



Maryland 4-H Activity Hygiene & Sanitation 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. 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.

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.

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.

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?

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 recommendations on managing trash and waste.

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

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	
Chairs	
Doorknobs/handles, light switches, windows	
Gates, pens, latches	
Faucet handles, knobs	
Toilet seats, handles	
Drinking fountains	
Writing utensils	



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	
Disposable gloves	Protecting hands	
Trash bags	Containing trash	
Paper towels	Wiping up liquid Drying hands	
Disinfectant surface cleaner (spray or liquid)	Disinfecting tables, counters, doorknobs, bathrooms, etc	
Disinfectant wipes	Disinfecting tables, counters, doorknobs, bathrooms, etc	
Antibacterial liquid soap	Hand washing at sinks (bathrooms, kitchens, etc)	
Hand sanitizer	Hand hygiene if water is not available	



Cleaning And Disinfecting Your Facility

Everyday Steps, Steps When Someone is Sick, and Considerations for Employers

How to clean and disinfect

Wear disposable gloves to clean and disinfect.

Clean

- **Clean surfaces using soap and water.** Practice routine cleaning of frequently touched surfaces.



High touch surfaces include:

Tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.



Disinfect

- Clean the area or item with soap and water or another detergent if it is dirty. Then, use a household disinfectant.
- **Recommend use of EPA-registered household disinfectant.** **Follow the instructions on the label** to ensure safe and effective use of the product.

Many products recommend:

- Keeping surface wet for a period of time (see product label).
- Precautions such as wearing gloves and making sure you have good ventilation during use of the product.

- **Diluted household bleach solutions may also be used** if appropriate for the surface. Check to ensure the product is not past its expiration date. Unexpired household bleach will be effective against coronaviruses when properly diluted.

Follow manufacturer's instructions for application and proper ventilation. Never mix household bleach with ammonia or any other cleanser.

Leave solution on the surface for **at least 1 minute**

Bleach solutions will be **effective** for disinfection **up to 24 hours**.

To make a bleach solution, mix:

- 5 tablespoons (1/3rd cup) bleach per gallon of water

OR

- 4 teaspoons bleach per quart of water

- **Alcohol solutions with at least 70% alcohol.**



Soft surfaces

For soft surfaces such as **carpeted floor, rugs, and drapes**

- **Clean the surface using soap and water** or with cleaners appropriate for use on these surfaces.



cdc.gov/coronavirus

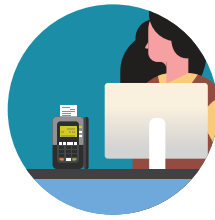
- **Launder items** (if possible) according to the manufacturer's instructions. Use the warmest appropriate water setting and dry items completely.

OR

- **Disinfect with an EPA-registered household disinfectant.** [These disinfectants](#) meet EPA's criteria for use against COVID-19.

Electronics

- For electronics, such as **tablets, touch screens, keyboards, remote controls, and ATM machines**
- Consider putting a **wipeable** cover on electronics.
- **Follow manufacturer's instruction** for cleaning and disinfecting.
 - If no guidance, **use alcohol-based wipes or sprays containing at least 70% alcohol.** Dry surface thoroughly.



Laundry

For clothing, towels, linens and other items

- Launder items according to the manufacturer's instructions. Use the **warmest appropriate water setting** and dry items completely.
- **Wear disposable gloves** when handling dirty laundry from a person who is sick.
- Dirty laundry from a person who is sick **can be washed with other people's items.**
- **Do not shake** dirty laundry.
- Clean and **disinfect clothes hampers** according to guidance above for surfaces.
- **Remove gloves**, and wash hands right away.



Cleaning and disinfecting your building or facility if someone is sick

- **Close off areas** used by the person who is sick.
- **Open outside doors and windows** to increase air circulation in the area. **Wait 24 hours** before you clean or disinfect. If 24 hours is not feasible, wait as long as possible.
- Clean and disinfect **all areas used by the person who is sick**, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, remote controls, and ATM machines.
- If **more than 7 days** since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary.
 - Continue routine cleaning and disinfection.



