

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