Program Leader and local 4-H program. I understand these conditions and requirements will remain in effect until rescinded by the State 4-H Program Leader.
3. I acknowledge and understand that I am strongly encouraged to lead or conduct 4-H activities and programs virtually or via distance learning, whenever possible. I agree to hold or participate in in-person 4-H activities only when the activity will provide a positive, valuable educational experience in support of 4-H project work or programming.
4. I agree to follow Maryland 4-H policies, directives, guidelines, and protocols when conducting virtual programming, with special consideration to parental consent for recording and/or publicly posting video of minors.
5. I understand that, if I choose to host a 4-H activity on my privately-owned property, I assume full risk and liability for the activity. I agree to follow and enforce all Maryland 4-H policies, directives and protocols pertaining to 4-H activities held on my property, including but not limited to planning, approval, screening, hygiene, sanitation, conduct, and reporting requirements. I acknowledge that any 4-H activity held on my property may not be covered by any insurance policy held by a UME/4-H entity, and I may be fully responsible for any claim or legal action that may result. I further acknowledge that, by choosing to hold a 4-H activity on my property, I may increase the chance of COVID-19 transmission to myself or my family.
6. I acknowledge that holding or participating in in-person 4-H activities may increase my risk of exposure to COVID-19. I understand that I am not required to hold or participate in in-person 4-H activities, and that I may decline to do so. If I am considered an "at-risk" population for COVID-19 due to age, compromised immunity, medical condition, or other factors, I understand that I am discouraged from holding or participating in in-person 4-H activities, and that if I choose to do so I voluntarily assume the associated enhanced risk.





7. Knowing the dangers, hazards and risks associated with in-person 4-H activities at this time, and with sufficient knowledge of my physical condition(s) and limitations, I voluntarily assume all responsibility and risk of illness, injury, loss and/or damage to person or property in any way associated with my leadership of or participation in 4-H activities.
8. To the fullest extent permitted by law, I hereby release and forever discharge, and agree not to sue and to indemnify and hold harmless, the State of Maryland, the University of Maryland, University of Maryland Extension and their governing boards, officers, agents, employees and volunteers from and against any and all liabilities, claims, demands and causes of action of any kind on account of any illness, injury, loss or damage to person or property in any way arising out of or relating to my conduct of or participation in 4-H activities, whether due to the negligence, mistake or other action or inaction of UME or any other person or entity.

**I HAVE READ AND FULLY UNDERSTAND THIS LIABILITY RELEASE AND INFORMED CONSENT FORM, AND I AGREE TO ITS TERMS VOLUNTARILY AND WITH FULL KNOWLEDGE OF ITS SIGNIFICANCE. I UNDERSTAND THAT AGREEMENT TO THESE TERMS IS REQUIRED FOR MY RETURN TO PERFORMANCE OF IN-PERSON DUTIES AS A CERTIFIED UME/4-H VOLUNTEER. IF I CHOOSE NOT TO AGREE TO THESE TERMS, I WILL NOT BE ALLOWED TO LEAD, HOST OR PARTICIPATE IN IN-PERSON 4-H ACTIVITIES UNTIL ALL OPERATIONAL RESTRICTIONS RELATED TO COVID-19 ARE LIFTED.**

---

Printed Name of Volunteer

---

Volunteer's Signature

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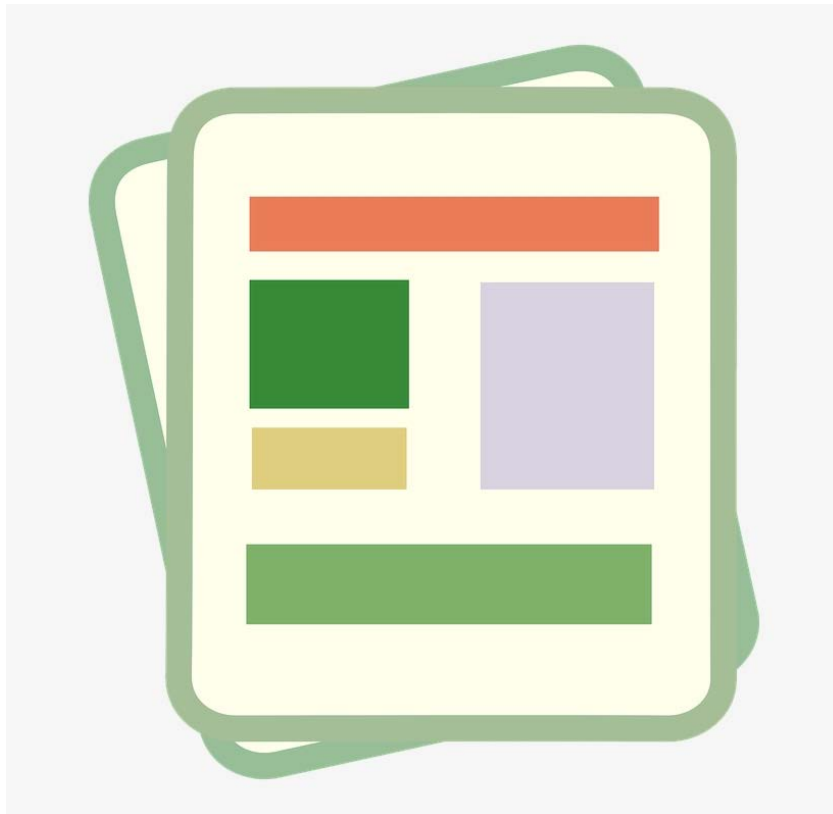
Date



## Appendix C

# Document Examples

- **Health Pledge**
- **Health & Safety Plan**
- **Hygiene & Sanitation Plan**
- **Sample email using Communication Template**
- **Attendance Record**
- **Maryland 4-H Incident/Accident Report**







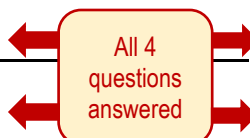
# Maryland 4-H Health Pledge

**Example of a Properly Completed Pledge**

Until further notice, any person who wishes to participate in an in-person Maryland 4-H Activity must present a completed and signed Health Pledge. A completed Health Pledge is your "ticket" to an in-person 4-H Activity; you must fill it out at home and bring it with you to the 4-H Activity. Your Health Pledge will be reviewed and collected by an adult leader when you arrive. You will be asked to complete a new Health Pledge for every 4-H Activity you attend.

**Health Pledges for minors (under age 18) must be completed and signed by a parent or guardian.** Please answer the questions below and sign the form at the bottom of the page. Health Pledges should be completed the day of the 4-H Activity you plan to attend. You should take your temperature at home when completing this form, to verify you do not have a fever over 100.4°F.

4-H Activity: Lucky Clovers 4-H Club Meeting



Activity Date: 9/4/2020

Participant's Name: Chrissy Clover

Participant's Age: 10

## HEALTH CERTIFICATION

Have you experienced any of the following symptoms in the past 48 hours?

☐ Yes ☒ No

- Fever over 100.4°F
- Sore Throat
- Chills or feeling cold for no explainable reason
- A new or worsening cough not due to another health condition

- Difficulty breathing
- Loss of taste or smell
- Muscle aches not caused by another health condition
- Headache not normal for you, or not caused by another reason or health condition

All "No" =  
OK to Go!

In the past 14 days, have you been exposed to someone who tested positive for COVID-19?

☐ Yes ☒ No

Is someone in your household currently quarantined because they were exposed to COVID-19?

☐ Yes ☒ No

**If you answered "Yes" to one of the questions above, you should not attend the 4-H Activity.  
Contact your health care provider if you are experiencing the symptoms described above.**

## ACKNOWLEDGEMENT AND AGREEMENT

I understand that when participating in this 4-H activity I will be required to follow rules and protocols designed to help keep everyone safe and well. These rules include wearing a mask or face covering, practicing physical distancing, washing or sanitizing my hands, and cleaning and disinfecting surfaces, equipment, and materials. I agree to follow all rules, procedures, and protocols as directed by the adult leader(s) of the 4-H activity, and understand that failure to do so may result in my/my child's dismissal from the activity and barment from future participation.

I acknowledge and understand that my participation in this in-person 4-H activity is voluntary and I am/my child is not required to participate. I acknowledge the contagious nature of COVID-19 and voluntarily assume the risk that I/my child may be exposed to or infected by COVID-19, and that such exposure or infection may result in personal injury, illness, permanent disability, or death. I voluntarily assume all risk of illness, injury, loss, and/or damage to person or property in any way associated with my participation in this 4-H activity.

If I am/my child is diagnosed with COVID-19, I will notify my local 4-H program so they are prepared to assist with state contact tracing efforts as requested. I understand the 4-H program may alert others who attended this 4-H Activity that COVID-19 exposure has occurred, and that such notification will not identify me/my child as the source. I will cooperate with state and local health officials to provide necessary information about the individuals with whom I/my child had close contact during the 48 hours prior to experiencing symptoms. If I am notified I/my child was exposed to COVID-19 at a 4-H Activity I will participate in state contact tracing efforts, including responding to communications from contact tracing personnel.

To the fullest extent permitted by law, I hereby release and forever discharge, and agree not to sue and to indemnify and hold harmless, the State of Maryland, the University of Maryland, University of Maryland Extension and their governing boards, officers, agents, employees and volunteers from and against any and all liabilities, claims, demands and causes of action of any kind on account of any illness, injury, loss or damage to person or property in any way arising out of or relating to my conduct of or participation in 4-H activities, whether due to the negligence, mistake or other action or inaction of UME or any other person or entity.

Susan Clover

Printed Name

4-Her's parent  
or guardian

Susan Clover

Signature\*

Completed day  
of 4-H Activity

9/4/2020

Date

**\*Must be signed by a parent/guardian if participant is under age 18**





4-H Volunteers and Faculty/Staff members leading an in-person 4-H Activity are responsible for protecting the health and safety of participants to the greatest possible extent. This plan must be submitted with the request for approval of the 4-H Activity. Once approved, this plan must be followed while conducting the activity.

## Pre-Activity Communication

Immediately prior to the 4-H activity, families and potential participants will be directed that they should not attend if:

- They are experiencing any symptoms of COVID-19.
- They have had contact in the past 14 days with anyone who has COVID-19.
- They are considered high-risk or live with someone who is high-risk.

## Health Pledges

Health Pledges will be collected from every youth and adult who enters the 4-H Activity, including the leaders. Review Health Pledges before collecting them to confirm:

- ☒ Pledge information is completed
- ☒ All "No" answers to health or exposure questions
- ☒ Pledge is signed on the date of the 4-H activity
- ☒ Signature block is properly completed
  - Parent/guardian must sign for minors (under 18)
  - Adults must sign own pledge

Health Pledges require certification that the participant's body temperature is not higher than 100.4°F. Therefore, a 4-Her's parent/guardian or a 4-H adult should fill out the Pledge at home and bring it to the 4-H activity. Leaders **MAY NOT** take temperatures of 4-H activity participants on-site for purposes of completing the Health Pledge. Blank Health Pledge forms should be available on-site, but Leaders may not assist participants in completing them.

## Contact Information

If a health or safety issue occurs during a 4-H Activity, use this information to make appropriate contacts or notifications:

Medical Emergency	Call 911
Address of 4-H Activity (for communication to 911 operator)	1234 Clover Road Cloverville MD 44444
Location of nearest clinic or hospital to handle non-emergency illness	Clover County Hospital, Cloverville, MD (5 miles)
Nearest clinic/hospital phone number	(444)-444-4444
Local Health Department	(444)-444-2222 or 3333
4-H Educator (Chris Clover)	(444)-444-1234
4-H Program Assistant (Heidi Hall)	(444)-444-4321

Know which 4-H Team  
Member to call if an  
illness or injury occurs



## Health & Hygiene Kit Contents

A Health & Hygiene Kit must be available at the 4-H activity. The 4-H Volunteers or Faculty/Staff members leading the activity are responsible for securing all required supplies and bringing them to the 4-H Activity. At a minimum, the kit should contain the supplies listed below in sufficient quantity to provide use to every participant of the 4-H Activity. Additional items may be added to the kit as appropriate to the activity type.

4-H club funds may be used to purchase supplies for a Health & Hygiene kit if approved by the club's membership.

List the items that will be contained in the Health & Hygiene Kit for this 4-H Activity and designate who will collect and bring them to the 4-H Activity. Add any notes relevant to the kit or its planned use below.

Health Kit Item	Responsible Person
Disposable masks (individually packaged)	Carol Christmas
Hand sanitizer or alcohol-based wipes	Carol Christmas
Disposable gloves	Carol Christmas
Plastic zipper bags (gallon size)	Carol Christmas
Trash bags	Carol Christmas
Disinfectant spray (CDC-recommended brand)	Carol Christmas
Infrared touchless thermometer*	Nancy Milligan
First Aid Kit (adhesive bandages, etc)	Nancy Milligan
Copy of approved Health & Safety Plan	Carol Christmas
Blank Maryland 4-H Incident/Accident Report Forms	Carol Christmas
Hydrogen peroxide	Nancy Milligan
Cool packs	Nancy Milligan

Leader(s) or helper(s) who will assemble the kit and bring it to the 4-H Activity.

If multiple people bring items, be sure they are put together in one kit on-site for easy access and use.

