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](https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html).

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 |  |
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**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 liquidDrying 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 |  |
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