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.

Preparing a Request to Hold an In-Person 4-H Activity

Use this worksheet to prepare your request to hold an in-person 4-H activity. Review the supporting information and consider the questions presented in each section. You will need to provide some of the information collected here when you fill out the online request form, so use this tool to make notes. Requests that do not contain complete information will not be considered.

Mark each section as “Go” or “No-Go” after you have completed the details. Your Go/No-Go determination should be based on whether the information you have provided meets requirements for holding an in-person 4-H activity. If you find a “No-Go,” it is likely your in-person 4-H activity will not be approved. You should consider instead holding a virtual or distance-learning activity or delay the activity to a later time when conditions are more favorable.

Timing of Requests

A request to hold an in-person 4-H activity must be made by an adult UME/4-H Volunteer or 4-H faculty/staff member who will be in charge of the activity. The request must be submitted using the online form accessed through the [**Maryland 4-H Website**](https://extension.umd.edu/4-h/volunteers/covid-19-resources-volunteers)**.** Each request must be:

* Submitted **no earlier than 30 days prior** to **but no later than 10 days prior** to the proposed date of the 4-H activity
* Approved no later than **3 days prior** to the proposed date activity date.

**EXAMPLE:** Proposed in-person 4-H Activity to be held on November 30, 2020.

* Request must be submitted between October 31 and November 20 *(30 days -10 days prior)*
* Request must be approved by November 27 *(3 days prior)*

Requests must be submitted no later than 10 days prior to the proposed 4-H Activity date to allow sufficient time for review and coordination by local and state 4-H program staff. Requests that are not submitted within the required time frame (too early or too late) will be denied and leaders will be instructed to reschedule the proposed activity (if necessary) and submit a new, timely request.

While all complete and compliant requests will be considered, requests may be denied at the discretion of the local 4-H Educator, Area/City Extension Director (A/CED), State 4-H Staff, or State 4-H Program Leader.

|  |  |
| --- | --- |
| 1. Baseline Conditions | 🞏 Go 🞏 No-Go |

Review the current **Baseline Conditions** to see if your proposed 4-H Activity meets minimum requirements. Current baseline conditions can be found on the [**Maryland 4-H Website**](https://extension.umd.edu/4-h/volunteers/covid-19-resources-volunteers)**.**

|  |  |
| --- | --- |
| 2. 4-H Activity Details | 🞏 Go 🞏 No-Go |

What are the details of your proposed in-person 4-H Activity?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Activity Type** |  |  | **Activity Date** |  |
| **Activity Location** |  |  | **Activity Time** | From To |
| **Audience** |  |  |  |  |

**Does the activity involve Shooting Sports practice?** 🞏 YES 🞏 NO **Live animals?** 🞏 YES 🞏 NO

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Request between** |  |  | **Must be Approved by** |  |
|  | *30-10 days prior to activity* |  |  | *3 days prior to activity* |

Other relevant activity details:

|  |  |
| --- | --- |
| 3. 4-H Activity Leadership | 🞏 Go 🞏 No-Go |

The 4-H activity must be led by at least **TWO** adults who are certified UME/4-H Volunteers or 4-H faculty/staff members. All Volunteers who will lead or be present at this 4-H activity must have **approved** 4-H Online enrollments for the current 4-H year and must have completed the **Returning to In-Person 4-H Programming** training. Record information about the adults leading and participating in this 4-H Activity here:

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Volunteer or 4-H Faculty/Staff?** | **Approved in** **4-H Online?** | **Trained?** |
| *Connie Clover* | *UME/4-H Volunteer-Club Leader* | *Yes* | *8/1/2020* |
| 1. |  |  |  |
| 2. |  |  |  |
|  |  |  |  |
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| --- | --- |
| 4. 4-H Activity Size | 🞏 Go 🞏 No-Go |

The 4-H activity is limited to a **total of 25 participants**: 2 UME Volunteers or 4-H faculty/staff adult leaders and up to 23 4-H youth participants/others. Parents, siblings or others may not be present unless they are counted among the 25 participants.

Maximum group size is further limited for **indoor 4-H activities** based on the size of the room or space where the activity will be held. The space must be large enough to allow **at least 56 square feet per person,** to allow for physical distancing. Therefore, the maximum group size for indoor 4-H activities may be smaller than 25 people, based on available space. See section 5 to calculate your maximum indoor group size.

Because group size may not exceed 25 people (or fewer, if indoors), you may need to hold multiple sessions of a 4-H activity to include all club or group members. If multiple sessions are held, they must be planned so that:

* There are never more than the maximum allowable number of people together in a group, and
* There is no interaction between sessions that meet at the same time under different leadership.

When you submit your request be prepared to explain the following:

* How many **total** participants do you plan to involve in this 4-H Activity?
* If more than 25/max, how will you split the group to provide multiple sessions?
* Which 2 (or more) Volunteers or 4-H faculty/staff members will lead each session of this activity?
* How will you ensure multiple sessions do not interact?
* If multiple sessions use the same space at different times, how will you perform hygiene and sanitation to prevent cross-contamination between sessions?