\*Recommended if available. For use in assessing a participant showing signs of illness. 4-H volunteers or faculty/staff **may not** take a participant's temperature for purposes of completing a Health Pledge or screening admittance to a 4-H activity or program.

## Health & Hygiene Kit Notes:

Participants will be asked to wear their own masks or face coverings and to bring individual-sized hand sanitizer for their own use during the activity.

## Participants Exhibiting Symptoms during a 4-H Activity

If a youth or adult participant feels ill or exhibits symptoms of illness during a 4-H Activity, the appropriate response plan must be implemented. Use the protocols on the following pages to guide your actions.





# Response Protocol for Youth

If a youth participant feels ill or exhibits symptoms of illness during a 4-H Activity, an adult 4-H Volunteer or 4-H Faculty/Staff Leader should:

ACTION
<input checked="" type="checkbox"/> <b>Isolate</b> the child from the group by moving him/her to a location as far away from other participants as reasonably possible. If possible, stay in line of sight with other 4-H Activity leaders to maintain two-deep supervision and support.
<input checked="" type="checkbox"/> Maintain <b>physical distancing</b> as much as possible and keep <b>face coverings</b> in place.
<input checked="" type="checkbox"/> Determine what <b>symptoms</b> the child is experiencing. Ask questions and visually observe the child's mannerisms, appearance, etc. If a no-touch infrared thermometer is available in the Health & Hygiene Kit, use it to take the child's temperature.
<input checked="" type="checkbox"/> Promptly <b>contact the child's parent/guardian</b> to inform them of the situation. Ask the adult to come to the child, rather than taking the child to them. Remain in the isolated location with the child until the parent/guardian arrives.
<input checked="" type="checkbox"/> When the parent/guardian arrives, provide any additional information and ask them to <b>remove the child from the activity</b> . If possible, have the family exit the area using a path other than the designated pick-up area that will be traveled by other participants.
<input checked="" type="checkbox"/> As soon as possible, and before returning to the group, perform <b>personal hygiene</b> : <ol style="list-style-type: none"><li>1. Remove your <b>face covering</b>. Seal your used face covering in one of the plastic zipper bags contained in the Health &amp; Hygiene kit.<ul style="list-style-type: none"><li>▪ If the face covering is disposable, place it in the trash (keep the bag sealed).</li><li>▪ If the face covering is reusable, keep it inside the sealed bag and take it home, then immediately wash in hot water.</li></ul></li><li>2. Wash your <b>hands</b> with hot, soapy water. If soap and water is not available, clean your hands with alcohol-based hand sanitizer, then put on disposable gloves. Wear the gloves for the remainder of the activity. Remove and discard the gloves before you go home.</li><li>3. Put on a <b>clean face covering</b>. Use one of the disposable masks from the kit.</li><li>4. If you came into close contact with the child or if the child removed his/her face covering during your interaction, use the disinfectant spray in the kit to <b>sanitize your clothing</b></li><li>5. <b>Sanitize</b> any surfaces, equipment, materials, or other areas the child may have touched, following the 4-H Activity's approved Hygiene &amp; Sanitation Plan.</li></ol>
<input checked="" type="checkbox"/> If possible, <b>stay distant</b> from the group as they complete the 4-H Activity. If you must re-engage ensure you maintain physical distance of at least 6 feet from all other participants.
<input checked="" type="checkbox"/> As soon as practical, <b>contact your 4-H Educator</b> to inform them of the incident and how you responded. Discuss who will follow up with the parent/guardian to check on the child's health.
<input checked="" type="checkbox"/> Before leaving the 4-H Activity, collaborate with your co-leader to complete a <b>Maryland 4-H Incident/Accident Report</b> detailing the circumstances of the incident. Attach the report to the Attendance Roster; it will be required documentation for the post-activity report.

**If a youth participant enters medical crisis, immediately call 911. Follow the direction of emergency services personnel. Contact the youth's parent/guardian ASAP after calling 911.**





# Response Protocol for Adults

If an adult feels ill or exhibits symptoms of illness during a 4-H activity, an Adult 4-H Volunteer or 4-H Faculty/Staff Leader should:

ACTION
<input checked="" type="checkbox"/> Isolate the adult from the group by asking him/her to move to a location as far away from other participants as reasonably possible. Maintain <b>physical distancing</b> and keep <b>face coverings</b> in place.
<input checked="" type="checkbox"/> If the adult is one of two 4-H Volunteers or faculty/staff members leading the 4-H Activity, the activity must be <b>immediately ended</b> and youth participants removed as quickly as possible. The ill adult should remain isolated as the remaining leader managers closing down the activity.
<input checked="" type="checkbox"/> Determine what <b>symptoms</b> the person is experiencing. Ask questions and visually observe mannerisms, appearance, etc. If a no-touch infrared thermometer is available in the Health & Hygiene Kit, use it to take the person's temperature.
<input checked="" type="checkbox"/> Defer to the adult's wishes regarding their <b>departure</b> from activity, unless you do not believe they can safely do so (too weak/disoriented to drive, etc).
<input checked="" type="checkbox"/> If necessary or requested, <b>contact a family member</b> or other designated person to pick up the individual and take them home. The ill adult should remain in isolation until the driver arrives.
<input checked="" type="checkbox"/> Immediately, and before returning to the group, perform <b>personal hygiene</b> : <ol style="list-style-type: none"> <li>1. Remove your <b>face covering</b>. Seal your used face covering in one of the plastic zipper bags contained in the Health &amp; Hygiene kit.               <ul style="list-style-type: none"> <li>▪ If the face covering is disposable, place it in the trash (keep the bag sealed).</li> <li>▪ If the face covering is reusable, keep it inside the sealed bag and take it home, then immediately wash in hot water.</li> </ul> </li> <li>2. Wash your <b>hands</b> with hot, soapy water. If soap and water is not available, clean your hands with alcohol-based hand sanitizer, then put on disposable gloves. Wear the gloves for the remainder of the activity. Remove and discard the gloves before you go home.</li> <li>3. Put on a <b>clean face covering</b>. Use one of the disposable masks from the kit.</li> <li>4. If you came into close contact with the ill adult or if the adult removed his/her face covering during your interaction, use the disinfectant spray in the kit to <b>sanitize your clothing</b></li> <li>5. <b>Sanitize</b> any surfaces, equipment, materials, or other areas the ill adult may have touched, following the 4-H activity's approved Hygiene &amp; Sanitation Plan.</li> </ol>
<input checked="" type="checkbox"/> If possible, <b>stay distant</b> from the group as they complete the 4-H activity. If you must re-engage ensure you maintain physical distance of at least 6 feet from all other participants.
<input checked="" type="checkbox"/> As soon as practical, <b>contact your 4-H Educator</b> to inform them of the incident and how you responded. Discuss who will follow up with the adult to check on his/her health.
<input checked="" type="checkbox"/> Before leaving the 4-H activity, collaborate with your co-leader to complete a <b>Maryland 4-H Incident/Accident Report</b> detailing the circumstances of the incident. Attach the report to the Attendance Roster; it will be required documentation for the post-activity report.

**If an adult enters medical crisis, immediately call 911. Follow the direction of emergency services personnel. Contact the adult's Emergency Contact ASAP after calling 911.**





4-H Volunteers and Faculty/Staff members leading an in-person 4-H activity are responsible for protecting the health and safety of participants to the greatest possible extent. An important part of this protection involves hygiene and sanitation. This plan must be submitted with the request for approval of the 4-H activity. Once approved, this plan must be followed while conducting the activity.

## Face Coverings

All participants must wear an appropriate face covering for the duration of this activity. Participants should bring/wear their own masks or CDC-recommended coverings. Disposable face coverings must be available at the activity for those who do not bring their own or to replace soiled or damaged coverings.\*

*\*NOTE: The Health & Hygiene Kit should contain disposable face coverings. See the Health & Safety Plan for details.*

## Physical Distancing

All participants must maintain physical distancing during the 4-H Activity. Visual cues such as signs, markings, chair/table separation, etc can help youth participants judge required distance. Consult **Best Practices for In-Person 4-H Activities** for recommendations and ideas.

Describe how you will use visual cues and location setup to ensure physical distancing is maintained. Be sure to describe practices for the full activity, including arrival and departure.

*Tape marks will be placed on the ground at least 6 feet apart for 4-Hers to stand on as they are going through arrival processing.*

*4-Hers will bring their own chairs, that will be set up in a circle with 6-feet distancing. Tape marks on ground will designate where to place chairs.*

All sections that ask for a description must be completed.  
This Plan must stand alone. Do not answer "see request" or refer to another document. Fully explain all procedures here.



## Equipment & Materials

Sharing of equipment and/or materials between 4-H activity participants should be avoided whenever possible. Participants may be asked to bring their own items from home (notebooks, pens, water bottles, etc), which they should not allow others to touch or use during the activity. If equipment or materials must be shared, they should be appropriately sanitized between uses. Consult **Best Practices for In-Person 4-H Activities** for recommendations and ideas on sharing of equipment and materials.

Describe how you will avoid sharing of equipment or materials between participants. You will address cleaning and sanitizing shared items in the Cleaning & Sanitation section.

*4-Hers will be asked to bring their own notebooks, pens, pencils, camp chairs, and water bottles. No handouts will be used. Materials supporting the lesson will be shared by email before and after the activity and on club's Quizlet account.*

All sections that ask for a description must be completed. Fully explain all procedures here.

## Restrooms

Restroom access and use should be limited to one person at a time, even if multiple stalls are available. Participants should avoid lining up to wait for restroom use, or practice physical distancing while waiting in line. Restroom surfaces should be sanitized immediately after use. Cleaning supplies should be available in restrooms. Consult **Best Practices for In-Person 4-H Activities** for recommendations and ideas on restroom management.

Describe how you will manage restroom use and sanitizing of surfaces between uses.

*Signs will be placed on exterior of restroom doors, in stalls, above urinals, and on mirrors reminding users to sanitize after use. Clorox wipes will be placed on counter for use in wiping down toilet seat/handle, urinal handle, faucets, door handles, and anyplace else touched by user.*

*Club leader will sanitize restroom after use by young 4-Hers (10 & under)*

*Only one person will be allowed to use the restroom at a time.*

All sections that ask for a description must be completed. Fully explain all procedures here.



## Food & Drinks

Allowing food/drinks at a 4-H activity in the current environment is **strongly discouraged**. Do not provide or serve food or drinks unless approved as part of your 4-H activity plan. If it is absolutely necessary for participants to have food during the activity, have them bring their own food from home. Participants should not share food or drinks brought from home.

Participants may be asked to bring their own filled water bottles; use of drinking fountains is discouraged. Consult **Best Practices for In-Person 4-H Activities** for recommendations and ideas on management of food and drinks.

Will you allow food and/or drinks at the activity? If so, how will you manage them to avoid sharing or cross-contamination?

*No food or drinks will be allowed other than water bottles brought from home. Water bottles must have a cap and remain closed when 4-Her is not drinking.*

All sections that ask for a description must be completed. Fully explain all procedures here.

## Trash

Every 4-H Activity will generate at least a small amount of trash or waste. At a minimum, you will need to dispose of cleaning supplies such as used paper towels, wipes, etc. Consider how you will collect and dispose of trash and waste generated by your activity. Consult **Best Practices for In-Person 4-H Activities** for waste management recommendations.

How will you collect and dispose of trash or waste generated by your 4-H activity?

*Club leader will bring a collapsible trash can and trash bags. All 4-Hers will throw their trash in that bin. Park/public trash cans will not be used. Club leader will dispose of trash in dumpster in parking lot before leaving the area.*

All sections that ask for a description must be completed. Fully explain all procedures here.



## Cleaning & Sanitizing

It is possible for COVID-19 to spread by contact with surfaces where the virus is present. Therefore, cleaning and disinfecting of all high-touch surfaces and shared equipment or materials is key to maintaining a safe environment. Cleaning and sanitizing must be done before, during, and after the 4-H activity, following [CDC recommendations](#).

If you need to clean and sanitize technology items or electronics, take great care to ensure you do not damage the equipment or injure yourself. Be sure the power source (plug or battery) is removed before your attempt to clean the item.

Consult **Best Practices for In-Person 4-H Activities** for recommendations and ideas on cleaning and sanitation.

Use the chart below to describe how cleaning and disinfecting of surfaces, equipment, and materials will be conducted. Add items that are specific to your activity (posters, computers, buckets, robots, etc). Add additional pages if needed.

Surface or Item	Cleaning/Sanitizing Method
Tables, counters	Clorox surface cleaner; let dry
Chairs	Wipe down with Clorox wipes, let dry
Doorknobs/handles, light switches, windows	Wipe down with Clorox wipes, let dry
Gates, pens, latches	N/A
Faucet handles, knobs	Wipe down with Clorox wipes, let dry
Toilet seats, handles	Wipe down with Clorox wipes, let dry
Drinking fountains	Wipe down with Clorox wipes, let dry Block from use
Writing utensils	Wipe down with Clorox wipes, let dry Have members bring own pens; don't share
Learning Lab Laminated posters	Wipe down with Clorox wipes, let dry

Refer to cleaning product directions or "how to use" guides for tips on effective sanitizing and disinfecting using that product.





