Effective August 1, 2020 and until further notice, all in-person 4-H activities must be approved in advance. Approval will be based on a 4-H activity’s plan and actions in compliance with **the Restoring Maryland 4-H Programs Plan**. 4-H activities requiring advance approval include club meetings, project meetings, organized project or club work, community service, workshops, trainings, practices, competitive events, field trips, social gatherings, and any other gathering of members, families, and/or volunteers for a 4-H-related purpose.

For the continued safety and well-being of 4-H families and volunteers, it is **strongly encouraged** that 4-H activities continue in a virtual or distanced environment whenever possible.

Once an in-person 4-H activity has been approved, the 4-H volunteers and/or faculty/staff members who will lead the activity may proceed with their final preparations for the activity. An in-person 4-H activity must be **approved no later than 3 days prior** to the activity date, so there is sufficient time to communicate expectations, rules, and protocols to those who will attend.

An in-person 4-H activity in the current environment will function quite differently than what 4-H families and leaders may be used to. Therefore, it is very important to follow the 4-H activity plan that was approved by the 4-H Educator. If you find you are unable to do so because of a change in conditions, availability of leaders, etc, you must cancel the 4-H activity. Contact your 4-H Educator immediately if you discover you may not be able to hold the activity according to the approved plan.

Use this worksheet to guide your preparation for and conduct of your approved in-person 4-H activity. Review the supporting information and consider the questions presented in each section. This tool will help you ensure you have covered every potential issue you may encounter before or during your 4-H activity.

Things can change quickly in our current environment. Even after an in-person 4-H activity is approved, it may be suspended or cancelled at short notice due to evolving COVID-19 conditions. It is the responsibility of the activity’s leaders to ensure a safe and secure environment for all 4-H youth and adult participants. If at any time one of the two or more 4-H activity leaders does not feel the activity can be conducted safely or effectively, s/he may call for it to be cancelled. If there is disagreement between leaders whether a 4-H activity should go forward, immediately contact the 4-H Educator.

Similarly, an approved 4-H activity is subject to cancellation at any time by the local 4-H Educator, Area/City Extension Director (A/CED), State 4-H Staff, or the State 4-H Program Leader.

|  |  |
| --- | --- |
| 1. Participation | 3 days prior |

Confirm who will participate in this 4-H activity. Remember, the group size may not exceed 25 people: at least 2 adult UME/4-H volunteers or 4-H faculty/staff members who will lead the activity, plus up to 23 others. Indoor activities may not exceed the number of people (up to 25) that can safely occupy the room/space, allowing 56 square feet per person.

TIP: Consider using a pre-activity sign up or registration to collect information on who will attend.

NOTE: If you will have multiple sessions of this 4-H Activity make a list for each session.

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Participation** | **Phone #****(self or parent/guardian)** | **Email** |
| *Connie Clover* | *Leader* | *(444)-444-4444* | *ConnieClover@4HMail.com* |
| *Otis Hall* | *Youth Participant* | *(444)-444-1234* | *HallFamily@4Hmail.com* |
| **1.** | **Leader** |  |  |
| **2.** | **Leader** |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| 5. |  |  |  |
| 6. |  |  |  |
| 7. |  |  |  |
| 8. |  |  |  |
| 9. |  |  |  |
| 10. |  |  |  |
| 11. |  |  |  |
| 12. |  |  |  |
| 13. |  |  |  |
| 14. |  |  |  |
| 15. |  |  |  |
| 16. |  |  |  |
| 17. |  |  |  |
| 18. |  |  |  |
| 19. |  |  |  |
| 20. |  |  |  |
| 21. |  |  |  |
| 22. |  |  |  |
| 23. |  |  |  |
| 24. |  |  |  |
| 25. |  |  |  |

|  |  |
| --- | --- |
| 2. Communication | 3 days prior |

Communicate with participants about the plan for the 4-H activity and the standards and practices they will be required to observe. Use the **4-H Activity Communication Template** to ensure you include the following required elements in your message:

* Attendance is voluntary, not required
* How to join virtually, if offered
* Who should stay home
* Face coverings and physical distancing are required
* Completed Health Pledge is “ticket” to entry
	+ Provide an electronic copy of Health Pledge that can be printed at home
* Things participants should bring and not share with others
* Hygiene & sanitation practices that will be used during the activity
* Arrival and departure procedures
* Requirement for parent/guardian to remain on-site, if applicable
* Additional health, safety, or hygiene requirements specific to your activity
* Participants are expected to follow rules & protocols; those who can’t will be asked to leave
* Expectations of spectators
* 4-H Activity is subject to cancellation at short notice

The communications template can be found on the [**Maryland 4-H Website**](https://extension.umd.edu/4-h/volunteers/covid-19-resources-volunteers)**.** An example of an email using the template can be found in Appendix C of the **Restoring Maryland 4-H Programs Volunteer Guidebook.**

Also consider:

* How will you contact potential participants to inform them of the 4-H activity and required information? (email, phone, social media, etc)
* How will you conduct short-notice information of changes that may occur hours before the activity?
* Do any of the participants have special needs or challenges you should discuss with a parent/guardian?

|  |  |
| --- | --- |
| 3. Set Up & Preparation | Hours prior |

Set up the location to accommodate the planned activity.