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| --- | --- |
| 5. 4-H Activity Location | 🞏 Go 🞏 No-Go |

Will the 4-H activity be held in a location large enough to accommodate physical distancing of each participant from all others when all are present? If indoors, how many participants can the 4-H Activity accommodate, based on the size of the room or the space?

To calculate the square footage of a room or space, use this formula:

* Room length (feet) x Room width (feet) = square footage **(L x W = ft2)**

Calculate necessary space for your 4-H activity using this formula\*:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **÷** | 56 sq ft | **=** |   |
| *Size of space (sq ft)* |  | *56 sq ft per person* |  | *Maximum # people\*\** |

**EXAMPLE: A 30 x 30 square room has 900 sq ft of space. To calculate maximum group size:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **900 sq ft** | **÷** | **56 sq ft** | **=** | **16** |
| *Size of space (sq ft)* |  | *56 sq ft per person* |  | *Maximum # people\*\**  |

*\*Source:* [*University*](https://www.usfa.fema.gov/coronavirus/planning_response/occupancy_social_distancing.html) *of Maryland and University of Maryland Extension requirements*

*\*\*Group size may not exceed 25 people, even if the room/space is large enough for more.*

When you submit your request be prepared to answer the following:

* Is the location you plan to use large enough to provide the minimum required space you calculated above?
* Is the location outdoors or indoors?
* If indoors, what is the size of the room or space you will use (square feet)? Based on the room/space size, how many people (maximum) can attend in one group?
* Is the location privately-owned property or public-access property?
* Does the location have its own policies or restrictions\* your 4-H activity must follow? If so, what are they?

*\*NOTE: 4-H Activity policies and protocols must be observed, even if the host’s are less restrictive. If the host location policies are more restrictive than 4-H protocols you must follow those requirements.*

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| --- | --- |
| 6. Hygiene & Sanitation Plan | 🞏 Go 🞏 No-Go |

All 4-H activities must have a plan for hand hygiene, disinfection of high-touch surfaces and shared equipment/materials, and management of other sanitation activities (bathrooms, trash, etc).

Complete the **4-H Activity Hygiene & Sanitation Plan** to identify how cleaning and sanitation will be handled for this 4-H activity. The completed plan will be uploaded as part of your request for approval of your in-person 4-H activity. The plan template can be found on the [**Maryland 4-H Website**](https://extension.umd.edu/4-h/volunteers/covid-19-resources-volunteers)**.** An example of a properly completed plan can be found in Appendix C of the **Restoring Maryland 4-H Programs Volunteer Guidebook.**

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| --- | --- |
| 7. Health Pledge & Attendance Record | 🞏 Go 🞏 No-Go |

All youth and adults who participate in the 4-H activity must submit a current, signed **4-H Health Pledge** as their “ticket” for entry. Pledges for youth must be signed by a parent/guardian; adults must sign their own pledges. Before allowing a youth or adult to join the 4-H activity, a leader must:

* Review each pledge to verify it is properly completed/signed and has a current date
* Collect the pledge to submit to the local 4-H office along with the Attendance Record
* Record the individual’s arrival time (departure time will also be recorded)

4-H activity leaders should determine an arrival process that includes review and collection of pledges, as well as recording time of arrival on the **Attendance Record**.

* How will you ensure each participant brings a current, signed pledge to the 4-H activity?
* What will you do if a participant arrives without a completed pledge?
* How will you review and collect the pledge, using as little contact as possible?

The Health Pledge and Attendance Record forms can be found on the [**Maryland 4-H Website**](https://extension.umd.edu/4-h/volunteers/covid-19-resources-volunteers)**.** Examples of properly completed forms can be found in Appendix C of the **Restoring Maryland 4-H Programs Volunteer Guidebook.**

|  |  |
| --- | --- |
| 8. Parent/Guardian Presence | 🞏 Go 🞏 No-Go |

While not required, it is **strongly recommended** that 4-H activity leaders ask parents/guardians to transport their own children to and from the 4-H activity (no carpooling). It is also **strongly recommended** that a parent/guardian remain on-site but outside the activity so that they are readily available if needed. Your local 4-H program may require either of these actions, so check with your 4-H Educator.

Review the recommended **Best Practices** in Appendix F of the **Restoring Maryland 4-H Programs Volunteer Guidebook** and determine the following:

* Will you require all youth to be accompanied by a parent/guardian (no carpooling)?
* Will you require a parent/guardian to remain on-site during the 4-H activity?
* If so, where will they wait and how will they observe physical distancing while waiting?
* How will you handle drop-off and pick-up?
* How will you contact a parent/guardian if they are needed during the 4-H activity?

|  |  |
| --- | --- |
| 9. Participation and Compliance | 🞏 Go 🞏 No-Go |

**Participation in an in-person 4-H activity cannot be required.** Consider ways to include 4-Hers and volunteers who cannot or choose not to participate in-person, such as offering an option to join in virtually. Remember you must have parent/guardian consent to livestream or record video of a minor.

