



NEW YORK STATE 4-H

GUIDING PRINCIPLES FOR 4-H PROGRAMMING DECISIONS DURING THE COVID-19 CRISIS

Guiding Principles for the 4-H Programming Decisions During the COVID-19 Crisis

The purpose of this document is to support local discussion and decision making regarding 4-H programming and other major programs during the continued period of gradual re-opening. The goal is to provide guidance and best practices designed to assist planning and decision making at the local level, realizing that every situation is somewhat different.

As a national 4-H Youth Development Program, there will be many decisions that need to be made regarding programming over the coming months. While each situation will vary, the following principles are recommended as a guide. The following four guiding principles have been approved by the ECOP 4-H Leadership Committee, and the Program Leaders Working Group to guide our decision making during this difficult time.

1. We will apply science-based principles to ensure that protecting the health and well-being of our employees and our constituents is our highest priority. Guidance provided by the CDC, state and local health departments will inform decisions on a case by case basis given the locality in which the event is scheduled to take place.
2. The 4-H core principle of offering high quality positive youth development programming accessible to all will continue to be considered in all program decisions.
3. Our partnerships with other entities (Health/Education Departments, County/State/Federal government, private industry, donors) are critical to this effort and we will look for opportunities to collaborate and work together in new ways.
4. The challenges presented by the pandemic also open the doors of innovation. We will embrace the opportunity to experiment with new approaches to program delivery and learner engagement that support existing audiences and bring new communities to 4-H.

We know concerns about the spread of COVID-19 have changed how people interact with one another. Because of this, those who organize meetings and events have a responsibility to consider the health and safety of attendees. This document provides guidance for how to lead and conduct Cornell Cooperative Extension / 4-H meetings and events.

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General Considerations

As you restart in-person 4-H activities, the following considerations will assist with your planning.

Time

- Consider limiting the length of meetings and events, particularly those that take place indoors, and the length of time people will be in contact with one another. Sustained contact provides an increased opportunity for virus transmission.

Place

- Consider the guidance from your local county health department regarding locations where you meet, as well as where attendees may be coming from.

People

- Consider the overall number of attendees and whether this includes individuals (including other individuals in their home) who may be at a higher risk of serious illness if they develop COVID-19. The state of New York has placed limitations on the size of gatherings. Check NYS Forward guidance for the number allowed to gather within your region

Space

- Consider hosting meetings and activities outdoors when possible. Continue to offer options for virtual engagement when individuals request it.
- Consider the types of interactions that occur at the event and if contact between attendees can be limited.
- Maintain six feet of distance between individuals whenever feasible.
- Masks are required for all those in attendance of any gathering or meeting.

Meeting Planning

Meeting Notices

In advance of meetings, it is important to send notices to parents and members outlining expectations for participation. The notice should include the following information:

- State that members and/or family members cannot attend the meeting if they or anyone living their household is experiencing any of the following symptoms: fever, cough, or shortness of breath.
- Provide an option for members to participate virtually.
- Note that physical distancing will be practiced by maintaining a 6-foot distance between people.
- We expect face masks will be properly worn during the 4-H meeting.
- Encourage participants to bring their own snacks and drinks for the meeting.

Attendance

Take attendance at the meeting or event by checking off names on a roster. Do not pass around a paper for individuals to sign or have members sign-in. This attendance record must be kept in case someone attending the meeting/event contracts COVID-19 and information is needed for contact tracing. Attendance records must be kept for at least six months beyond the date of the meeting event.

Quarantine and Isolation

Any individual (e.g., member, club leader, staff member) who develops symptoms of COVID-19, must immediately isolate, seek medical care, and take the following steps:

- Contact the local health department about suspected cases or exposures.
 - Work with local health department to identify potentially infected or exposed individuals to help facilitate effective contact tracing.
- Attend 4-H club activities virtually.
- Notify your county CCE professional, who will notify Extension Administration, the State 4-H Office and P.W. Wood.
- County office will notify club members and families per standard protocol for notification of communicable diseases.
- If the individual who developed symptoms attended a club meeting or activity, the club should stop all in-person club activities for 14 days following the exposure, meet only virtually, and notify club members to monitor for symptoms.
 - The State 4-H Office will follow university reporting and contact tracing protocols. Any individual (e.g., member, club leader) who learns they have been exposed to an individual (e.g., family member, friend) with COVID-19, must immediately quarantine for 14 days.