When cleaning

- **Wear disposable gloves and gowns for all tasks in the cleaning process, including handling trash.**
 - Additional personal protective equipment (PPE) might be required based on the cleaning/disinfectant products being used and whether there is a risk of splash.
 - Gloves and gowns should be removed carefully to avoid contamination of the wearer and the surrounding area.
- **Wash your hands often** with soap and water for 20 seconds.
 - Always wash immediately after removing gloves and after contact with a person who is sick.



- Hand sanitizer: If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains at least 60% alcohol may be used. However, if hands are visibly dirty, always wash hands with soap and water.

- **Additional key times to wash hands** include:

- After blowing one's nose, coughing, or sneezing.
- After using the restroom.
- Before eating or preparing food.
- After contact with animals or pets.
- Before and after providing routine care for another person who needs assistance (e.g., a child).

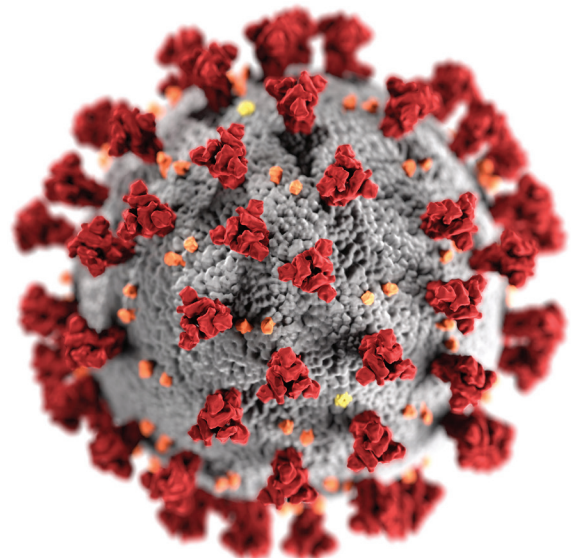
Additional Considerations for Employers



- **Educate workers** performing cleaning, laundry, and trash pick-up to recognize the symptoms of COVID-19.
- Provide instructions **on what to do if they develop symptoms within 14 days** after their last possible exposure to the virus.
- Develop **policies for worker protection and provide training** to all cleaning staff on site prior to providing cleaning tasks.
 - Training should include when to use PPE, what PPE is necessary, how to properly don (put on), use, and doff (take off) PPE, and how to properly dispose of PPE.
- Ensure workers are **trained on the hazards of the cleaning chemicals** used in the workplace in accordance with OSHA's Hazard Communication standard ([29 CFR 1910.1200](#)).
- **Comply** with OSHA's standards on Bloodborne Pathogens ([29 CFR 1910.1030](#)), including proper disposal of regulated waste, and PPE ([29 CFR 1910.132](#)).

For facilities that house people overnight:

- Follow CDC's guidance for [colleges and universities](#). Work with state and local health officials to determine the best way to isolate people who are sick and if temporary housing is needed.
- For guidance on cleaning and disinfecting the bedroom/bathroom for someone who is sick, review CDC's guidance on [disinfecting your home if someone is sick](#).

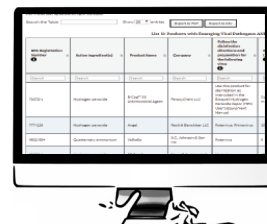


6 Steps for Safe & Effective Disinfectant Use



Step 1: Check that your product is EPA-approved

Find the EPA registration number on the product. Then, check to see if it is on EPA's list of approved disinfectants at: [epa.gov/listn](https://www.epa.gov/listn)



Step 2: Read the directions

Follow the product's directions. Check "use sites" and "surface types" to see where you can use the product. Read the "precautionary statements."

Step 3: Pre-clean the surface

Make sure to wash the surface with soap and water if the directions mention pre-cleaning or if the surface is visibly dirty.



Step 4: Follow the contact time

You can find the contact time in the directions. The surface should remain wet the whole time to ensure the product is effective.

Step 5: Wear gloves and wash your hands

For disposable gloves, discard them after each cleaning. For reusable gloves, dedicate a pair to disinfecting COVID-19. Wash your hands after removing the gloves.



Step 6: Lock it up

Keep lids tightly closed and store out of reach of children.

[coronavirus.gov](https://www.coronavirus.gov)