All individuals who participate in a 4-H activity are required to follow rules, including wearing masks or face coverings, maintaining physical distance from others, washing or sanitizing hands, wiping down surfaces after use, not sharing materials, etc. Youth may need help remembering and following these rules. Adults may need to be reminded of their responsibility to both follow and help their children follow rules.

Review the recommended **Best Practices** in Appendix F of the **Restoring Maryland 4-H Programs Volunteer Guidebook** and determine the following:

* How can you include members or volunteers who cannot or choose not to participate in-person? Can you use technology to expand participation in the in-person activity?
* If you use technology to live-stream or record the 4-H activity, what rules & practices must you follow? (See Appendix E of the Volunteer Guidebook for virtual program guidelines)
* How will you remind participants to wear masks/face coverings at all times? What will you do if a youth has trouble following the face covering rule?
* How will you remind participants to stay at least 6 feet apart while participating in the 4-H activity? What visual aids or cues can you use? What will you do if a youth has trouble following physical distancing rules?
* How will you remind participants to wash/clean their hands and/or surfaces, materials, etc? What will you do if a youth has trouble following these rules or requirements?
* What will you do if a parent/guardian or participating adult refuses to follow 4-H activity rules or to make their child follow them? How will you handle someone who refuses to wear a mask or face covering?
* What will you do if you ask a child or adult to leave because they aren’t following rules, and they won’t?

|  |  |
| --- | --- |
| 10. Health & Safety Plan | 🞏 Go 🞏 No-Go |

All 4-H activities must have a plan for management of health and safety issues that may arise during a 4-H activity. Additionally, a health supply kit must be available at each 4-H activity for use as needed.

Complete the **4-H Activity Health & Safety Plan** to identify how you will respond to illness or emergency during your 4-H activity. The completed Health and Safety Plan will be uploaded as part of your request for approval of your in-person 4-H activity.

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

After you have completed the Health and Safety Plan, consider the following questions:

* Are activity leaders willing to implement this plan as needed, including physical contact with a participant who is sick or symptomatic?
* Is anyone who will be present or waiting nearby a health care professional and/or certified in First Aid or CPR? If so, are they willing to help manage a medical issue or crisis, if necessary?
* Are any of the adult leaders of this 4-H activity considered high-risk for COVID-19? If so, do they accept the potential risk of helping lead this activity?

|  |  |
| --- | --- |
| 11. Communication Plan | 🞏 Go 🞏 No-Go |

If your in-person 4-H Activity is approved, you will be required to communicate certain information to all potential participants (club members, volunteers, registrants, etc). Review the **4-H Activity Communication Template** then determine the following:

* 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?

The communication 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 from an activity leader to 4-H families using the template can be found in Appendix C of the **Restoring Maryland 4-H Programs Volunteer Guidebook.**

Final Check

Review the previous sections and determine whether your in-person 4-H Activity meets requirements well enough to be approved. How did you rate each section?

|  |  |  |
| --- | --- | --- |
| SECTION | GO | NO-GO |
| 1. Baseline Conditions |  |  |
| 2. 4-H Activity Details |  |  |
| 3. 4-H Activity Leadership |  |  |
| 4. 4-H Activity Size |  |  |
| 5. 4-H Activity Location |  |  |
| 6. Hygiene & Sanitation Plan |  |  |
| 7. Health Pledge & Attendance Record |  |  |
| 8. Parent/Guardian Presence |  |  |
| 9. Participation & Compliance |  |  |
| 10. Health & Safety Plan |  |  |
| 11. Communication Plan |  |  |

If you recorded all “Go” evaluations, you may proceed to the next step: Requesting approval of your in-person 4-H Activity. If you recorded a “No-Go,” you should change your plans so they meet requirements, consider holding the 4-H activity virtually, or delay it to a later time when conditions are more favorable.

Requesting Approval of an In-Person 4-H Activity

To request approval of your 4-H in-person activity, you must be able to use a computer with internet access. The approval form program is not optimized for smartphone or tablet devices, so their use is not recommended. The request form can be accessed through the [**Maryland 4-H Website**](https://extension.umd.edu/4-h/volunteers/covid-19-resources-volunteers)**.**

You will provide most information by answering questions on the form. Use your notes from this checklist to answer the questions. You will also be required to upload two documents:

1. Completed 4-H Activity Hygiene & Sanitation Plan
2. Completed 4-H Activity Health & Safety Plan

The documents may be uploaded in PDF or Microsoft Word format. PDF is recommended. Plans should be typed if possible, but handwritten plans are acceptable. Scan the handwritten plan and save in PDF format. In addition to the two required uploads, there is a portal for you to upload other information you may wish to provide (schedule, diagram, etc). The additional upload is optional.

If you do not have access to a computer, you can ask another 4-H volunteer or parent to fill out the online request on your behalf. If someone else fills out the request for you, you must provide them with all the required information and give them permission to use your name as the requestor.

**SUGGESTION**: Give your “helper” as much information as possible in advance, including the completed plans that need to be uploaded with the request. Connect by phone with the helper as s/he completes the form, so you can answer questions and the helper can type the answers.