## Sanitation Kit

A Sanitation Kit must be available at the 4-H activity. The 4-H Volunteers or Faculty/Staff members leading the activity are responsible for securing all required supplies and bringing them to the 4-H Activity. 4-H club funds may be used to purchase supplies for a Health & Hygiene kit if approved by the club's membership.

At a minimum, the kit should contain the supplies listed below in sufficient quantity to use as needed throughout the activity. Additional items may be added to the kit as appropriate to the activity type or specific to equipment you may need to sanitize (electronics, etc).

Sanitation Kit Item	Use	Responsible Person
Cleaning Instructions (attached CDC & EPA graphics)	Print & keep with kit for reference	Carol Christmas
Disposable gloves	Protecting hands	Carol Christmas
Trash bags	Containing trash	Carol Christmas
Paper towels	Wiping up liquid Drying hands	Carol Christmas
Disinfectant surface cleaner (spray or liquid)	Disinfecting tables, counters, doorknobs, bathrooms, etc	Carol Christmas
Disinfectant wipes	Disinfecting tables, counters, doorknobs, bathrooms, etc	Carol Christmas
Antibacterial liquid soap	Hand washing at sinks (bathrooms, kitchens, etc)	Nancy Milligan
Hand sanitizer	Hand hygiene if water is not available	Nancy Milligan
Collapsible trash can	Collect trash so we don't have to use public trash cans	Carol Christmas

Leader(s) or helper(s) who will assemble the kit and bring it to the 4-H Activity. If multiple people bring items, be sure they are put together in one kit on-site for easy access and use.





From: Lucky Clovers 4-H <luckyclovers4h@4hmail.com>  
To: Lucky Clovers (list)  
Cc: Chris Clover, 4-H Educator <cclover@4h.edu>  
Date: Sep 1, 2020, 6:32 PM

cc: to 4-H Educator  
Sent 3 days before 4-H activity

Example email to  
4-H families using  
Communication  
Template

Dear Lucky Clovers,

We have received approval from our Clover County 4-H Educator to hold an in-person club meeting! To get permission to hold this in-person activity, your leaders had to prepare and submit a detailed plan of how we will work together to keep everyone safe and well. The plan was approved, and we can now make final preparations for our club meeting. We will need the help and cooperation of everyone to make this activity a success. Please read this email carefully so you know all the details and what you will be asked to do if you attend.

The Lucky Clovers 4-H club meeting will be held **Friday, September 4, 2020 from 7:00-8:00 pm**. We will meet under the pavilion at **Cloverville City Park**. We are not meeting in the 4-H conference room as usual, because current rules require all in-person 4-H activities be held outdoors.

#### Voluntary Attendance

Participation in this 4-H activity is **completely voluntary**. You are not required to attend in-person, and if you don't attend it will not be held against you. If you had planned to attend in-person but have changed your mind, please contact Ellen Griswold ASAP to let her know not to expect you. We can only have a total of 10 people at the meeting (2 leaders and 8 4-Hers), so someone else may want to attend if you don't.

#### Virtual Participation

Since we are limited to a group no larger than 10 people, we will have a way for people who aren't there in person to join in. Our club Vice President, Jeannie Bueller, will do a livestream of the meeting so you can watch it on our Facebook group. Our Facebook group is closed and the only members are 4-H families enrolled in our club. If you have questions or comments during the meeting you can put them on the livestream comments and Jeannie can present them to the group or answer them directly. Log in to our Facebook page at about 6:45 pm, the meeting will start at 7:00 pm.

**NOTE:** If you will be attending the meeting in-person, your parent will have to sign a permission slip for you to participate in the live stream of the meeting. I have attached the permission slip to this email, please print and have your parent sign it, then bring it with you to the meeting. You don't have to fill out the permission slip if you are just going to watch on Facebook.

#### Stay-Home Directive

You should **stay home and not attend this 4-H meeting** if anyone in your household does not feel well or is experiencing symptoms of illness, is considered high-risk for COVID-19 infection due to their health, age, or other factors, has had contact in the last 14 days with someone who was sick with COVID-19, or is in quarantine for possible exposure to COVID-19.

#### Face Coverings

Everyone who participates in this 4-H meeting will be required to wear a mask or CDC-recommended face covering over their mouth and nose, at all times. You should wear your own mask or face covering to the meeting. If you are not able or willing to wear a mask or face covering the entire time, you cannot attend this 4-H meeting.

#### Physical Distancing

Everyone who participates in this 4-H activity will be required to practice physical distancing. This means everyone must stay at least 6 feet apart from everyone else. This may be a challenge, but we can do it. We will use tools and guides to remind everyone to keep our distance during this 4-H activity. We will put tape marks on the ground to show where 4-Hers should sit or stand, and we will set up chairs at least 6 feet apart. We will show you other tools to help you physically-distance when you arrive at the meeting.



### Health Pledge

Everyone who attends this 4-H activity will be required to bring a completed Health Pledge form. Your Health Pledge is your “ticket” to enter the activity, and it will be collected by a leader before you join the group. The Health Pledge is very important, because it is your “promise” that you are healthy and that you will follow rules and practices to keep others safe and healthy.

You should fill out your Health Pledge about an hour before you plan to leave home to come to the 4-H activity. You will need to take your temperature so you know if you have a fever. The Pledge asks you how you are feeling at the time you are ready to go to the 4-H activity, so you need to be able to answer honestly. A parent or guardian must sign the Health Pledge for a youth under age 18.

If you are going to ride to the 4-H activity with someone who is not your parent/guardian, be sure you complete your Health Pledge at home and take it with you. If you do not have a completed, signed Health Pledge when you arrive, you won’t be allowed to enter the 4-H activity. The Health Pledge is the most important requirement for us to hold an in-person 4-H meeting. If you don’t bring a form that is signed and dated the day of the meeting, you can’t participate--**NO exceptions**. You will either have to wait in your vehicle until the meeting is over or go home.

As you are filling out your Health Pledge at home, if you answer “Yes” to any of the 3 health questions **DO NOT COME TO THE MEETING**. If you don’t feel well or have any of the symptoms listed on the form, please contact your doctor. If anyone in your home is quarantined because they may have or did come into contact with someone who has COVID-19, **STAY HOME**. You can still participate in the meeting – just not in person. Do your part to help keep your community (and yourself!) safe.

You can download the Health Pledge form from the Maryland 4-H Website on the COVID-19 Resources for Families page: <https://extension.umd.edu/4-h/youth-families/covid-19-resources-families> The form is also attached to this email. Print and fill out the form before you leave home for the 4-H activity. If you do not have the ability to print the form yourself, let Ellen Griswold know right away so she can get a blank form to you.

### Hygiene & Sanitation

Everyone who participates in this 4-H activity will be expected to practice good hygiene habits. Participants will be required to wash their hands at the hand-wash station when they arrive and before they leave. Hand sanitizer will also be available for use during the meeting.

Since we will be outdoors in the park, there will be no restroom access (the park restrooms are closed). Please use the bathroom before you leave home. If you have to leave the meeting to use a restroom, you will not be allowed to return.

All common and high-touch surfaces will be sanitized as recommended by the CDC before the activity, as needed throughout, and at the end of the activity. Any shared equipment or materials will be sanitized between users. Since we are meeting outdoors, you should not come into contact with many surfaces. Anything that is a “common surface” will be disinfected. Cleaning supplies will be available, and 4-Hers will be asked to help clean and sanitize as needed.

### What to Bring

We do not want to use the picnic tables at the pavilion, so they will be off-limits. Everyone is asked to bring a camp chair with them, that they will sit in for the meeting. You should also bring a notebook and pen or pencil to take notes. Leave your electronics (other than your phone) at home – you don’t want to have to disinfect your laptop or tablet. Take notes on paper and type them later if you need to.

We won’t have snacks or drinks at this club meeting. Please bring a filled water bottle with a lid from home if you want to have something to drink. Park water fountains are turned off so no water is available. **DO NOT** bring food. If you want a snack after the meeting, bring one from home, leave it in your car, and you can eat it on the way home.

### Parent/Guardian Requirements

We are asking parents to remain on-site while the club meeting is conducted. Parents are asked to wait in their vehicles in the north end of the parking lot while the meeting is going on. Because we cannot have a group size larger than 10, we cannot allow parents or to watch the meeting. If you want to go for a walk around the park or socialize (safely) with other waiting parents, you can. Just please do not approach the pavilion.

To follow good practices, we recommend every 4-Her be brought to the meeting by their own parent. Carpooling is discouraged and should be done only if absolutely necessary.





### **Arrival & Departure Procedures**

Because we have to be extra health & safety conscious about getting together as a group, there will be very specific procedures you have to follow when you arrive and when you leave. Parents, please follow these steps when you arrive:

1. Pull into the parking lot between the pavilion and the tennis court. You will see club leader Mr. Clem standing on the curb next to a folding table.
2. Pull up to the curb where Mr. Clem is standing, with the driver's side of your car on his side (like you are going through a restaurant drive-thru). DO NOT roll down your window(s). If you aren't already wearing a mask, please put one on before Mr. Clem approaches your car.
3. When he sees you have your mask on, Mr. Clem will step out to your vehicle and stand next to your driver's side door. Hold up your 4-Her's completed Health Pledge form to your window so he can read it through the glass. Mr. Clem will look the form over to be sure it is properly completed and signed. If you are dropping off more than one 4-Her, show Mr. Clem the Health Pledges for each 4-Her, one at a time.
4. When Mr. Clem gives you the thumbs-up, roll down your window. He will have you drop the Health Pledges into a box. He will also ask you for your cell phone number so he can call you when the meeting is over or if you are needed during the meeting.
5. After you have handed over the pledges, your 4-Hers can get out of the car. They should go straight to the pavilion and follow Mrs. Ellen's instructions to set up their chairs and wash their hands.
6. After the kids are out of the car, drive to the end of the lot and park there, away from the pavilion. You can wait in your vehicle and watch the livestream of the meeting on Facebook, if you choose. If you want to socialize with other parents who are waiting, please wear a mask and stay 6 feet apart.

**NOTE:** If you present a Health Pledge that has a "Yes" answer to any of the 3 health questions, no one in the car will be allowed to participate in the meeting. This is because if someone in the car is sick or may have been exposed to COVID-19, everyone in the car is potentially exposed. Mr. Clem will not collect your Health Pledges, will encourage you to call your doctor, and will ask you to leave. This is for everyone's safety – it is better to be over-cautious than to possibly spread this awful virus.

When the meeting is over, one of the leaders will send a text message using our Remind app. Please pull your vehicle up to the same place where you dropped your 4-Her(s) off, lining up like a carpool pickup. One at a time, 4-Hers will be allowed to go to their parents' car and leave the area.

### **Spectators**

Because of group size limitations and to minimize the number of people who come into contact with each other, no spectators will be allowed at this 4-H meeting. This includes parents/guardians, siblings, friends, or others. Families are strongly encouraged to leave anyone who is not actively participating in or providing transportation to/from this 4-H activity to stay home.

### **Expectations**

All participating 4-H families are expected to follow rules and procedures to help make this 4-H activity safe and fun for everyone. This includes displaying good behavior and cooperation with each other. Those who cannot or will not follow rules may be asked to leave this activity and may not be allowed to join in future in-person 4-H activities. If you have any questions, contact Mrs. Ellen or Mr. Clem.

We are so excited to see you again! It has been a really long time since we have been together, and we all miss each other! If this meeting goes well and we can show we are responsible, safe, and healthy hopefully our club will be able to have more in-person meetings and events in the future. Thanks in advance for your cooperation with all of these new and strange rules -- everything in life is going to be "weird" for awhile. But we're all in this together, and we can take care of each other just by taking a little extra time and effort to be considerate.

If you have questions or concerns about this email please don't hesitate to contact Mrs. Ellen or Mr. Clem. Also, if you need Health Pledge forms or anything else, let us know!

See you Friday!

Ellen Griswold & Clem Fandango  
Club Leaders



# Maryland 4-H Activity Attendance Record

Example of a Properly  
Completed Attendance Record

**Instructions:** As each participant arrives, inspect their completed Health Pledge. If the health pledge is acceptable, collect it and record arrival information on this attendance record. For youth participants, record the name of a parent/guardian and a phone number where they can be reached during the 4-H Activity. For adult participants, record the name and phone number of an individual you should contact in event of illness or emergency during the 4-H Activity. For all participants, mark the Health Pledge column to document the pledge was verified in collected and record the arrival time. When the participant leaves the 4-H Activity, record the time of departure. The completed attendance record must be uploaded with the post-activity report within 48 hours of the activity's completion, and the original document must be turned in to the local 4-H program office with the collected health pledges.