Physical Space Design

Plan ahead. There are many factors to consider regarding the need for six-foot physical distancing and the number of people a gathering space can accommodate. Consider the following when choosing meeting/event spaces:

- Can the event take place outside? Open air appears to reduce the risk of spreading airborne illness.
- What is the normal maximum occupancy of the space?
 - To provide six feet of physical distance between individuals, the occupancy of meeting spaces must be decreased by half. For example, a space with a posted maximum occupancy of 100 people would need to be adjusted to a maximum of 50 people.
 - If you need to estimate the capacity of a space, allow 30 square feet per person.
- Is there access to a clean restroom for participants, including soap and water for washing hands?
- Set up tables and chairs to provide six-feet physical distancing. Moving chairs is discouraged.
 - If seating is fixed, mark those seats that are off limits (e.g., use tape to indicate “don’t sit here” spaces in grandstand seating).
 - Modified layouts can help attendees keep their distance from others.

Educational Materials

Provide participants with their own copies of educational materials. If you plan to use an activity that requires passing an item around, you should revise the activity. For example, the item should be big enough to be viewed from a distance, or a sample or picture needs to be available for each participant.

Food and Drinks at Meetings

Encourage each attendee to bring their own drinks and snacks instead of providing shared options at meetings. Potlucks and buffets are highly discouraged.

PPE (Personal Protective Equipment)

Face Masks

Face masks are expected to be worn at all 4-H in-person meetings and events. Face masks refer to disposable procedure masks or cloth face coverings, not surgical or N-95 respirators. They should fit snugly around the mouth and nose and be worn appropriately to be effective. Remember – it is possible to have COVID-19, not exhibit any symptoms and transmit the virus to others. Wearing a face mask is a measure to protect others.

Face masks are required at all gatherings.

Cloth Face Covering Patterns

There are many ways in which you can make a cloth face covering. The CDC offers several different options to make a cloth mask including a sewn mask, a quick-cut t-shirt mask, and a bandana cloth face covering. These patterns can be found at:

www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-make-cloth-face-covering.html

Sanitizing Stations and Schedules

All entrance/exit door handles for the meeting location and the doors handles of any accessible restrooms and any other high-touch surfaces should be cleaned and disinfected with an EPA registered cleaner-disinfectant before and after the meeting.

All tables and chairs should be cleaned and disinfected before and after use. Before and after will be defined by the meeting or event:

- Meetings: if you have a two-hour meeting and individuals sit at the same table and chair for the duration, “before” is prior to the start of the meeting, “after” is the conclusion of the meeting.
- Events: if you have scheduled times for youth to participate in an interview, skill-a-thon, or judging event, then tables, chairs, and equipment should be sanitized before the event, after use by each individual, and after the conclusion of the event.

If you are unable to find an EPA-registered cleaner-disinfectant, the following bleach solutions may be used:

- 5 tablespoons (1/3 cup) bleach per gallon of water OR
- 4 teaspoons bleach per quart of water

Additional tips for cleaning and disinfecting tables and chairs include:

- Check the label to see if your bleach is intended for disinfection and confirm the product is not past its expiration date.
 - Some bleaches, such as those designed for safe use on colored clothing or for whitening, may not be suitable for disinfection.
- Follow manufacturer’s instructions for application and proper ventilation.
- Never mix household bleach with ammonia or any other cleanser.
- Wear disposable gloves when handling bleach solutions.
 - Use nitrile gloves rather than latex, since some people have a latex allergy.
- Leave solution on the surface for at least 1 minute.
- Bleach solutions will be effective for disinfection up to 24 hours.
- Alcohol solutions with at least 60% alcohol may also be used.

