



4-H Club Meetings

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

Current as of August 20, 2021

As of June 1, 2021 club meetings can be held indoors or outdoors but must follow the guidelines in the checklist below. 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
- For indoor meetings/programs:** Effective May 24th the University of Maine System will remove all pandemic-related group gathering limits inside programs/meetings, in keeping with the guidance of Maine civil authorities. However, 3 feet of social distance must still be maintained and if eating indoors 6 feet of social distance must be maintained. You will need to determine the capacity based on the 3 foot social distance requirement. Remember to count adult participants. Don't forget to be two deep! (Staff can resource size and capacity formulas by working through UMaine Facilities Management Claude Junkins (junkins@maine.edu).
- Open windows and doors if possible.
- For indoor meetings or programs all youth and adults must wear a face mask.
- For outdoor meetings/programs:** Effective May 24th the University of Maine System will remove all pandemic-related group gathering limits for outside programs/meetings, in keeping with the guidance of Maine civil authorities.
- Communicate to attendees that they will need to bring proper PPE (ie. facemasks or face covering) if indoor program/meeting. If they do not have access to these items they will be provided.
- Encourage participants to bring their own camp chairs or other seating if possible.
- Communicate the following to participants prior to the meeting:
 - That they will need to bring facemasks and other materials for safety if meeting indoors. 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.
 - Have you had a cough or a sore throat within the last 48 hours?*
 - Have you had a fever or feel feverish within the last 48 hours?*

- Have you had shortness of breath within the last 48 hours?*
- Have you had a loss of taste or smell 48 hours?*
- Have you been around anyone exhibiting these symptoms within the past 14 days?*
- Are you living with anyone who is sick or quarantined?*
- Create any signage needed for checking in, reminders of social distancing spacing if meeting indoors, 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.
- 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 3 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/program (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 within the last 48 hours?
 - Have you had a fever or feel feverish within the last 48 hours?
 - Have you had shortness of breath within the last 48 hours?
 - Have you had a loss of taste or smell 48 hours?

- Have you been around anyone exhibiting these symptoms within the past 14 days?
- Are you living with anyone who is sick or quarantined?
- Have each participant wash their hands upon arrival.

DURING CLUB MEETING

- Follow the University of Maine guidelines with regards to face masks..
 - For **indoor meetings and programs** all youth and adults must wear a face mask when indoors..
 - For **outdoor meetings and programs** face masks are not required but are recommended for large gatherings.
- 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 an indoor meeting/program and not wear a mask.
- Have masks available in the event that a participant forgets to bring one.
- Maintain social distancing (3 ft.) throughout the activity if indoors and 6 feet if eating indoors. 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.