

4-H Club Event Safety Management Plan

University of Illinois

Updated 8/18/2020

A *Safety Management Plan* is required for all in-person events hosted by the University of Illinois (including 4-H meetings and events) or in a facility owned or managed by the university. The *Safety Management Plan* should include these essential details.

4-H Club Meeting:

Club Meeting Date(s) and Time: *Include all dates for the year and/or reoccurring day of the month/time*

Club Meeting Location:

County:

Name and Contact Information of Club Leader:

Event Description: *List as "Ongoing 4-H Club" or describe 4-H event*

Anticipated Attendance:

If this is a drop-in or rotation event, provide a total overall and maximum attendance at one time.

Execution of Safety Protocols:

Describe how you will address face covering requirement, space setup, staffing, social distancing, signage, seating, entry and exiting, and other relevant details that affect participant safety and wellbeing.

Safety Protocol	Person Assigned
Attendance sheet and/or sign in sheet for contact tracing	
Signage outlining required participant protective measures is posted and visible	
Hand sanitizer at sign-in and/or soap in restrooms	
Extra disposable face masks	
Copy of club management plan for reference on-site	
Navigational signs for how to enter or exit the building	
"Mask required" signage for building entrances and registration tables	
Identify safety monitor for each event (different from person(s) leading or facilitating the meeting)	

4-H Club Format:

Is this a fully in-person event or does it have a virtual component?

Food and Beverage Plan:

Include contact information for all outside caterers. If food is offered at any meeting, program or event, it should be individual servings (e.g., pre-made plates, pre-packaged boxes or bags) for each attendee. Food should not be served as a buffet or family-style meal. Use of disposable food service items (e.g., utensils, dishes) is recommended. Consider the safety of individuals with food allergies. Provide hand-washing options and/or hand sanitizer for attendees.

Registration and Attendee Tracking Plans:

Describe how you will register attendees and store their contact information. Need to have a process for tracking attendance of parents or others as applicable.

Form should be signed by 4-H Leader and Extension Staff and forwarded to the County Director for approval.

Club Leader Signature: _____ Date: _____

Staff Signature: _____ Date: _____

County Director Signature: _____ Date: _____