Practice Good Hygiene

- Wash your hands often, with soap and water for at least 20 seconds, especially after touching any frequently used item or surface.
- Avoid touching your face or others in attendance.
- Sneeze or cough into a tissue or the inside of your elbow.
- Provide tissues and make sure there is a wastebasket to dispose of used tissues.
- Provide hand sanitizer that contains at least 70% alcohol at a registration table or at a table near the entrance of the meeting room.

Monitor Your Health

- Be alert for symptoms: fever, cough, shortness of breath.
- Do not attend in-person activities if you or anyone living in your household is experiencing symptoms associated with the coronavirus, or any other communicable illness.
- Follow CDC/DOH guidance if symptoms develop.
- Refer to the *Quarantine and Isolation* instructions on pp. 2-3.

Signage

All in-person 4-H meetings and events are required to have the following signs posted. This is to provide clear communication and transparency regarding the measures that 4-H is committed to promote for the safety of the community. (Sample Signage can be found at the end of this document)

4-H Event Guidelines

- Entry and Exit doors
- Registration tables
- Throughout the space if feasible

Sanitizing Stations

- At each activity/judging station

Hand Washing Poster

- Entry to restrooms
- Above restroom sinks

Watch Your Step! Poster and Where to Stand Templates

- Entry and Exit doors
- Registration tables
- Throughout the space if feasible

How COVID-19 Spreads

- Entry and Exit Doors

Additional Guidance and Resources

- [The Event Safety Alliance Reopening Guide](#)
- [Best Practices for Retail Food Stores, Restaurants, and Food Pick-Up/Delivery Services During the COVID-19 Pandemic](#)
- [Get Your Mass Gatherings or Large Community Events Ready](#)
- Ohio State 4-H
- New Hampshire State 4-H
- [CDC](#)
- NYS Department of Health - [NYS Forward Guidance](#)
- [CCE COVID-19 Operations Resources](#)
- [Cornell COVID-19 resources](#)

Tips for In-Person 4-H Meetings & Events

Guiding Principles

- The health and safety of the 4-H community is our priority
 - Transparency is essential – clear expectations must be communicated in a timely manner
 - Be flexible – continue to provide options (including virtual ones) for participation to ensure 4-H members and families can remain safe given their individual circumstances, while maintaining an inclusive and flexible environment for all

Meeting Planning

- Send notices in advance of meetings and events outlining expectations. Include physical distancing requirements, encourage face masks, and a statement informing individuals they must not participate in-person if they or anyone in their household, is experiencing fever, cough, or shortness of breath
- Take attendance instead of passing around a sign-in sheet
- Plan ahead to provide six feet of physical distance and access to clean restrooms
- Know the maximum number of people who may safely be in the meeting space (occupancy limits)
- Provide all participants with individual copies of any educational materials
- Have attendees bring their own snacks and drinks

PPE (Personal Protective Equipment)

- Appropriate disposable procedure masks or cloth face masks are expected to be properly worn at all 4-H in-person activities
- Require face masks at individual interviews, skill-a-thon, and other judging events

Sanitizing Stations and Schedules

- Provide hand sanitizer that contains at least 70% alcohol
- Clean and disinfect the entrance/exit door handles and other high-touch objects or surfaces in the meeting space, as well as any accessible restrooms
- Clean and disinfect tables and chairs before and after use
- If using bleach, confirm that it is not expired and is intended for disinfection
- Follow manufacturer's instructions for application of bleach solutions, including proper ventilation

NYS 4-H Virtual Program Guidelines

Practice & Encourage Good Hygiene

- Wash your hands often, with soap and water for at least 20 seconds, especially after touching any frequently used item or surface
- Avoid touching your face or other attendees
- Provide tissues and ensure there is a wastebasket to dispose of used tissues

Monitor Your Health

- Be alert for symptoms: fever, cough, shortness of breath
- Do not attend in-person activities if you or anyone living in your household is experiencing symptoms associated with the coronavirus, or any other communicable illness
- Follow CDC/ODH guidance if symptoms develop

Signage

- Post 4-H signage about symptoms, masks, hand hygiene, and physical distancing at your activities.

In accordance with Executive Order 202.17 and Sub-Part 66-3 of the NYS Department of Health Emergency Regulations.

