

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 <i>(for communication to 911 operator)</i> | 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 Report Forms | Carol Christmas |
| Hydrogen peroxide | Nancy Milligan |
| Cool packs | Nancy Milligan |
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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"/> Isolate 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 physical distancing as much as possible and keep face coverings in place. |
| <input checked="" type="checkbox"/> Determine what symptoms 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 contact the child's parent/guardian 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 remove the child from the activity . 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 personal hygiene : <ol style="list-style-type: none">1. Remove your face covering. Seal your used face covering in one of the plastic zipper bags contained in the Health & Hygiene kit.<ul style="list-style-type: none">▪ If the face covering is disposable, place it in the trash (keep the bag sealed).▪ If the face covering is reusable, keep it inside the sealed bag and take it home, then immediately wash in hot water.2. Wash your hands 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.3. Put on a clean face covering. Use one of the disposable masks from the kit.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 sanitize your clothing5. Sanitize any surfaces, equipment, materials, or other areas the child may have touched, following the 4-H Activity's approved Hygiene & Sanitation Plan. |
| <input checked="" type="checkbox"/> If possible, stay distant 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, contact your 4-H Educator 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 Maryland 4-H Incident Report 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 |
|--|
| <p><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 physical distancing and keep face coverings in place.</p> |
| <p><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 immediately ended and youth participants removed as quickly as possible. The ill adult should remain isolated as the remaining leader managers closing down the activity.</p> |
| <p><input checked="" type="checkbox"/> Determine what symptoms 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.</p> |
| <p><input checked="" type="checkbox"/> Defer to the adult's wishes regarding their departure from activity, unless you do not believe they can safely do so (too weak/disoriented to drive, etc).</p> |
| <p><input checked="" type="checkbox"/> If necessary or requested, contact a family member or other designated person to pick up the individual and take them home. The ill adult should remain in isolation until the driver arrives.</p> |
| <p><input checked="" type="checkbox"/> Immediately, and before returning to the group, perform personal hygiene:</p> <ol style="list-style-type: none"> 1. Remove your face covering. Seal your used face covering in one of the plastic zipper bags contained in the Health & Hygiene kit. <ul style="list-style-type: none"> ▪ If the face covering is disposable, place it in the trash (keep the bag sealed). ▪ If the face covering is reusable, keep it inside the sealed bag and take it home, then immediately wash in hot water. 2. Wash your hands 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. 3. Put on a clean face covering. Use one of the disposable masks from the kit. 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 sanitize your clothing 5. Sanitize any surfaces, equipment, materials, or other areas the ill adult may have touched, following the 4-H activity's approved Hygiene & Sanitation Plan. |
| <p><input checked="" type="checkbox"/> If possible, stay distant 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.</p> |
| <p><input checked="" type="checkbox"/> As soon as practical, contact your 4-H Educator to inform them of the incident and how you responded. Discuss who will follow up with the adult to check on his/her health.</p> |
| <p><input checked="" type="checkbox"/> Before leaving the 4-H activity, collaborate with your co-leader to complete a Maryland 4-H Incident Report detailing the circumstances of the incident. Attach the report to the Attendance Roster; it will be required documentation for the post-activity report.</p> |

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.