Activity Name Lucky Clovers 4-H Club Meeting

Activity Date 9/4/2020

Activity Leaders Ellen Griswold & Clem Fandango

Activity Location Cloverville City Park

Participant Name	Contact Name	Contact Phone #	Health Pledge	Arrival Time	Departure Time
Ellen Griswold	Clark Griswold	(444)-444-7777	✓	6:10 pm	8:45 pm
Clem Fandango	Lucy Fandango	(444)-444-9515	✓	6:15 pm	8:45 pm
Audrey Griswold	Ellen Griswold	(444)-444-7777	✓	6:15 pm	8:45 pm
Ruby-Sue Griswold	Ellen Griswold	(444)-444-7777	✓	6:15 pm	8:45 pm
Ferris Bueller	Maggie Bueller	(707)-225-9943	✓	6:55 pm	8:15 pm
Jeannie Bueller	Maggie Bueller	(707)-225-9943	✓	6:55 pm	8:15 pm
Sloane Peterson	Stewart Peterson	(988)-654-1122	✓	6:48 pm	8:15 pm
Cameron Fry	Reginald Fry	(444)-444-4567	✓	6:50 pm	8:25 pm
Danny Noonan	Michael Noonan	(630)-100-9425	✓	6:45 pm	7:45 pm
Chrissy Clover	Linda Clover	(444)-444-2268	✓	6:59 pm	8:05 pm

Remember to  
record Leaders'  
attendance

Youth  
participant's  
parent or  
guardian

Adult  
participant's  
contact  
person

Check that  
Health Pledge  
was collected

Use additional copies of this form as necessary to record all Participants





# Maryland 4-H Program Incident Report Form

**Example:**  
Youth Misbehavior

**NOTICE:** The University of Maryland Extension (UME) 4-H Youth Development Program requests information to report the nature and circumstances of incidents that occur related to Maryland 4-H programs, activities, or events. Information recorded in this report may be shared with UME employees, officials, or volunteers, medical personnel and/or other individuals as necessary and appropriate. Information in this report may also be shared among offices of the University of Maryland, University System of Maryland, and outside entities as necessary and appropriate in the conduct of legitimate University business and consistent with applicable law and policy. Because the University of Maryland is a state educational institution, information in this report is subject to disclosure under the Maryland Public Information Act. Individuals may inspect and/or correct their personal information as provided by the Public Information Act and/or other applicable law or University policy.

## INCIDENT

☐ Check if Incident occurred at a 4-H Camp

Date of Incident: October 1, 2020 Time of Incident: 7:30 pm

4-H Activity where Incident occurred: Clover Commandos 4-H Robotics Team meeting Name of Activity

Location where Incident occurred: Clover County 4-H office Picnic Pavilion Physical Location

Nature of Incident: ☒ Behavior ☐ Injury ☒ Other (specify)  
(check all that apply) ☐ Property Damage ☐ Illness Refusal to wear mask

## INVOLVED PARTIES (add pages if necessary)

Those who **participated** in the reported action

Name	4-H Status	Participation Status	Dismissed?
Jimmy Jones	Youth member	Robotics team member	Yes
	<span style="border: 1px solid red; padding: 2px;">Status in the 4-H Program</span>	<span style="border: 1px solid red; padding: 2px;">How person was involved in <u>this</u> 4-H activity</span>	<span style="border: 1px solid red; padding: 2px;">Were they asked to leave?</span>

## WITNESSES (add pages if necessary)

Those who **observed** the reported action

Name	4-H Status	Participation Status	Statement*
Neville Newton	4-H Volunteer	Activity leader	Yes
Sandy Shamrock	4-H Volunteer	Activity leader	Yes

\*Attach written statements or notes documenting verbal statements

## DETAILS OF INCIDENT (Describe what happened, as completely as possible. Attach additional pages or documentation as needed)


During the Clover Commandos Robotics Team practice on 10/1/2020 Jimmy Jones had to be repeatedly reminded to wear his mask properly. He kept pushing his mask down so it was under his chin with his mouth and nose exposed. Activity leaders Mrs. Shamrock and Mr. Newton corrected his mask wear approximately 7 times over a 20-minute period. Each time Jimmy would put his mask on correctly, then wait until a leader wasn't looking and push it back down to his chin. Other 4-Hers started announce to the group "He's doing it again!" every time Jimmy pushed his mask down, which made him mad and caused him to start yelling at other 4-Hers to stop tattling. When this happened Mr. Neville walked Jimmy to the side of the pavilion, away from the group, and told him his behavior was not appropriate and that he would have to wear his mask properly or he would have to leave. Jimmy yelled "NO!" and yanked his mask off his face and threw it on the ground.



**RESPONSE** (Describe how the incident was managed and identify who handled response. Attach additional pages as needed)

Both activity leaders attempted to correct Jimmy's failure to correctly wear his mask numerous times. When other 4-Hers started to point out his misbehavior, a leader (Mr. Newton) had a quiet one-on-one conversation with Jimmy about the requirement to wear his mask. When Jimmy had his outburst and threw the mask on the ground, it was clear he was not willing to continue the activity within the rules. Mr. Newton calmly directed Jimmy to pick up his mask and put it back on, then told him his behavior was unacceptable so his mother would need to come pick him up. Mr. Newton called Mrs. Jones, who was waiting in the parking lot, and explained the situation. Mrs. Jones agreed to take Jimmy home. Mr. Newton directed Jimmy to collect his things and walked him over to the parking lot. He further explained what had happened to Mrs. Jones as Jimmy got in the car. Mr. Newton told Mrs. Jones that Jimmy would not be allowed to come to the next Robotics Team practice if he could not follow rules. Mrs. Jones said she understood and she and her husband would talk to Jimmy about his behavior.

**NOTIFICATIONS** (Add pages if necessary. Record UME/4-H notifications in Staff Use section)

Name	Relationship/Status	Contacted by	Time of Contact
Janet Jones	Jimmy's Mother	Neville Newton	7:35 pm
			
Parent/Guardian, Emergency Contact person, etc			

**ILLNESS OR INJURY****DESCRIPTION OF ILLNESS OR INJURY**

N/A

**RESPONSE TO ILLNESS OR INJURY** (Add details on additional page, if necessary)

How was illness or injury handled? (check all that apply)

<input type="checkbox"/> First Aid on-site	<input type="checkbox"/> Self or Guardian Transport	<input type="checkbox"/> Refused Treatment
<input type="checkbox"/> Call for Assistance	<input type="checkbox"/> Emergency Transport	<input type="checkbox"/> Refused Transport

**Describe Response**

(Include what on-site first aid was administered, what assistance was requested, details of transport, refusal of treatment/transport, etc)

N/A

**REPORTER**

Report must be signed &amp; dated by person making the official notification

Neville Newton

Printed Name of Reporter

Neville Newton

Signature of Reporter

Clover Commandos Robotics  
Team Coach/4-H Volunteer

Reporter's Title

10/1/2020

Date of Report

**4-H STAFF USE****Notifications**☒ 4-H Educator Chris Clover☐ A/CED☐ Camp Director☐☐ State Specialist☐ State Volunteer Specialist☐ State Risk Mgmt Coord☐ State Program Leader

Use this box to record notification of UME & 4-H faculty/staff members. Check the box & write name in the blank



## Appendix D

# Maryland 4-H Code of Conduct







## Maryland 4-H Youth Code of Conduct

A goal of the Maryland 4-H Program is to provide opportunities for children and youth to build character. Maryland 4-H supports the CHARACTER COUNTS<sup>SM</sup> six pillars of character: **TRUSTWORTHINESS, RESPECT, RESPONSIBILITY, FAIRNESS, CARING, AND CITIZENSHIP**. In order to ensure Maryland 4-H programs provide positive environments for all individuals to learn and grow, 4-H participants agree to abide by these expectations of behavior:

- ✿ I will be **TRUSTWORTHY**. I will be worthy of trust, honor, and confidence. I will be a model of integrity by doing the right thing even when the cost is high. I will be honest in all my activities, and I will not cheat, lie, knowingly give false information, or be dishonest in any other way. I will follow through on commitments I make and responsibilities I accept. I will not engage in illegal or unethical behavior.
- ✿ I will be **RESPECTFUL**. I will show respect, courtesy, and consideration to everyone, including other program participants, those in authority, and myself. I will act and speak respectfully. I will not use vulgar or abusive language or cause physical, mental, or emotional harm. I will dress in a manner that is appropriate, tasteful, and respectful for youth. I will take care of property and facilities and will not intentionally cause harm or damage. I will appreciate diversity in skill, ability, gender, ethnicity, family, and personal beliefs. I understand that Maryland 4-H does not tolerate statements or acts of discrimination or prejudice.
- ✿ I will be **RESPONSIBLE**. I will be responsible, accountable, and self-disciplined in the pursuit of excellence. I will live up to high expectations so I can be proud of my work and conduct. I accept my personal responsibility to be informed of and follow policies, rules, and procedures of Maryland 4-H and 4-H events or activities in which I participate. I will be accountable for my choices and actions and I will take responsibility for any mistakes or misconduct in which I participate.
- ✿ I will be **FAIR**. I will be just, fair, and open-minded. I will participate in events by following the rules, not taking advantage of others, and not asking for special exception or consideration. I will demonstrate good sportsmanship and will accept the final outcome of events and contests.
- ✿ I will be **CARING**. I will be caring in my relationships with others. I will be kind and show compassion for other people and living things. I will treat others the way I want to be treated. I will show appreciation for the efforts of others. I will help members of my group to have a good experience by striving to include everyone.
- ✿ I will be a **GOOD CITIZEN**. I will be a contributing and law-abiding member of the organization, community, and society. I will not use illegal or illicit substances such as tobacco, alcohol, or drugs. I will not act in a manner that is threatening, harassing, demeaning, or violent toward others, and I will not use technology or media to promote such actions. I will be respectful to the environment and contribute to the greater good. I will promote a spirit of inclusion by welcoming individuals from all backgrounds in my club and community. I will positively represent Maryland 4-H by holding myself to the standards of the 4-H Pledge and Motto.

<sup>SM</sup>CHARACTER COUNTS! Is a service mark of the CHARACTER COUNTS! Coalition, a project of the Josephson Institute of Ethics.







# Maryland 4-H Youth Code of Conduct Agreement

## Youth Code of Conduct:

Maryland 4-H expects youth participating in programs to behave in an acceptable manner and in accordance with the Maryland 4-H Code of Conduct outlined on the reverse of this document. 4-H participants who engage in unacceptable conduct are subject to discipline. Youth behaviors that are unacceptable under the Code of Conduct include, but are not limited to:

- Possession, use, or distribution of alcohol and/or illegal or illicit drugs
- Possession or use of weapons or dangerous materials
- Possession or use of tobacco products, including smokeless tobacco, e-cigarettes, smokeless "vaping" devices, and/or other nicotine delivery devices
- Misuse of prescription or non-prescription drugs or substances
- Sexual activity
- Lying, cheating, misrepresenting project work, or other unethical practices
- Unauthorized absence from program site
- Physical, verbal, emotional, or mental abuse of, or threats toward, another person
- Theft, destruction, or abuse of property
- Use of electronic devices and/or social media to bully, demean, harass, or threaten another person
- Use of technology to create, transmit, post, or willingly receive unacceptable content such as that containing profanity, advocacy of use/possession of alcohol or drugs, violence, sexual misconduct, nudity, etc

## Maryland 4-H Disciplinary Policy and Procedures:

A participant in a 4-H program who engages in conduct that may jeopardize the health or safety of the participant, other people, or the integrity of 4-H will be immediately dismissed from the program or activity. This determination and dismissal will be made at the discretion of the University of Maryland Extension (UME) faculty/staff member or UME volunteer in charge of the program or activity. The dismissed youth participant's parent or guardian will be responsible for providing transportation away from the program or event.

Following dismissal from a program, the 4-H participant and his/her parent or guardian will be notified in writing of the nature of any unacceptable conduct for which sanctions, up to and including suspension or dismissal from 4-H programs or activities, are being considered. In such cases:

- The county/city UME faculty or staff member with overall responsibility for the program will set up a meeting to hear the 4-H participant. The 4-H participant's parent/guardian will be present at this meeting. At the discretion of UME or at the request of the 4-H participant, a committee may be appointed by UME to review the matter.
- Following the meeting, the 4-H participant and his/her parent/guardian will be notified in writing of the outcome of the meeting and any sanction(s) to be imposed.
- Sanctions may be appealed in writing within seven (7) calendar days after the 4-H participant receives notice of the decision, to the Area Extension Director (AED). The AED will consult with the appropriate State 4-H Specialist(s) in considering the 4-H participant's appeal. The 4-H participant and his/her parent/guardian will be notified in writing of the decision of the AED.
- The decision of the AED may be appealed in writing to the State 4-H Leader within seven (7) days after the 4-H participant receives notice of the decision. The 4-H participant and his/her parent/guardian will be notified in writing of the State 4-H Leader's decision. The decision of the State 4-H Leader is final.

