



4-H Club Meetings

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

Current as of March 31, 2022

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 24, 2021 the University of Maine System removed all pandemic-related group gathering limits for inside programs/meetings.
- ☐ Open windows and doors if possible.
- ☐ For **outdoor meetings/programs:** Effective May 24, 2021 the University of Maine System removed all pandemic-related group gathering limits for outside programs/meetings, in keeping with the guidance of Maine civil authorities.
- ☐ Communicate to attendees that they should still bring a face mask with them to the program in case it is needed.
- ☐ Communicate the following to participants prior to the meeting:
 - ☐ Any materials needed for completing their project work.
 - ☐ Remind participants that if they are not feeling well they should not attend the meeting.
 - ☐ Create any signage needed for checking in, 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:
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.
 - ☐ 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.

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.

DURING CLUB MEETING

- ☐ Follow the University of Maine guidelines with regards to wearing face masks:
 - ☐ Face masks are optional for K-12 indoor programs which is consistent with most schools in Maine.
 - ☐ Face coverings continue to be welcomed when individuals choose to wear them as a matter of personal choice.
 - ☐ For **indoor events of more than 75 persons, face coverings are required unless proof of vaccination or a negative test is required as a condition of entrance, in which case face coverings can be optional as determined by the organizing authority.** (Proof of vaccination against COVID-19 or a negative test already is required at indoor University events of more than 250 persons, meaning face coverings can be optional at such events as determined by the organizing authority. Please work with your county staff for help with handling this situation.
 - ☐ For **outdoor meetings and programs** face masks are not required.
- ☐ Have masks available in the event that a participant forgets to bring one.
- ☐ 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.