**NO MASK
NO SERVICE**

ADA and NYS Human Rights Law Exemptions Apply



Thank you for your cooperation.



Feeling Sick?

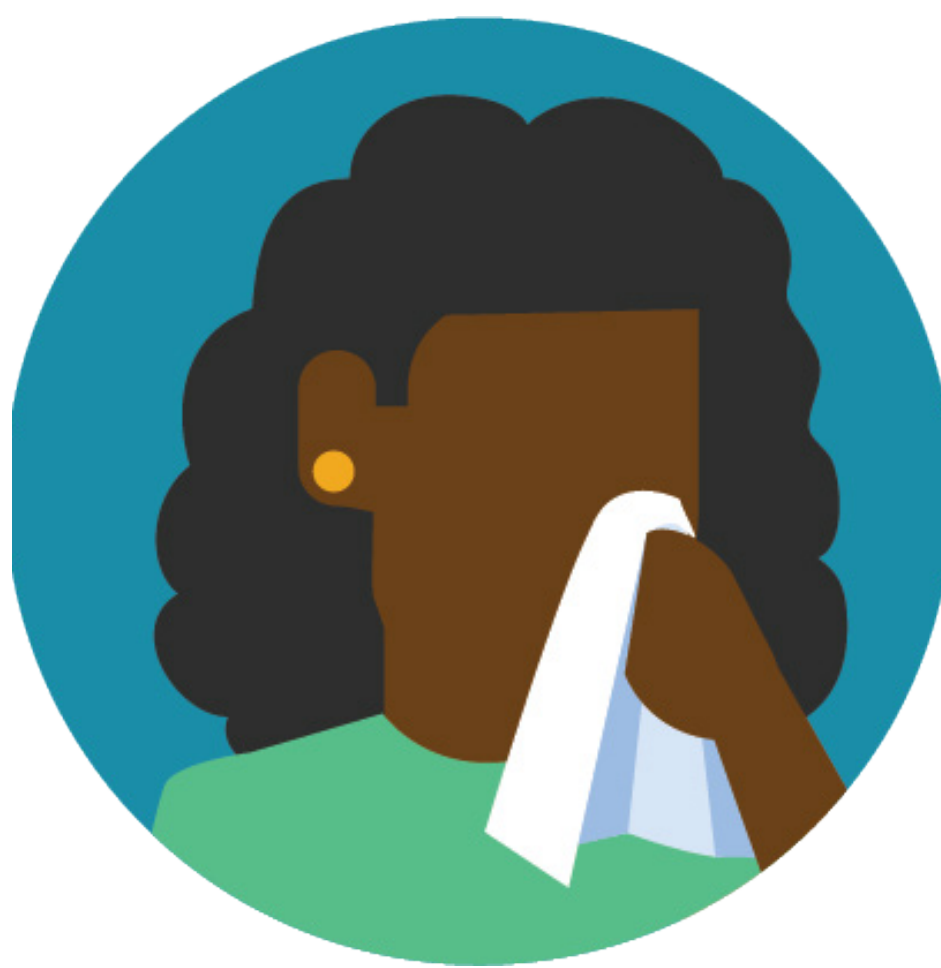
Stay home when you are sick!

If you feel unwell or have the following symptoms
please leave the building and contact your health care provider.
Then follow-up with your supervisor.