## BEHAVIOR PLEDGE

**I have read the Maryland 4-H Code of Conduct and the Maryland 4-H Disciplinary Policy and Procedures. I am aware that my actions and decisions affect me and others and that poor actions or decisions may result in my loss of privileges for current and future 4-H programs. I will accept the appropriate and logical consequences of my actions, as determined by Maryland 4-H.**

\_\_\_\_\_  
4-Her's Printed Name

\_\_\_\_\_  
4-Her's Signature

\_\_\_\_\_  
Date

**As the parent/guardian of \_\_\_\_\_, I have read the Maryland 4-H Code of Conduct and the Maryland 4-H Disciplinary Policy and Procedures. I will support and uphold these principles, and will model positive behavior for my child and other 4-H youth and families. I will support the individual in charge of maintaining appropriate behavior at 4-H programs, events, and activities. I agree to accept the appropriate and logical consequences of my child's actions as determined by Maryland 4-H and the University of Maryland Extension.**

\_\_\_\_\_  
Parent/Guardian's Printed Name

\_\_\_\_\_  
Parent/Guardian's Signature

\_\_\_\_\_  
Date





## Maryland 4-H Adult Code of Conduct

A goal of the Maryland 4-H Program is to provide opportunities for children and youth to build character. Maryland 4-H supports the CHARACTER COUNTS<sup>SM</sup> six pillars of character: **TRUSTWORTHINESS, RESPECT, RESPONSIBILITY, FAIRNESS, CARING, AND CITIZENSHIP**. In order to ensure Maryland 4-H programs provide positive environments for all individuals to learn and grow, 4-H Adults agree to abide by these expectations of behavior:

- ✿ I will be **TRUSTWORTHY**. I will be worthy of trust, honor, and confidence. I will be a model of integrity by doing the right thing even when the cost is high. I will be honest in all my activities, and I will not cheat, lie, knowingly give false information, or be dishonest in any other way. I will follow through on commitments I make and responsibilities I accept. I will not engage in illegal or unethical behavior.
- ✿ I will be **RESPECTFUL**. I will show respect, courtesy, and consideration to everyone, including youth participants, other adults/volunteers, those in authority, and myself. I will act and speak respectfully. I will not use vulgar or abusive language or cause physical, mental, or emotional harm. I will dress in a manner that is appropriate, tasteful, and respectful for youth. I will take care of property and facilities and will not intentionally cause harm or damage. I will appreciate diversity in skill, ability, gender, ethnicity, family, and personal beliefs. I understand that Maryland 4-H does not tolerate statements or acts of discrimination or prejudice.
- ✿ I will be **RESPONSIBLE**. I will be responsible, accountable, and self-disciplined in the pursuit of excellence. I will live up to high expectations so I can be proud of my work and conduct. I accept my personal responsibility to be informed of and follow policies, rules, and procedures of Maryland 4-H and 4-H events or activities in which I am involved. I will be accountable for my choices and actions and I will take responsibility for any mistakes or misconduct in which I participate.
- ✿ I will be **FAIR**. I will be just, fair, and open-minded. I will assist with events by following the rules, not taking advantage of others, and not asking for special exception or consideration. I will demonstrate good sportsmanship and will accept the final outcome of events and contests.
- ✿ I will be **CARING**. I will be caring in my relationships with others. I will be kind and show compassion for other people and living things. I will treat others the way I want to be treated. I will show appreciation for the efforts of others. I will help members of my group to have a good experience by striving to include everyone.
- ✿ I will be a **GOOD CITIZEN**. I will be a contributing and law-abiding member of the organization, community, and society. I will not abuse illegal or illicit substances. I will refrain from using tobacco, tobacco products, or tobacco substitutes in the presence of youth at 4-H events. I will not act in a manner that is threatening, harassing, demeaning, or violent toward others, and I will not use technology or media to promote such actions. I will be respectful to the environment and contribute to the greater good. I will promote a spirit of inclusion by welcoming individuals from all backgrounds in my club and community. I will positively represent Maryland 4-H by holding myself to the standards of the 4-H Pledge and Motto.

<sup>SM</sup>CHARACTER COUNTS! Is a service mark of the CHARACTER COUNTS! Coalition, a project of the Josephson Institute of Ethics.







# Maryland 4-H Adult Code of Conduct Agreement

## Adult Code of Conduct:

Maryland 4-H expects adults participating in programs to conduct themselves in an acceptable manner and in accordance with the Maryland 4-H Code of Conduct outlined on the reverse of this document. Adults, both parents and volunteers, who engage in unacceptable conduct are subject to sanctions. Adult behaviors that are unacceptable under the Code of Conduct include, but are not limited to:

- Possession, use, or distribution of alcohol and/or illegal or illicit drugs while attending a 4-H program or event
- Use of tobacco, tobacco products or tobacco substitutes, including smokeless tobacco, e-cigarettes, smokeless "vaping" devices, and/or other nicotine delivery devices, in the presence of youth at a 4-H program or event
- Abuse and/or misuse of prescription or non-prescription drugs or substances
- Sexual advances or activities involving youth
- Actions that create a hostile environment such as sexual innuendo, slander, profane language, racial/ethnic slurs or other disparaging remarks or hostile/bullying behavior
- Use of physical punishment for discipline
- Actions that create an unsafe environment, such as irresponsible or potentially hazardous behavior
- Failure to report suspected neglect and/or physical or sexual abuse to appropriate authorities
- Lying, cheating, or other unethical practices
- Physical, verbal, emotional, or mental abuse of, or threats toward, another person
- Theft, destruction, or abuse of property
- Use of electronic devices and/or social media to bully, demean, harass, or threaten another person
- Use of technology to create, post, or transmit to or willingly receive from youth unacceptable content such as that containing profanity, advocacy of use/possession of alcohol or drugs, violence, sexually explicit content, etc
- Promotion of religion or political preferences
- Breach of personal or professional confidentiality

## Maryland 4-H Disciplinary Policy and Procedures:

An adult, parent, or volunteer in a 4-H program who engages in conduct that may jeopardize the health or safety of themselves, youth, other people, or the integrity of 4-H may be sanctioned or removed from the program or activity. The appropriate action will be made at the discretion of the University of Maryland Extension (UME) faculty/staff member.

Following the incident of inappropriate conduct, the individual will be notified in writing of the nature of any unacceptable conduct and potential sanctions. In such cases:

- The county/city UME faculty or staff member with overall responsibility for the program will set up a meeting to hear the individual. At the discretion of UME or at the request of the individual, a committee may be appointed by UME to review the matter.
- Following the meeting, the individual will be notified in writing of the outcome of the meeting and any sanction(s) to be imposed.
- Sanctions may be appealed in writing within seven (7) calendar days after the individual receives notice of the decision, to the Area Extension Director (AED). The AED will consult with the appropriate State 4-H Specialist(s) in considering the individual's appeal. The individual will be notified in writing of the decision of the AED.
- The decision of the AED may be appealed in writing to the State 4-H Leader within seven (7) days after the individual receives notice of the decision. The individual will be notified in writing of the State 4-H Leader's decision. The decision of the State 4-H Leader is final.

## BEHAVIOR PLEDGE

I have read the Maryland 4-H Code of Conduct and the Maryland 4-H Disciplinary Policy and Procedures. I will support and uphold these principles, and will model positive behavior for all 4-H youth and families. I will support the individual in charge of maintaining appropriate behavior at 4-H programs, events, and activities. I am aware that my actions and decisions affect me and others and that poor actions or decisions may result in restriction or revocation of my access to current and future 4-H programs. I agree to accept the appropriate and logical consequences of my actions as determined by Maryland 4-H and University of Maryland Extension.

\_\_\_\_\_  
Adult/Volunteer Printed Name

\_\_\_\_\_  
Adult/Volunteer Signature

\_\_\_\_\_  
Date



## Appendix E

# Virtual Connect: Engagement and Expectations







# Virtual Connect

## Engagement Opportunities and Expectations

Virtual 4-H connections can help us all stay engaged in 4-H during this time of social distancing and may be a way to strengthen networking and sharing in the months and years to come. Below are options and guidance for you to connect with your 4-H clubs and groups, continue your annual club plans, work and share 4-H project progress, conduct demonstrations and continue learning.

### VIRTUAL CONNECTION BEST PRACTICES

**When conducting any virtual connection (club meeting, project workshop, etc.), be sure to follow these best practices guidelines.**

- Only Certified UME 4-H Volunteers and/or UME faculty/staff should host a virtual connection.
- Ensure a minimum of two Certified UME 4-H volunteers are scheduled to attend the virtual connection or conference meetings.
  - They must be present the entire time and it is recommended they join prior to the start of the meeting and wait until all youth have signed off before they exit.

### PREPARING TO CONNECT:

- Consider connection options
  - UMD options include
    - Zoom (ADA compliant)
    - WebEx (With your 4-H educator)
    - Google Hangouts
    - Google Meets

*All offer video and/or phone conferencing options. You can also prerecord and share.*

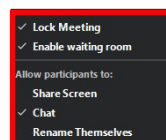
- Personal options
  - If you choose to use a personal virtual connection, be sure to have it approved by your local 4-H Team prior to sending it to youth and families.
  - If using a personal virtual connection, it is recommended you invite your local 4-H Team to attend if available.
- Setting up your virtual connection
  - Contact your local 4-H faculty/staff to assist in setting up a virtual connection.

- Consider log in, password or other control measures to monitor/manage attendance.
- Use only "group chat" and turn off "private chat" in any virtual connection.
- Turn off "screen sharing" for participants unless the content has been approved.
- Turn off all annotations i.e. white boards within the program.
- Consider audience and attendance options.
  - Allow for the greatest flexibility to fit the greatest needs. It is recommended that you offer phone and video conferencing when possible.
  - Determine the target audience and how to control participation.
- Limit connection to one hour or less. Anything longer would require taking a break during the session.
- Communicate connection information and time.
  - Send connection information to parents and youth via email.
 

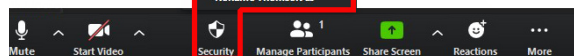
*Remember to never communicate with a youth one on one. Always copy a parent or another adult.*
  - Send connection information to the local 4-H Team.

### ZOOM SECURITY TIPS

- **Require registration:** This shows you every email address of everyone who signed up to join your class and can help you evaluate who's attending.
- **Use a random meeting ID:** It's best practice to generate a random meeting ID for your meeting, so it can't be shared multiple times.
- **Password-protect the room:** Create a password and share with your families via email so only those intended to join can access your room.

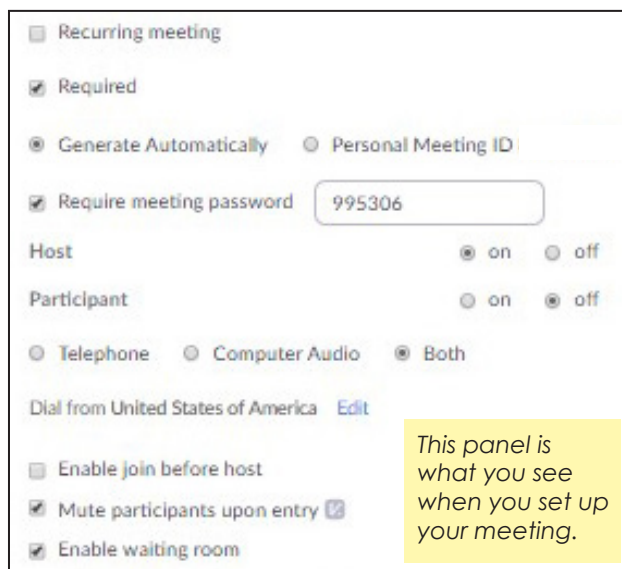


*This panel is visible at the bottom of the screen once the Zoom connection is open.*





- **Disable join before host:** Individual cannot join the meeting before you join and will see a pop-up that says, "The meeting is waiting for the host to join."
- **Manage annotation:** You should disable participant annotation in the screen sharing controls to prevent youth from annotating on a shared screen and disrupting the meeting.



*This can help with bandwidth issues and processing speed. This also limits photo bombing and increases privacy.*

- 4-H members should identify themselves with their first names only.
- Designate someone (club meeting: secretary, etc.) to take minutes.
- If youth directly contact an adult, a second adult should be included in all responses.
- Please keep track of virtual connections and participation for your club records.
  - Certified UME 4-H Volunteers should remain in the virtual connection until all youth have signed off before they exit.

## VIRTUAL CONNECTION REMINDERS AND CONSIDERATIONS

- Parents are encouraged to sit/listen into the club meeting.
- Not all participants have access to technology to participate in virtual connections. *This means that 4-H club meetings cannot be mandatory and will not count against attendance policies.*
- 4-H members should attend virtual connections from their own home and not congregate with others for the virtual meeting.
- Virtual connections should have a purpose and educational value. They can be used to conduct 4-H club business meetings, host a team practice, conduct a public speaking event or project workshop.
- Depending on the content of the virtual connection, additional resources may need to be shared. Consider webpages, pdfs or other documents that can support the topic/subject. They can be shared in the connection communications or links provided in the virtual connection chat. Be sure you review the resources prior to sharing to assure they are of high quality, age-appropriate and shareable.

*Be aware of copyright requirements for any document you wish to share.*

## ADDITIONAL RESOURCES

- How to steps for Google Meets go to <https://go.umd.edu/GMeet>
- How to steps for Google Hangout go to <https://go.umd.edu/GHangout>
- Maine 4-H has some great tips for virtual meetings go to <https://go.umd.edu/MaineVirtual>

## CONDUCTING THE CONNECTION:

- Certified UME 4-H Volunteers should join prior to the start of the virtual connection.
  - Do not record the meeting. *Maryland law prohibits the recording of any conversation (by any means) without notice and consent of all affected parties.*
  - Mute upon entry or have participants mute unless speaking.
  - Turn computer cameras off unless needed for visual aid.

April 13, 2020

University programs, activities, and facilities are available to all without regard to race, color, sex, gender identity or expression, sexual orientation, marital status, age, national origin, political affiliation, physical or mental disability, religion, protected veteran status, genetic information, personal appearance, or any other legally protected class.