* Post signs and place visual guides or markers to prompt physical distancing
	+ Set up tables, desks, chairs, etc so participants sit/work 6 feet apart
* Sanitize all common and high-touch surfaces, as recommended by CDC
* Sanitize equipment or materials that will be shared, as recommended by CDC
* If indoors, determine air flow. Try to avoid positioning activities or participants in direct flow of air from heat/air vents. If possible, open windows or doors to allow fresh air in.
* If using, set up technology to allow virtual participation
* Post signs, cones, etc to direct arrival traffic and designate waiting areas, as needed
* Prepare restrooms for use, including signs & sanitation supplies
* Assign tasks to leaders and older participants:
	+ Review & collect Health Pledges
	+ Record attendance information & arrival time
	+ Welcome participants and guide them through arrival procedures
	+ Monitor participants while waiting for all to arrive
* Review Health & Safety Plan
	+ Identify where ill participants will be taken for isolation
	+ Identify where parents/guardians will wait and how they can be contacted
	+ Make note of adults on-site who are health care professionals or have training that may be helpful in an emergency
	+ Place Health & Safety Kit in a readily accessible location
* Review Hygiene & Sanitation Plan
	+ Assign who will sanitize equipment, materials, or surfaces during activity, as needed
	+ Confirm how you will handle youth or adults who don’t comply with face covering, physical distancing, or other requirements
* Any other necessary tasks to prepare for participant arrival and program

|  |  |
| --- | --- |
| 4. Arrival | 15-30 minutes prior |

Use an arrival process that ensures physical distancing and prevents participants from clustering together as they check in. Review the **Best Practices** in Appendix H of the **Restoring Maryland 4-H Programs Volunteer Guidebook** for ideas of how to manage arrival. Arrival process should include:

* Viewing, verification, and touchless collection of Health Pledge for each participant.
* Recording participant name, contact information, and arrival time on Attendance Roster
* “Mask check” to ensure proper wear of face covering
* Hand hygiene (wash or sanitizer)
* Reminder of rules, point out signs & markers
* Directing participant to designated activity area
* Directing parent/guardian, driver, or others to waiting area

Also consider:

* How will you respond if a youth participant arrives without a signed Health Pledge? What if s/he is not with a parent/guardian? (Remember: Participant must present signed, current-dated Health Pledge to enter the 4-H activity – **NO EXCEPTIONS**)
* What will you do if more participants arrive than you expected, so the group is larger than the maximum allowed size?
* How will you respond if a participant arrives without a CDC-recommended face covering?
* How will you handle a confrontation with a parent who does not want to comply with rules (signing Health Pledge, wearing a mask, staying on-site, etc).

|  |  |
| --- | --- |
| 5. 4-H Activity  | Start time |

During the 4-H activity do your best to “focus on the fun” while still observing rules and protocols to keep participants safe and healthy.

* At the beginning of the activity take a few minutes remind participants of hygiene and physical distancing rules, and to explain any expectations to wipe down shared equipment after use, restroom use procedure, etc
* Maintain physical distancing as much as possible. Make use of signs, markers, and visual aids to help youth remember and judge distance.
* Monitor use of equipment, materials, and restrooms and ensure they are properly sanitized between uses, following the Hygiene & Sanitation Plan
* Monitor trash and empty receptacles as they fill up.
* Follow any additional procedures or guidelines relevant to your Shooting Sports or Animal Activity, as detailed in the Volunteer Guidebook.
* Promptly correct those who forget to follow hygiene & safety rules. If a problem persists or escalates, isolate the participant from the group and implement your plan to remove them from the activity.
* If a participant feels ill or exhibits symptoms during the activity, immediately isolate them and follow the response protocols in the Health and Safety Plan.

Also consider:

* How will you respond to an incident such as a minor injury or an argument between participants?
* If one of two leaders must remove a participant from the group due to illness or behavior, how will the second leader continue to lead the activity? How can the leaders maintain “two deep supervision” of an isolated youth?
* What will happen if one of the two activity leaders feels ill or exhibits symptoms? What process will the remaining leader use to quickly end the activity?
* How will you respond if a parent/guardian refuses to remove his/her child from an activity at your request?
* How will you respond if parents/guardians, siblings, or others fail to stay in their designated area and instead join the group as spectators?
* What will you do if you notice parents/guardians and others who are waiting in the designated area fail to wear face coverings or stay physically-distanced?

|  |  |
| --- | --- |
| 6. Departure | Close of activity |

Use a departure process that ensures physical distancing and prevents participants from clustering together as they leave. Review the **Best Practices** in Appendix F of the **Restoring Maryland 4-H Programs Volunteer Guidebook** for ideas of how to manage departure. Consider a “reverse arrival” process that includes:

