



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.

*Tape marks will be placed on the ground at least 6 feet apart for 4-Hers to stand on as they are going through arrival processing.*

*4-Hers will bring their own chairs, that will be set up in a circle with 6-foot distancing. Tape marks on ground will designate where to place chairs.*

All sections that ask for a description must be completed. This Plan must stand alone. Do not answer "see request" or refer to another document. Fully explain all procedures here.



## 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.

*4-Hers will be asked to bring their own notebooks, pens, pencils, camp chairs, and water bottles. No handouts will be used. Materials supporting the lesson will be shared by email before and after the activity and on club's Quizlet account.*

All sections that ask for a description must be completed. Fully explain all procedures here.

## 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.

*Signs will be placed on exterior of restroom doors, in stalls, above urinals, and on mirrors reminding users to sanitize after use. Clorox wipes will be placed on counter for use in wiping down toilet seat/handle, urinal handle, faucets, door handles, and anyplace else touched by user.*

*Club leader will sanitize restroom after use by young 4-Hers (10 & under)*

*Only one person will be allowed to use the restroom at a time.*

All sections that ask for a description must be completed. Fully explain all procedures here.

## 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?

*No food or drinks will be allowed other than water bottles brought from home. Water bottles must have a cap and remain closed when 4-Her is not drinking.*

All sections that ask for a description must be completed. Fully explain all procedures here.

## 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 waste management recommendations.

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

*Club leader will bring a collapsible trash can and trash bags. All 4-Hers will throw their trash in that bin. Park/public trash cans will not be used. Club leader will dispose of trash in dumpster in parking lot before leaving the area.*

All sections that ask for a description must be completed. Fully explain all procedures here.

## 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	Clorox surface cleaner; let dry
Chairs	Wipe down with Clorox wipes, let dry
Doorknobs/handles, light switches, windows	Wipe down with Clorox wipes, let dry
Gates, pens, latches	N/A
Faucet handles, knobs	Wipe down with Clorox wipes, let dry
Toilet seats, handles	Wipe down with Clorox wipes, let dry
Drinking fountains	Wipe down with Clorox wipes, let dry Block from use
Writing utensils	Wipe down with Clorox wipes, let dry Have members bring own pens; don't share
Learning Lab Laminated posters	Wipe down with Clorox wipes, let dry

Refer to cleaning product directions or "how to use" guides for tips on effective sanitizing and disinfecting using that product.

## 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	Carol Christmas
Disposable gloves	Protecting hands	Carol Christmas
Trash bags	Containing trash	Carol Christmas
Paper towels	Wiping up liquid Drying hands	Carol Christmas
Disinfectant surface cleaner (spray or liquid)	Disinfecting tables, counters, doorknobs, bathrooms, etc	Carol Christmas
Disinfectant wipes	Disinfecting tables, counters, doorknobs, bathrooms, etc	Carol Christmas
Antibacterial liquid soap	Hand washing at sinks (bathrooms, kitchens, etc)	Nancy Milligan
Hand sanitizer	Hand hygiene if water is not available	Nancy Milligan
Collapsible trash can	Collect trash so we don't have to use public trash cans	Carol Christmas

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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.