## Appendix F

# Best Practices







# Maryland 4-H Activity Best Practices

The following are suggested policies and procedures to help make your in-person 4-H activity healthy, safe, and accessible. These recommendations are made in addition to the protocols described in the Returning to **Maryland 4-H Programs Volunteer Guidebook**, and the in-person 4-H activity **Health & Safety and Hygiene & Sanitation Plans**.

## Participation & Leadership

- Consider having more than 2 UME/4-H volunteers or 4-H faculty/staff on-site as activity leaders
  - PRO: If one leader must isolate a participant for illness or behavior, or gets sick him/herself, there are two other leaders to carry on the activity with appropriate supervision.
  - CON: More than two leaders reduces the number of youth or others who can participate in the activity.
- Offer ways for families to join the activity virtually as it is happening. This will increase participation without exceeding in-person group size. It will also include those who choose to avoid personal contact or who cannot participate in-person due to health, risk, or other concerns.
  - Use a “buddy system” where a 4-Her who is at the activity in-person directly connects with a 4-Her who is at home using peer-to-peer video chat such as Facetime, Skype, etc.
    - Be sure parents/guardians of both youth agree to this technique ahead of time, to avoid “surprise” overage charges to data plans.
  - Use virtual meeting technologies like Zoom, Skype, Facetime, etc. or livestream to a controlled-access platform, such as a club's private group page on Facebook. **DO NOT** offer a public livestream, for safety and security reasons.
  - Have a designated on-site “tech manager” who monitors access and content if you use one of these technologies.
- If livestreaming or recording a 4-H activity, remember you must have permission from all parties who will be recorded (from a parent/guardian of youth). Follow the procedures outlined in **Virtual Connect: Engagement Opportunities and Expectations**. These guidelines can be found on the [Maryland 4-H website](#) and in Appendix E of the **Restoring Maryland 4-H Programs Volunteer Guidebook**.
- If you plan to post photos or videos of your activity to social media or a website, be sure all parents/guardians of youth depicted in the images have given permission to do so in the Publicity Release they signed as part of 4-H Online enrollment. Your local 4-H program office can help confirm publicity release consent.



## Facilities

Whenever possible, hold the 4-H activity in a location that is available to the public or to invited parties, such as a park, community center, school, fairgrounds, 4-H conference room, etc. For liability and accessibility reasons, holding in-person 4-H activities on private property is **strongly discouraged**.

### Outdoor facilities

- Be sure the space is large enough to accommodate the group size and the planned activities. If you are meeting in a public space, be sure to obtain any necessary permit or permission to use it.
- Consider whether cover will be available in inclement weather.
  - If indoor activities are not permitted under the 4-H **Baseline Conditions** for holding an in-person 4-H activity the cover structure must be open-sided, such as a park or fairgrounds pavilion or a gazebo.
  - The cover structure must be large enough to accommodate the entire group while practicing physical distancing (6 feet apart).
- If you need access to power or internet connection to present the activity program or to accommodate virtual participation, consider using battery-powered devices and/or an independent power source.
  - You may be able to use a wi-fi hotspot for internet connection. Avoid using public wi-fi if possible, for data security reasons.
  - A small generator or marine battery may provide needed power. Be sure the generator/battery is operated **ONLY** by an adult, preferably the owner.
- Have a plan for responding to an emergency such as severe weather, natural disaster, lost child, etc. Communicate the plans with parents and add written instructions to your Health & Safety Plan.

### Indoor facilities

*(When baseline conditions permit)*

- Be sure the space is large enough to accommodate the group size and the planned activities. If a public space, be sure to obtain any necessary permit or permission to use it.
- Ensure adequate ventilation and/or air handling equipment is available and operational. Determine the direction of air flow and try to set up the activity space to avoid circulated air blowing directly on participants.
  - Remember that many illnesses, including COVID-19, are transmitted through respiratory droplets. Forced air circulation can help respiratory droplets travel from one person to another over longer distances than in normal conditions.
- Avoid holding activities in facilities with furnishings that cannot be easily disinfected between uses (cloth-covered couches and chairs, drapes, etc.) unless the facility conducts deep cleaning between uses.
- If others will be present at the facility at the same time as a 4-H activity will be held, plan how you will avoid or manage contact with those individuals while entering, using, and exiting the facility.



## Transportation & Availability of Parents/Guardians

- Recommend each family to travel to the 4-H activity in their own vehicle (no carpooling). This prevents close, prolonged contact between individuals who do not share a household.
- If carpooling is necessary or allowed, have a parent/guardian of a youth who will ride with another family complete the **Permission to Travel** form and provide it to the activity leader. The Permission to Travel form can be found on the [Maryland 4-H website](#).
  - Youth who will not arrive at activity with their own parent/guardian must not forget to bring their parent/guardian-signed Health Pledge.
- Require a parent/guardian or designated responsible adult to remain on-site but away from the group during the 4-H activity.
  - Policy should apply to all youth under age 16 or any youth not yet legally driving. Youth who are 17-18 years old may be able to drive themselves.
- Designate an area in a nearby parking lot for parent/guardian drivers and others to wait in. If possible, choose an area that has line of sight to the outdoor 4-H activity or to the exit of an indoor activity.
  - Adults will be nearby and can be immediately available if needed (child wants to leave early, doesn't feel well, doesn't follow rules, etc.)
  - May be able to watch outdoor activities from afar
- Encourage drivers to wait in/at their vehicles and remain ready for contact by text or call to mobile phone
  - Remind drivers and non-spectator passengers that they should wear face covering and practice physical distancing if they socialize with others while waiting.



## Arrival & Departure

- Use a “carpool line” procedure for arrival and departure.

### Arrival Recommendations

1. Have leader posted in/near parking area, ready for participant arrival.
  2. Vehicle pulls up to where leader is standing. Driver does not roll down window until directed. Driver should put on a face covering if not already wearing one.
  3. Driver holds up completed Health Pledge to window so it can be visually inspected by leader. Repeat if more than one pledge is presented.
  4. At leader's direction, driver rolls down window and drops health pledge form(s) into container (zipper bag, envelope, box, basket, etc.)
  5. Participants exit the vehicle and go to designated area for next arrival steps (instructions, hand hygiene, etc.).
  6. Leader records participant names and information on attendance record, including parent/guardian or driver's phone number.
  7. Once all check-in actions are complete, driver proceeds to designated waiting area.
- Benefits of carpool line arrival process:
    - Everyone stays in vehicle until they are cleared to enter the activity. If someone is not allowed entry, they do not have contact with others before leaving the area.
    - Contact between leader & driver is mostly conducted through barrier of vehicle window.
    - Collection of documents is contactless.

### Departure Recommendations

1. Leader texts or calls drivers to let them know activity has ended and to queue for pickup.
  2. Drives line up at designated pick-up point and wait for participants.
  3. One participant/family at a time, youth are allowed to walk to vehicle.
  4. Once all riders are safely inside vehicle, it departs. Next vehicle pulls up to pick-up spot.
- Benefits of carpool line departure process:
    - Physical distancing/no contact with others as participants go directly from the activity to the vehicle
    - Leader can accurately record departure time and visually verify youth departed with parent/guardian or designated adult.
    - Easy for leader to monitor and record departures because they happen one vehicle/family at a time.
  - Have blank Health Pledge forms available at arrival in case a participant arrives without one
    - Leader can provide a blank pledge form on request but cannot assist parent/guardian or adult in completing it. This includes taking the participant's temperature.
    - Driver should be directed to move vehicle out of arrival line while completing health pledge, then to re-enter the line once completed.
    - Keep blank Health Pledge forms in a zipper bag or envelope and provide them one-at-a-time as needed.



## Physical Distancing

- Use visual physical distancing cues: place tables, chairs, stations, stalls, etc. at least 6 feet apart to help youth judge distance.
- Mark the ground/floor with tape marks or arrows to remind participants where to stand or direction of travel. Use other items\* to mark or define space, to add an element of fun, such as:
  - Sidewalk chalk drawings, if outside on a markable surface
  - Hula hoops or milk crates
  - Individualized "yard art" signs
  - Beach towels, mats, or blankets
- Create a mini-obstacle course for youth to go through at arrival or during appropriate parts of the activity. Include touchless obstacles\* like weaving through cones, jumping over ropes or pool noodles, etc. This adds an element of fun while moving from one space to another and following directional cues. Encourage team spirit by having one youth at a time go through the course while others cheer them on.
- Ask participants to bring their own camp chairs if seating is needed. They can easily be placed 6 feet apart, on designated spots. This also prevents having to sanitize on-site chairs or benches.
- If working together on a single project, such as constructing a club booth or banner, set up individual task stations at least 6 feet apart. Each participant can work on an element of the final project at their own station. One at a time, they can add their element to the project.
  - Put the project in the middle and the stations around it in a circle to emphasize the team dynamic.
- If meeting outside, use a portable microphone and speaker (if available) so everyone can hear.
  - Avoid passing the microphone unless it is properly sanitized between touches.
  - There are several smartphone apps that can couple a phone with a bluetooth speaker to use as a mini-sound system.

*\*Remember to sanitize all items before and after use and in-between touches by individuals. Avoid using items that are difficult to clean or disinfect.*



## Health & Hygiene

- Give each participant a mini bottle of hand sanitizer upon arrival or ask them to bring their own from home. Encourage frequent use throughout the activity.
- Make sanitizing the last action of the in-person activity. Have participants sanitize\* anything they will carry home:
  - Place papers and writing utensils in a large zipper bag and seal it shut
  - Use alcohol-based or cleaning product wipes to wipe down water bottles and other hard-surfaced items.
  - Spray fabric or porous items (camp chairs, backpacks, etc.) with disinfectant spray.
  - Have participants wash their hands after completing sanitization.
- Have several extra disposable masks on hand, to replace participants' own masks if necessary (Someone gets sick, drops mask in the mud, etc.). Spare masks should be individually packaged in zipper bags or product packaging.
- Keep a supply of plastic zipper bags in several sizes on hand to segregate and contain items as necessary (dirty fabric masks, etc.).
- Keep disinfectant wipes in restrooms. Post signs on stall doors and walls reminding users to wipe down handles, etc. before and after they touch them. Place a trash can right next to the door so participants can pull or push open the door using the wipe, then drop it in the can.
- Manage trash – prevent overflowing trash receptacles. Bring your own trash can (foldable or portable) if necessary. Use on-site dumpsters or cans to dispose of collected trash; don't put trash in your vehicle to dispose of at home.

\*CDC recommendations for Cleaning & Sanitizing can be found at:

[https://www.cdc.gov/coronavirus/2019-ncov/community/pdf/Reopening\\_America\\_Guidance.pdf](https://www.cdc.gov/coronavirus/2019-ncov/community/pdf/Reopening_America_Guidance.pdf)



## Shared Equipment & Materials

- Keep cleaning materials at each location where a common space or shared equipment will be used. Write reminder instructions on how to sanitize the surface or equipment on a card and post it at the location. Keep a small trash receptacle at the station for cleaning waste.
- Have participants bring their own notebooks, pens/pencils, project resources, etc. to avoid sharing or taking items from a common-use container (pencil box, stack of papers, materials bin, etc.)
- Provide or ask participants to bring a cookie sheet or tray to use as a lap desk, especially if they bring their own camp chairs. Trays can be useful while working on tables or counters, too.
  - Trays can contain elements of hands-on projects such as building, crafting, or drawing
  - Each participant can have all needed items on their own tray so they don't have to share or take them from a common-use container
  - If plastic or metal trays are provided, they can be easily sanitized before and after use on-site and washed more thoroughly between activities (in the dishwasher, etc.).
- Avoid using paper handouts unless necessary to the activity/lesson. Instead send electronic copies that can be saved or printed at home.
  - If paper handouts are needed, pre-print and package them in envelopes, folders, page protectors, plastic bags, etc.
  - Place a handout packet at each station where a participant will work on the activity -- don't ask participants to take one from a pile or pass around. Minimize the number of touches as much as possible.
  - Require all youth to take their handouts home with them or throw them in trash before leaving. Unless youth made notes they want to keep, consider having all handouts discarded rather than carried home. You can email electronic copies that can be printed at home if a participant wants their own paper copy
- Use great care when cleaning and sanitizing electronic or powered items, such as computers, robots, electrical wiring, etc. to avoid personal injury from electrocution and/or damage to the equipment.
  - Never attempt to sanitize exposed wires while electricity can flow through them. Always remove the power source before cleaning or sanitizing, by turning the item off and unplugging it from a wall outlet and/or removing batteries.
  - Clean and sanitize devices according to manufacturer instructions, if available. If you don't have instructions for the electronic item, you may find instructions in an internet search. Manuals and instructions for most items can now be found online.
  - Be sure the item is completely dry before re-connecting the power source. The item should not have any standing or remnant liquid or moisture on it.
  - Clean screens gently, using minimal pressure to avoid damage to the liquid crystal display (LCD)



## Food & Drinks

Except for personal water bottles brought from home by participants, allowing food or drinks at an in-person 4-H activity is **strongly discouraged** in the current COVID-19 environment. However, if you receive advance approval to have food and/or drinks at your 4-H activity, consider these practices:

- Do not serve food or drinks unless absolutely necessary.
- If food is necessary (such as for a day-long activity):
  - Have participants bring their own food in entirely disposable containers (paper bag, snack baggies, pre-packaged foods, etc.). Utensils should also be disposable.
  - If purchasing food for an activity, ask vendor to prepare “box lunches” that contain all elements of the meal in one container for each individual.
  - If providing food, use pre-packaged meals/snacks and utensils. Do not allow participants to serve themselves from a common source (taking a slice of pizza from a box, taking cookies out of a package, pulling a can from a cooler, etc.)
  - No self-serve or potluck/buffet-style meals.
  - If food is served, servers must wear appropriate food-service PPE including masks and gloves and strictly follow food service sanitation requirements.
  - Hot food is recommended over cold.
- Ensure participants maintain physical distance while eating.
  - Arrange chairs around common tables at least 6 feet apart
  - Use disposable paper placemats to designate where participants should sit at tables.
  - Use outdoor “personal picnics”: have each participant bring a beach towel from home. Place the towels at least 6 feet apart on the ground and have participants stay on their towels while eating.
- **NO SHARING OF FOOD OR DRINKS**
- Manage food waste. Don't allow trash cans to overflow or participants to touch waste.
  - Have participants stay in their seats after eating/drinking. A leader brings a trash can around the room to collect waste. Another leader or older youth can follow with hand sanitizer.





