

# Maryland 4-H Activity Health & Safety Plan

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 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>	
Location of nearest clinic or hospital to handle non-emergency illness	
Nearest clinic/hospital phone number	
Local Health Department	
4-H Educator	

## 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)	
Hand sanitizer or alcohol-based wipes	
Disposable gloves	
Plastic zipper bags (gallon size)	
Trash bags	
Disinfectant spray (CDC-recommended brand)	
Infrared touchless thermometer*	
First Aid Kit (adhesive bandages, etc)	
Copy of approved Health & Safety Plan	
Blank Maryland 4-H Incident Report Forms	

\*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 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 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
<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 <b>physical distancing</b> and keep <b>face coverings</b> 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 <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.</p>
<p><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 &amp; Hygiene Kit, use it to take the person's temperature.</p>
<p><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).</p>
<p><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.</p>
<p><input checked="" type="checkbox"/> Immediately, and before returning to the group, perform <b>personal hygiene</b>:</p> <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>
<p><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.</p>
<p><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.</p>
<p><input checked="" type="checkbox"/> Before leaving the 4-H activity, collaborate with your co-leader to complete a <b>Maryland 4-H Incident 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.</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.**