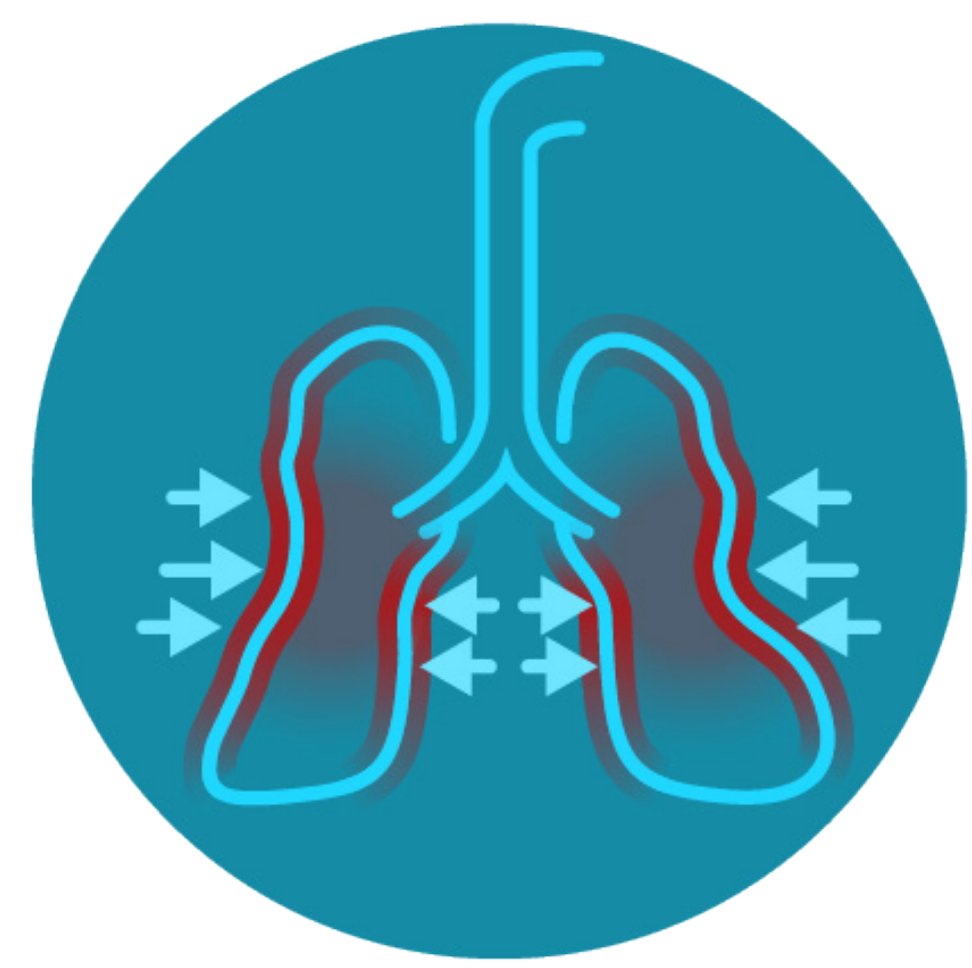
DO NOT ENTER if you have:



FEVER



COUGH



**SHORTNESS OF
BREATH**



[cdc.gov/CORONAVIRUS](https://www.cdc.gov/CORONAVIRUS)

Mask Do's & Don'ts:

DO:



- ✓ Make sure you can breathe through it
- ✓ Wear it whenever going out in public
- ✓ Make sure it covers your nose and mouth
- ✓ Wash after using

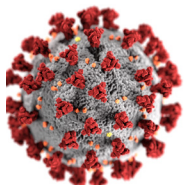
DON'T:

- ✗ Use on children under age 2
- ✗ Use surgical masks or other personal protective equipment (PPE) intended for healthcare workers



cdc.gov/coronavirus

What you should know about COVID-19 to protect yourself and others



Know about COVID-19

- Coronavirus (COVID-19) is an illness caused by a virus that can spread from person to person.
- The virus that causes COVID-19 is a new coronavirus that has spread throughout the world.
- COVID-19 symptoms can range from mild (or no symptoms) to severe illness.



Know how COVID-19 is spread

- You can become infected by coming into close contact (about 6 feet or two arm lengths) with a person who has COVID-19. COVID-19 is primarily spread from person to person.
- You can become infected from respiratory droplets when an infected person coughs, sneezes, or talks.
- You may also be able to get it by touching a surface or object that has the virus on it, and then by touching your mouth, nose, or eyes.



Protect yourself and others from COVID-19

- There is currently no vaccine to protect against COVID-19. The best way to protect yourself is to avoid being exposed to the virus that causes COVID-19.
- Stay home as much as possible and avoid close contact with others.
- Wear a mask that covers your nose and mouth in public settings.
- Clean and disinfect frequently touched surfaces.
- Wash your hands often with soap and water for at least 20 seconds, or use an alcohol-based hand sanitizer that contains at least 60% alcohol.