## Technology Access or Ability Challenges

The primary method of communication in the modern world is electronic via the internet. The pandemic quarantine environment has made online connection more critical than ever. However, some 4-H volunteers and families may not have access to technology or the skill or ability to access and/or use online resources.

### **4-H Volunteers**

Before requesting to hold an in-person 4-H activity, volunteers are required to complete an online training and certification called **Returning to 4-H In-Person Programming**. After they have completed the training, volunteers must request approval for an in-person 4-H activity using an online process. They must also complete a post-activity report of an approved 4-H activity within 48 hours of the activity's end.

If a 4-H volunteer leader is not able to access or use online resources, they should first consider if a family member, friend, or fellow volunteer can help them perform the necessary online functions. If family or friends cannot assist, the volunteer should contact the local 4-H Educator for assistance.

Some ways a 4-H volunteer may work with others to complete required online actions are:

- If the volunteer can access the internet using a tablet or smartphone, they may be able to complete some required actions using that device.
  - Required volunteer training involves watching a pre-recorded video, which should be viewable on a smartphone or tablet. The volunteer should also be able to complete the post-video questionnaire and certification using a smart device.
  - The Request to Hold an In-Person 4-H Activity involves an online form and requires upload of 2 documents. The volunteer may or may not be able to complete the request using a smart device.
  - Post-Activity reporting involves an online form and requires upload of one or more documents. The volunteer may or may not be able to complete the request using a smart device.
- If the volunteer has no access to online technology, they can use a “helper” to complete the online requirements.
  - Ask a family member, co-volunteer, or friend to print necessary documents and mail or deliver them.
  - The volunteer completes the required documents by handwriting and returns them to the helper.
  - The helper uses the handwritten documents to complete the online requirements on behalf of the volunteer. Documents that must be uploaded can be scanned and uploaded in handwritten form, or the helper can use the handwritten documents as a draft and type the final documents that will be uploaded.
    - All handwritten documents should be saved after they have been used, to show the volunteer has the helper permission to act on their behalf.



- The volunteer and helper can use a “phone-a-friend” process to complete online requests, reports, and required documents.
  - The helper and volunteer connect by phone while the helper is logged on to the computer.
  - The helper reads the question to the volunteer and types the volunteer's response into the form or document.
  - This process works very well between co-leaders who need to collaborate on plans or requests to hold an in-person 4-H activity! The leader who has internet access can fill out the forms while both leaders discuss how they will handle situations and meet requirements for their activity.
- Contact your local 4-H program office or 4-H Educator. They may be able to provide other options if the ones listed here are not feasible.

#### **4-H Families**

4-H families may also be impacted by access to or ability to use online resources. Most importantly, they may not be able to receive important communications about 4-H activities via email or other electronic means. They may also have a hard time joining in virtual or distanced 4-H activities. Even if a family does have access to online communications and connections, they may not have access to equipment to perform certain functions, such as printers, scanners, etc.

- If you use email as your primary means of communication with your 4-H activity or group, be sure all families can access your messages. Supplement your communications in other ways, such as
  - Informational posts to private social media groups (such as a club's private Facebook group page)
  - Group text applications, such as Remind, GroupMe, etc.
  - Phone calls (one-on-one or conference calls)
  - “Snail mail” as timely and appropriate
- If a 4-H family doesn't have a printer but needs a printed form or document:
  - Print and mail forms, documents, or other materials to the family. You might be able to use contactless delivery such as leaving printed materials outside their door, etc.
  - Unless a form must be physically printed, signed, and turned in (like the Health Pledge) consider if you can accomplish what you need to do using an online form, electronic signature program, etc.
- If a 4-H family needs to scan a document but they don't have a scanner:
  - They may be able to submit a clear photo of the completed document. If a photo file (jpeg, png, bmp, etc.) is not acceptable, it can be converted to PDF, which is a universal format.
    - If the family doesn't know how to convert a photo to PDF, maybe a leader or a fellow 4-H family can help!
  - There are several smartphone apps that enable phones or tablets to use the device camera to scan a document and save it to the device. Apple iPhone users can find scan capability in the iPhone's “Notes” app. Most apps offer the capability to save the file in PDF format.



## Appendix G

# Volunteer Frequently Asked Questions (FAQ)







# Maryland 4-H In-Person Activities Frequently Asked Questions (FAQ)

## Baseline Conditions & 4-H Requirements

**Q: My county is open for business. Why can't I follow my county's directives on gathering size, indoor meetings, mask wear, and other things?**

A: Maryland 4-H has established **Baseline Conditions** that apply across the entire state program. The baseline conditions take into account the Governor's executive orders as well as University of Maryland guidelines and requirements. 4-H baseline conditions may be more restrictive than local conditions, but they must be followed by all 4-H in-person activities and programs.

**Q: I think everyone should make their own choice whether they want to wear a mask or not. How can 4-H make mask wearing mandatory?**

A: Maryland 4-H policy is that CDC-recommended face coverings must be properly worn at all in-person 4-H activities in programs. The policy is consistent with the Governor's executive orders, CDC guidelines, and University of Maryland protocols. Any person who cannot or chooses not to properly wear a face covering while attending an in-person 4-H activity may not attend or participate. This requirement is to help ensure the health and safety of everyone involved.

**Q: I can't wear a mask because I have a medical condition. Do I have to wear one to lead my club meeting?**

A: If you cannot wear a mask or face covering because of a health condition or for other reasons, you may not lead or attend an in-person 4-H activity or program. You should consider other ways you can lead 4-H activities, such as using virtual or distanced programs.

**Q: If we are meeting outdoors, why do we have to wear masks?**

A: The Governor's Executive Order that went into effect on July 31, 2020 requires all Marylanders to wear a mask outdoors when physical distancing is not possible. Even during an outdoor activity, it may be difficult for youth and adults to practice continuous and consistent physical distancing. Proper wear of face coverings at 4-H activities and programs held outdoors is required.

**Q: Governor Hogan's order allows horseback riding without masks. Why do we have to wear masks and follow 4-H rules when our 4-H horse drill team practices?**

A: The Governor's Executive Order that went into effect on July 31, 2020 requires all Marylanders to wear a mask outdoors when physical distancing is not possible. Even though it may be relatively easy for equestrians to maintain physical distance while mounted, horses can be unpredictable and you may find yourself in unexpected close contact with another rider or person. Additionally, drill team maneuvers may bring riders closer than 6 feet together. Proper wear of face coverings at 4-H activities and programs held outdoors, regardless of type, is required.

## Meeting Places

**Q: My club meets at the county 4-H office. Can we still meet there, even though it's not open for business?**

A: You should contact your local 4-H Educator with this question. Local 4-H programs will have different rules and policies for use of their facilities.



**Q: Our club meets in the church basement. They said we can have up to 50 people in the room, and they have about 40 people at the Friday Fellowship. Why can't we have a 4-H meeting the same size?**

A: The current **Baseline Conditions** for an in-person 4-H activity limit group size to 25 OR the number of people the room can accommodate, allowing 56 square feet per person. This limit was established based on guidance and directives of the State of Maryland, University of Maryland, and University of Maryland Extension (UME). Even though your host location allows larger groups, you must follow the Maryland 4-H group size limit. Baseline conditions will eventually change to allow larger groups, but you must follow the rules that are in effect at the time the activity is held.

**Q: How am I supposed to know the square footage of the room where I want to hold my 4-H project meeting? How do you even calculate square footage?**

A: Contact the owner of the facility. They should be able to tell you the dimensions of the room, and how large the useable space is. If you plan to meet in a building that is accessible to the public, you may be able to find facility plans or information on a website.

To calculate square footage, multiply the room length (in feet) by room width (in feet). The product is the square footage. ( $L \times W = \text{sf}^2$ ). To determine how large your 4-H Activity can be based on the size of the room, use the formula found in the **Planning an In-Person 4-H Activity Worksheet**. The worksheet can be downloaded from the [Maryland 4-H Website](#).

**Q: I calculated the number of people we can have at our 4-H meeting in the room where we always meet. The number came out to be only 10 people! If the maximum 4-H group size has been increased to 25, why do we have to stay limited at 10?**

A: The University of Maryland, of which 4-H is a part, requires that all indoor activities be limited to the number of people that can fit in a room or space allowing 56 square feet per person. This rule is necessary to allow a minimum of 6 feet physical distance between everyone present. If your meeting room is small, you may not be able to include as many people as you are normally used to having at your meetings.

If you would like to hold a larger gathering (up to 25 people) consider changing your meeting location to a larger room that can accommodate more people or holding your meeting outside.

**Q: My project group meets at my house. Why can't I decide if people have to wear masks or stay 6 feet apart on my private property?**

A: As a 4-H volunteer, you act as a representative of the Maryland 4-H program. Therefore, as you perform volunteer duties you have a responsibility to follow and enforce rules. One of the rules for in-person 4-H activities is that all participants must properly wear face coverings at all times. This applies whether the activity takes place on public property or private property. The same is true of the requirement for physical distancing at 4-H activities.

Additionally, hosting in-person 4-H activities on your private property is **strongly discouraged**, because you bear heavy risk of personal liability if something happens or someone gets sick. You should consider holding 4-H club meetings and other 4-H activities at another location.

**Q: If I hold a 4-H activity at my house, do we have to follow the indoor group size restrictions?**

A: Yes, the maximum group size requirements apply to all 4-H activities regardless whether they are held on public or private property. You may only have as many people present for your 4-H activity as can fit into the space, allowing 56 square feet per person. Don't forget that maximum allowable number would include any members of your own family who may be present, as well as 4-H leaders and members.



## Volunteer Training

**Q: I have been a certified UME Volunteer for years. I have done both my initial orientation and my refresher training. Why do I have to do another training?**

A: As of August 1, 2020, and until further notice, every volunteer who wants to lead, host, or participate in an in-person 4-H activity must complete the **Returning to In-Person 4-H Programming** online training. This training specifically addresses the risks and challenges of holding an in-person 4-H activity in the current pandemic environment, and it covers the required procedures and protocols. The training only has to be completed one time, before you request to hold your first in-person 4-H activity since programming was suspended in March 2020. If you do not want to lead or host an in-person 4-H activity you do not have to complete this training.

**Q: I don't do computers. How can I do this training so I can hold club meetings and activities again?**

A: If you do not have the ability to complete this training online, contact your local 4-H Educator. They can help you find a way to access and complete the training.

## Request and Approval Process

**Q: Why do I have to request approval to have a simple club meeting? I have never had to before!**

A: The worldwide health emergency caused by the COVID-19 virus has caused us all to be very cautious when interacting with others, because the virus is highly contagious. For this reason, Maryland 4-H suspended all in-person activities in March 2020. Now that we are starting to allow very limited in-person activities, we must remain cautious and ensure we are doing everything we can to keep 4-H families and volunteers safe and healthy. Therefore, until further notice all 4-H activities must be approved in advance. Approval may be granted by your local 4-H team after you show that you have a solid plan to practice health and safety precautions throughout the activity.

**Q: How do I request to have an in-person club meeting? Is there a form or something?**

A: You will have to submit an online request to hold your club meeting. The request can be made no earlier than 30 days and no later than 10 days prior to the meeting date. Follow the procedures described in the **Restoring Maryland 4-H Programs Volunteer Guidebook** and use the resources available on the [Maryland 4-H website](#) to help you prepare your request.

**Q: Who makes the decision whether or not our 4-H activity can meet in-person?**

A: Your 4-H Educator will review your request and make the initial decision whether your request should be approved or denied. The 4-H Educator's decision to approve the request will be reviewed by the Area/City Extension Director and the State 4-H Staff. The A/CED, State 4-H Staff, and State 4-H Program Leader will either affirm or override the 4-H Educator's initial approval decision. Once the review process is complete, you will be notified of the final decision to approve or deny your request.

If your 4-H Educator decides to deny your request, the decision is not reviewed. You will be notified of the final denial decision and the reason behind it.

**Q: My 4-H Educator denied our request to meet in person. I don't agree. Who do I talk to?**

A: The denial decision of the local 4-H Educator is final. The reason your request was denied should have been explained when you were notified. Unless your 4-H Educator specifically said otherwise, you may submit a revised request to hold the 4-H activity at a later time. If you want to submit a new request, be sure you address or correct any issues that may have caused the original denial.



