



4-H Club Meetings

This checklist is to be used by volunteers and staff for 4-H Clubs.

Current as of August 18, 2020

As of 8/20/2020 club meetings must be held outside or in a well-ventilated area (i.e. barn or garage) Please contact county staff with questions.

Name of 4-H Club: _____

PRIOR TO MEETING

- Complete COVID-19 related training for Extension volunteers prior to hosting a club meeting. The training can be accessed here:
extension.umaine.edu/plugged-in/return/restarting-educational-programs/#training
- Keep the number of participants to 10 or fewer according to University of Maine guidelines. Remember to count adult participants. (Don't forget to be two deep!)
- Confirm the location of the meeting/event will be outside or in a garage, barn, etc. with proper ventilation and open doors.
- Communicate the following to participants prior to the meeting:
 - That they will need to bring facemasks and other materials for safety. If clubs need face-coverings please contact your county office.
 - Any materials needed for completing their project work.
 - Remind participants that if they are not feeling well they should not attend the meeting. If they answer yes to any of the questions below they should stay home.
 - Do you have a cough or a sore throat?*
 - Do you have a fever or do you feel feverish?*
 - Do you have shortness of breath?*
 - Do you have a loss of taste or smell?*
 - Have you been around anyone exhibiting these symptoms within the past 14 days?*
 - Are you living with anyone who is sick or quarantined?*
 - Have you been out of state in the last 14 days?*
- Create any signage needed for checking in, reminders of social distancing spacing, parental instructions for pickup, and anything needed for project work during the meeting.
- Download a UMaine Extension Contact Tracking sign in sheet for the club meeting or call your county office to have one mailed to you. The Contact Tracking sign-in sheet can be found here:
https://extension.umaine.edu/plugged-in/wp-content/uploads/sites/54/2020/08/Contact-Tracking-Form_Landscape.pdf

- Encourage participants to bring their own camp chairs or other seating if possible.
- Remind participants to bring any food they wish to consume with them. Food will not be provided. Sharing food is not permitted.
- Disinfect any tables or common use items before and during the event as needed.
- Space tables, stalls, shooting lines, or other project-related items at least 6 ft. apart.
- Designate a person to check in participants.
- Plan for restroom facilities. Be sure that all participants can wash or sanitize their hands before and after using the restroom. Only one person should be in the restroom at a time (even if the area is designed for multiple users).
- Fill out the 4-H Club meeting approval form in the link below prior to your club meeting. Extension staff will approve your 4-H club meeting based on the information in the form. If you are unable to fill out the form on-line please call your county staff for approval.
- The form will ask you the following details about the club meeting:
 - Name of County (Drop box menu)- This would trigger the automatic email to staff for approval.
 - A check box indicating that you have followed the 4-H Club meeting checklist. "I have completed the required training and have followed the 4-H Club Meeting Checklist".
 - Number of people who will be at the meeting (youth, volunteers, and parents).
 - Location of the meeting.
 - Date and time of the meeting.
 - Brief description or the agenda for the meeting.

Link to form: extension.umaine.edu/plugged-in/return/restarting-educational-programs/#approval-form

ARRIVAL

- Record the date of the meeting and who was in attendance using the contact tracking form. Include contact information for any guests not enrolled in 4-H, including the following information:
 - Name
 - Address
 - Phone
 - Email
- Remind participants to stay home if they are not feeling well or if they are at high risk of complications if exposed.

Questions to ask DAY OF:

- Answer the following screening questions: (If the answer is yes to any of the questions then the participant would be asked to leave.)
 - Have you had a cough or a sore throat?
 - Have you had a fever or do you feel feverish?
 - Do you have shortness of breath?
 - Do you have a loss of taste or smell?
 - Have you been around anyone exhibiting these symptoms within the past 14 days?
 - Are you living with anyone who is sick or quarantined?
 - Have you been out of state in the last 14 days?
- Have each participant wash their hands upon arrival.

DURING CLUB MEETING

- Require everyone to wear a face covering even when outside until there is six feet of social distance between participants. Examples when it would be okay to remove masks:
 - When participants are socially distanced in their own designated space for the meeting.
 - When participants are eating food (and properly distanced).
- Work with participants who may not be able to wear a mask due to medical restrictions, please consult with 4-H staff about making an accommodation that would allow the youth to participate in the meeting in another way. It would not be okay to allow a participant to still attend the meeting and not wear a mask.
- Have masks available in the event that a participant forgets to bring one.
- Maintain social distancing (6 ft.) throughout the activity. Household members are the exception.
- Avoid sharing materials whenever possible. Disinfect shared materials between users when materials must be shared.
- Have a bin marked "clean" for picking up materials.
- Have a bin marked "dirty" for dropping off used materials.
- Make sure a trash can is available.
- Have participants wash or sanitize hands as appropriate throughout the meeting.
- Remind participants not to share chairs, tools, or other materials. If project materials must be shared, (for example a microscope to look at a water sample), disinfect between use.
- Have an ice breaker or other activity for members to do while waiting for the meeting to start or for pick up at the end of the meeting.

DISMISSAL

- Have each member wash or sanitize hands before leaving.
- Clean surfaces with soap and water, then disinfect with an alcohol-based sanitizer.
 - Tables
 - Doorknobs
 - Light switches
 - Countertops
 - Handles
 - Desks
 - Phones
 - Keyboards
 - Toilets
 - Faucets
 - Sinks
 - Nonconsumables
- Volunteers must send attendance sheets to county staff within one week after an event for contact tracking purposes.