Practice social distancing

- Buy groceries and medicine, go to the doctor, and complete banking activities online when possible.
- If you must go in person, stay at least 6 feet away from others and disinfect items you must touch.
- Get deliveries and takeout, and limit in-person contact as much as possible.



Prevent the spread of COVID-19 if you are sick

- Stay home if you are sick, except to get medical care.
- Avoid public transportation, ride-sharing, or taxis.
- Separate yourself from other people and pets in your home.
- There is no specific treatment for COVID-19, but you can seek medical care to help relieve your symptoms.
- If you need medical attention, call ahead.



Know your risk for severe illness

- Everyone is at risk of getting COVID-19.
- Older adults and people of any age who have serious underlying medical conditions may be at higher risk for more severe illness.



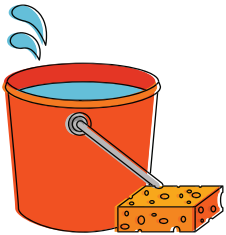
4-H Event Guidelines



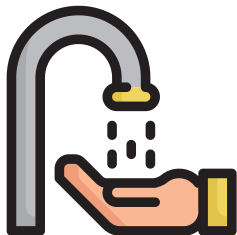
**Please be respectful
and maintain a distance
of six feet from one
another.**



**Face masks are
expected.**



**All tables and chairs
must be sanitized
before, between and
after use by individuals.**

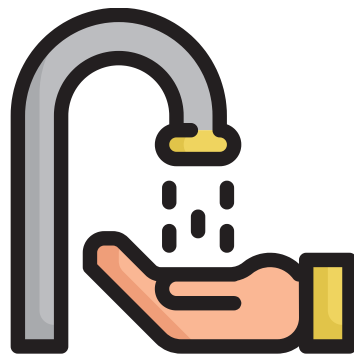


Practice good hygiene

- **Wash hands**
- **Avoid touching your face**
- **Sneeze or cough into your elbow**
- **Monitor your health**



Proper Hand Washing



- 1. Use soap and warm water**
- 2. Wash hands for at least 20 seconds**
- 3. Clean between fingers, under nails and jewelry**
- 4. Dry hands with a single-use paper towel**
- 5. Place used paper towel in trash**



Sanitizing Station



All tables and chairs must be sanitized before, between and after use by individuals.

This sanitizing solution contains 1/3 cup bleach per one gallon of water.

To properly sanitize surfaces, submerge clean cotton cloth, wring out, wipe all surfaces and leave solution on surface for at least one minute.

Sanitizing solution will be refreshed every four hours.



Watch your step!

**Please be
respectful and
maintain a
distance of six
feet from each
other.**





Print and laminate this template to tape to the floor to indicate where clientele should stand.

HELPING CHILDREN WEAR MASKS



Explaining Masks

Seeing people wear masks is new for kids, and may be frightening

Use simple words to explain why people are wearing masks, and why they need to as well.

Ex: Explain that masks keep germs that make people sick away from other people and themselves.

Ex: Explain that they can be a superhero, like the ones on TV, by wearing a mask to keep other people from getting sick.

Answer any questions they may have with simple words.

Make it Fun!

Make masks with your child. Let them assist you throughout the process when appropriate.

Let children pick the fabric and color of their mask.

Have children decorate their masks with markers and other art supplies.

Children can pretend to be doctors and nurses while wearing their masks. Give them a "sick" stuffed animal or toy to take care of.

Wearing Masks

Have children practice wearing a mask at home to get them used to the feeling of having it on.

Teach children not to touch the outside of their mask, and to always keep it pulled up over their nose and mouth.

Practice putting the mask on and taking it off correctly.

REMEMBER: Children under the age of 2 should NOT wear masks.

For more tips:

KidsHealth.org :
<https://kidshealth.org/en/parents/coronavirus-masks.html>

PBS.org :
<https://www.pbs.org/parents/thrive/why-are-people-wearing-masks-answering-your-childs-questions>