## Post Activity Reporting

**Q: Why do I have to file a report after the 4-H activity? I never have before.**

A: COVID-19 is a highly contagious but still somewhat mysterious virus. It is possible someone may have or carry the virus when they attend your 4-H activity, but not know until later. If we learn a possible exposure to COVID-19 happens at a 4-H activity, we must be able to quickly provide accurate information to health officials about the activity and who attended. Therefore, leaders are required to file a short report and upload their attendance roster within 48 hours of the end of the activity. This requirement will remain in effect until lifted by the State 4-H Program Leader.

**Q: What is the purpose of the post-activity report? We keep minutes and roll call in the Secretary's book.**

A: The post-activity report allows your 4-H Educator and other 4-H faculty/staff members to have quick access to information about your 4-H activity at any time it may be needed. If we learn a possible exposure to COVID-19 happens at a 4-H activity, we must be able to quickly provide accurate information to health officials about the activity and who attended. Therefore, leaders are required to file a short report and upload their attendance roster within 48 hours of the end of the activity. You should still keep minutes and record roll call in the Secretary's book. This post-activity report is completed by leaders and is separate from the duties of a club secretary.

**Q: When I fill out the post-activity report form I have to type in the name of everyone who was present, as well as upload the Attendance Record. Why do I have to type in all the names if they are already listed on the Attendance Record?**

A: Submitting a typed list of names as a response to one of the report questions allows the State 4-H Office to search the response database for a specific name and quickly identify all 4-H activities that person may have attended. The search function does not work on uploaded attachments, because they are scans or photographs of the form. Because we may have to quickly provide information in response to COVID-19 contact tracing, we must be able to search the response database to identify what 4-H activities an individual attended and who they may have had contact with.

## Planning an In-Person 4-H Activity

**Q: Do I still have to have Zoom meetings if I can have an in-person meeting?**

A: For the continued safety and well-being of all 4-H families and volunteers, it is **strongly recommended** you continue to hold 4-H activities in a virtual or distanced format. Home is still the safest place to be. Just because you can meet in person (if approved in advance), doesn't mean you must or should. If you do decide to return to in-person meetings you can still use technology such as Zoom to allow 4-H families join "live" if they cannot or choose not to attend in person.

**Q: My project group has 35 members. How am I supposed to have an in-person meeting that includes all of them?**

A: The best way for everyone to participate together is by holding virtual meeting. If you want to meet in-person you may need to split your group meeting into multiple sessions to allow everyone the chance to participate. Each session must be led by at least 2 certified UME/4-H volunteers and may not exceed the maximum group size. See the **Planning an In-Person 4-H Activity** section of the **Restoring Maryland 4-H Programs Volunteer Guidebook** for more information about multiple-session 4-H activities.



**Q: Can I have one meeting and separate kids/volunteers/parents into 3 groups of 20 each in different parts of the barn? As long as I keep everyone apart in their groups, what's the difference?**

A: The best way for everyone to participate together is by holding a virtual club meeting. However, holding a 4-H activity with multiple concurrent sessions is a possibility, as long as clear procedures are established and followed to guarantee groups don't come into contact with each other. Additionally, each group must be led by at least 2 certified UME/4-H volunteers who will be designated as leaders of the 4-H activity. You must prepare a detailed plan of how you will manage concurrent multiple sessions, and your plan must be approved by your 4-H Educator. See the Planning an In-Person 4-H Activity section of the **Restoring Maryland 4-H Programs Volunteer Guidebook** for more information about multiple-session 4-H activities.

**Q: We need to build our club's booth. How are we supposed to stay 6 feet apart while we do that?**

A: Be creative! You might be able to devise a plan where each 4-Her can complete a part of the booth at home, then deliver their contribution to someone for the final assembly. There are lots of ways you can use technology for a virtual "booth building party." If you decide you must meet in-person, there are ways you can practice physical distancing while working together to complete your project. See the **Best Practices** in Appendix F of the **Restoring Maryland 4-H Programs Volunteer Guidebook** for more ideas.

**Q: When we have Shooting Sports practice I have to get close to kids so I can correct their body position. How can I require physical distancing? It just doesn't work for us.**

A: Activities that require occasional close contact are not exempt from physical distancing requirements. There are specific considerations and instructions for Shooting Sports activities, that can be found in the **Restoring Maryland 4-H Programs Volunteer Guidebook**.

**Q: Everyone is wearing masks at our Shooting Sports practices, but when kids put on their safety glasses the glasses fog up from the masks. They don't have clear sight when shooting, which is not safe. Why do kids have to wear masks when shooting?**

A: Maryland 4-H protocols for Shooting Sports practices have been updated to allow all youth shooters and archers to remove their masks/face coverings while on the shooting line. Shooters/archers must put their masks back on before stepping back from the line after shooting. See page 19 of the **Restoring Maryland 4-H Programs Guidebook** for updated requirements.

**Q: Our dog club wants to start our dog training classes again. We meet once a week at the park. Can we get back to work?**

A: Yes you can, as long as you request and receive advance approval from your 4-H Educator. See the **Planning an In-Person 4-H Activity** section of the **Restoring Maryland 4-H Programs Volunteer Guidebook** for more information. Be sure to review the additional procedures for activities involving live animals.

**Q: I want to take my 28 4-H Dairy Judging Team kids to a farm on the Eastern Shore to practice. We aren't having a club meeting, so these rules don't apply, right?**

A: A 4-H activity is any gathering in a common location of 4-H members, families, and/or volunteers for a 4-H-related purpose. The 4-H activity designation does not apply only to club activities; it includes project-related or team-based activities such as Dairy Judging practice. Your requested 4-H activity must be approved in advance by your local 4-H team. In addition, you may have to modify your planned trip to ensure the activity meets current **Baseline Conditions**, which place limits on group size. Talk to your 4-H Educator about ways you may be able to hold a modified 4-H activity and what you will need to do to get it approved.





## Transportation & Parent/Guardian Presence

**Q: My club's policy is that parents must remain at the meeting. Why can't they stay and watch, as long as we have less than 25 kids actually participating?**

A: Parents/guardians are encouraged to remain on-site but away from an in-person 4-H activity. It is up to the activity leaders if they want to allow parents/guardians to watch, but if they are allowed to stay within the activity "bubble" they must be counted toward the maximum group size. Depending on the activity, parents/guardians may be able to observe from a distance or watch/join the activity virtually. Remember, if the 4-H activity is held indoors the maximum group size may be smaller than 25 people, based on the size of the room.

**Q: Do kids have to come with their parent/guardian? It makes me nervous to have a 4-H activity without them there to watch their kids. What if their kid gets sick or causes trouble and they aren't here to deal with it?**

A: 4-H volunteers who lead in-person activities may require that parents/guardians bring their own children to the activity, and that they remain on-site as the activity is conducted. Be sure to clearly communicate your expectation ahead of time and have a plan to respond if a parent/guardian is not able to bring their child. Contact your local 4-H Educator for advice, if needed.

**Q: Can Club Leaders pick up members at their houses and bring them to the meeting? That's what we have done in the past.**

A: Carpooling is strongly discouraged unless absolutely necessary. Whenever possible, a parent/guardian or other household member should transport 4-Hers to an in-person 4-H activity. This prevents close, prolonged contact between individuals who do not share a household. If carpooling is necessary, the parent/guardian of a child who will ride with another family should complete the **Permission to Travel** form and give it to the 4-H activity leader.

## Health & Illness

**Q: Why do I have to collect Health Pledges?**

A: Health Pledges are "proof" that the participant believed they were healthy, agreed to follow rules and protocols, and understood the potential risks of participating in an in-person 4-H activity in the current environment. Health Pledges must be collected and kept in case someone gets sick and there is an investigation or lawsuit later.

**Q: Is collecting paper Health Pledges safe?**

A: According to published scientific studies, the COVID-19 virus can survive on paper only for a very short time. This finding is supported by the CDC. Collecting papers that have only been handled by one or a few people presents practically no risk of infection. Even so, you should collect papers in a contactless method if possible and wash your hands as soon as possible after collecting them.

**Q: Why can't a kid who has a "Yes" answer on their Health Pledge participate in my 4-H activity?**

If a participant answered "Yes" to one of the 3 health-related questions on the pledge, they are saying they 1) are sick or have symptoms that are associated with COVID-19, 2) have been recently exposed to someone who has or was exposed to COVID-19, or 3) someone in their household is in quarantine because of a possible COVID-19 exposure. In any of these 3 cases, it is possible that the participant could be a carrier of the COVID-19 virus. You cannot let them or anyone else who arrived in their vehicle enter the activity. You should recommend the parent/guardian contact their doctor and ask them to go home.



**Q: What if I try to send a kid home because their parent refuses to sign the Health Pledge? How can I make them leave?**

A: If you find yourself in a confrontation with a parent/guardian over a Health Pledge or for any other reason, do your best to manage the situation calmly and professionally while continuing to enforce the policy. If the situation escalates or the parent/guardian attempts to “force entry” for their child, you may have to shut down the 4-H activity and send everyone home. It is better to cancel the activity than to place the health and safety of everyone at risk. After the confrontation has been resolved, complete a Maryland 4-H Incident Report to document the details. See Appendix C of the **Restoring Maryland 4-H Programs Volunteer Guidebook** for an example of a completed Incident Report. The report form can be found on the [Maryland 4-H website](#).

Be sure to discuss how to handle situations like this one with your 4-H Educator prior to the activity, so you will be ready to respond and your 4-H Educator will be ready to help.

**Q: What if a kid comes with a neighbor but doesn't bring his signed Health Pledge? His parents aren't there to sign one for him.**

A: Any person who arrives at a 4-H activity without a properly completed and signed Health Pledge may not be admitted to the activity. A youth member who comes someone other than his parent/guardian must wait outside the activity or be taken home. The 4-Her cannot complete or sign their own pledge, and the adult driver cannot sign for a child who is not their own. While this situation will be disappointing, there can be no exceptions to the Health Pledge “ticket” requirement.

**Q: Why do I have to have a plan to deal with a sick kid at the meeting? If a kid got sick at a meeting before, I just had somebody go with him to the bathroom or outside. If he wasn't feeling better in a few minutes, we called his Mom. Why is this any different?**

A: Because of the highly contagious nature of COVID-19, additional precautions are necessary to promptly and safely handle illness or display of symptoms that may happen at a 4-H activity. The Response Protocol checklists found in the required **Health & Safety Plan** are based on usual methods of handling illness at a 4-H activity. The “normal process” has just been enhanced with additional hygiene and safety steps. Review the response protocols for a full explanation of how to handle illness of a youth or adult at a 4-H activity.

**Q: Mrs. Jones just told me her daughter tested positive for COVID-19 and she probably had it when she was at our club meeting! What do I do? She may have infected all of us!**

A: If someone who attended your 4-H activity tells you they or one of their family members is sick, advise them to contact their doctor right away so they can be tested for COVID-19. If they tell you someone in their family tested positive for COVID-19 within two weeks of attending your 4-H activity, immediately contact your 4-H Educator. You should not tell anyone else who was at the 4-H activity about the possible exposure. If you do, you will be violating the confidentiality of the health-related information the 4-H family has shared with you. Notifying your 4-H Educator of what you were told does not violate confidentiality because they will use the information only for official purposes and will not share it with anyone else.

The 4-H Educator will work with health officials as requested to provide information for contact tracing efforts. They will also notify everyone affected that an exposure may have occurred at the 4-H activity and encourage them to contact their doctors and cooperate with State contact tracing efforts. The 4-H Educator will not identify the source of the possible exposure or tell how it may have happened. 4-H volunteers must not share any information that helps others guess or learn who may have been sick or infected while attending the 4-H activity.



## General Questions

**Q: If I just invite my club's members to come "hang out" at my farm and work on their projects, that's not a "4-H activity," right? So these rules don't apply?**

A: A 4-H activity is any gathering in a common location of 4-H members, families, and/or volunteers for a 4-H-related purpose. If you invite people to come to your farm because they are members of your 4-H club, so they can work on 4-H-related projects, that constitutes a "4-H activity" that must be approved in advance by your 4-H Educator. All in-person 4-H activity rules, requirements, and protocols will apply.

**Q: What if I just have a meeting without going through all these steps?**

A: As part of your volunteer agreement, you agreed to "follow and uphold all of the policies, rules, regulations, and laws" of the Maryland 4-H program and to "exercise good faith and integrity" in performance of your responsibilities and duties as a certified UME Volunteer. If you refuse, ignore, or intentionally fail to follow the requirements and procedures **Restoring Maryland 4-H Programs Plan** your status as a UME/4-H Volunteer may be terminated, you may face sanctions or disciplinary action, and you may be held personally liable for any resulting claims or harms.

The policies, rules, and protocols required for an in-person 4-H activity have been put in place for everyone's health and safety, including yours. By following them you not only "do your duty" as a 4-H volunteer, you protect yourself if something bad happens.

**Q: How long do we have to do this?**

A: The requirements and procedures of the **Restoring Maryland 4-H Programs Plan** will remain in effect until lifted by the State 4-H Program Leader. They will evolve over time as conditions change, but must be followed until further notice.