* Contacting parents/guardians to notify them the 4-H activity is over and departure will begin
* Hand hygiene before leaving the area
* Recording the departure time for each participant on the Attendance Roster

Also consider:

* What will you do if a parent/guardian is not present to pick up their youth when the 4-H Activity is over? How will you respond if another parent offers to drive the child home?

|  |  |
| --- | --- |
| 7. Wrap-Up | 30-60 minutes after activity |

After participants have departed, conduct any necessary clean-up and documentation. Before leaving the location where the 4-H activity was held:

* Sanitize all common and high-touch surfaces, equipment, and materials.
* Remove any trash, including used cleaning supplies, to an approved receptacle. Do not place trash in your personal vehicle to dispose of at home.
* Complete a **Maryland 4-H Incident Report** to record any issues that occurred during the 4-H activity, including:
	+ Refusing entry to a participant because of failure/refusal to provide a signed Health Pledge
	+ Conflict with a participant, parent/guardian, or other adult over required protocols or procedures (mask-wearing, physical distancing, removal for non-compliance, etc).
	+ Injury or accident that occurred during the 4-H activity (scrape, cut, broken equipment, etc)
	+ Behavior issue that resulted in an incident between participants or between a youth participant and a leader
	+ Removal of a participant from the 4-H activity for health or conduct reasons
* Give the completed and signed Incident Report to the leader who will complete the post-activity report, so it is uploaded with the attendance record.

|  |  |
| --- | --- |
| 8. Post-Activity Reporting | Within 48 hours after activity |

Within 48 hours of completion of the in-person 4-H activity, one of the adult leaders must submit an online Post-Activity Report. The report **must** be completed online; reports by email, mail, phone, etc will not be accepted. The 4-H Post-Activity Report can be accessed through the [**Maryland 4-H Website**](https://extension.umd.edu/4-h/volunteers/covid-19-resources-volunteers).

To complete the online Post-Activity Report, you must:

* Answer questions about the activity (online form)
* Upload the completed Attendance Record
* Upload any relevant Maryland 4-H Incident Reports

After completing the Post-Activity Report, the 4-H Activity leader must turn in the original attendance record, collected health pledges, and completed incident reports to the local 4-H program. Follow the directions of your 4-H Educator on how to submit these documents. Original documents must be received by the local 4-H program within 7 days of the 4-H Activity.

Summary & Evaluation

Use the chart below to summarize your 4-H Activity. Evaluate your experience to determine how you might do things more effectively next time.

|  |  |
| --- | --- |
| SECTION | Successful? |
| **YES** | **NO** |
| 1. Participation |
| Was the group size manageable for your type of 4-H activity? |  |  |
| Were there enough adult leaders to manage the 4-H activity? |  |  |
| Were you able to include all 4-Hers who wanted to participate, using multiple sessions or other means? |  |  |
| Did you offer virtual participation options for those who could not attend or did not feel comfortable attending? |  |  |
| 2. Communication |
| Did you use the 4-H Activity Communication Template? |  |  |
| Did everyone receive all the information they needed in time for the 4-H Activity? |  |  |
| 3. Set-Up & Preparation |
| Did the location and setup work for the needs of your 4-H Activity? |  |  |
| Was it easy to sanitize surfaces and shared equipment? |  |  |
| Did you use signs and/or visual markers for physical distancing? |  |  |
| Did the location provide the technology support you needed? (WiFi password, power, projector, etc) |  |  |
| Was there enough space for you to designate traffic flow and waiting areas? |  |  |
| 4. Arrival |
| Did your process of reviewing and collecting Health Pledges ensure they were properly completed while minimizing personal contact? |  |  |
| Did your system of completing the Attendance Roster work well? |  |  |
| Was your arrival process effective in keeping physical distancing while prompting required actions? |  |  |
| Were you able to provide spectators/drivers to a waiting area outside the 4-H Activity? |  |  |
| 5. 4-H Activity |
| Did you review rules and protocols at the beginning of the 4-H Activity? |  |  |
| Did all participants consistently practice physical distancing? |  |  |
| Were surfaces, equipment, and materials sanitized between uses? |  |  |
| Did you comply with special rules unique to your Shooting Sports or Live Animal 4-H activities? |  |  |
| Did you encounter any problems with participants following rules? |  |  |
| Did you require a parent/guardian to remain on-site? |  |  |
| Did you have to use the illness response protocol? |  |  |
| 6. Departure |
| Did you successfully notify parents/guardians when the 4-H Activity was over? |  |  |
| Did your process of recording departure on the Attendance Roster work well? |  |  |
| Were you able to manage departure flow to maintain physical distancing? |  |  |
| 7. Wrap-Up |
| Was it easy to sanitize surfaces, equipment, and materials prior to departure? |  |  |
| Did you have to complete a 4-H Incident report for something that happened at the 4-H Activity? |  |  |
| 8. Post-Activity Reporting |
| Did you submit your online Post-Activity Report within 48 hours of the 4-H Activity’s completion? |  |  |
| Did you send or deliver the original documents to the local 4-H office within 7 days, according to your 4-H Educator’s instructions? |  |  |