



Livingston, McLean, and Woodford County 4-H Club Meeting Safety Management Plan

Club Name: _____

County club is located in: _____

Club Contact (Name and Phone): _____

Number of Youth Enrolled in Club: _____

Current group size restrictions:

- For indoor meetings through August 30 the group should be 10 or less
- For outdoor meetings between August 30 the group should be 25 or less
- For indoor meetings in September the group should be 25 or less or 50% of space capacity
- For outdoor meetings in September the group should be 50 or less or 50% of space capacity

Meetings Will Occur (Circle One): All Inside All Outside Combination of Both

Additional individuals attending the meeting, past members, parents, siblings, and other volunteers need to be included in the meeting group number limits. Alternatively, you may choose to communicate to those involved that meetings are limited to 4-H club members, club leaders, and invited guests.

Typical Number of People attending Meeting (including members, siblings, and parents): _____

- ✓ How can you limit who will attend the meeting with youth?
- ✓ How will you do this in an equitable manner?
- ✓ How will you communicate meeting attendance policies to people attending club meetings?
- ✓ How will you share deadlines and other important information with parents or guardians?
- ✓ How will you communicate to families that they should not attend meetings if they are COVID-19 positive, experiencing symptoms, or have been exposed to the virus in the past 14 days?

Club Meeting Time and Day: _____

Location: _____

- ✓ Have you contacted your location to see if they have any guidelines or regulations the group needs to follow for the location?
- ✓ Does the location have additional capacity restrictions?
- ✓ Does the location have any cleaning/sanitizing expectations? Before meeting? After meeting?
- ✓ Do you have adequate time to come in before and stay after the meeting to clean and sanitize?
- ✓ Do you have access to the supplies needed for cleaning and sanitizing?

Will You offer a Zoom (or other online/remote) meeting option (Circle One): Yes No

- ✓ How will you meet the needs of families and members that choose not to attend in-person meetings because of health concerns?

**Extension**

- ✓ Will youth that participate virtually be in club leadership roles? How will you make this fair?
- ✓ Will you have club leadership roles this year?
- ✓ Can you have multiple smaller “club” meetings to accommodate social distancing and meeting capacity?

Meeting attendees will be required to wear masks and practice social distancing.

How will you communicate to members that they must wear facial coverings during 4-H meetings?

How will you communicate and ensure social distancing during the 4-H meetings?

- ✓ The use of masks has been a controversial topic, but as affiliates of the University of Illinois, 4-H clubs need to follow the guidelines regarding masks. Families that do not want to wear facial coverings should be asked not to attend meetings in person. How will you communicate this information with your members and families?
- ✓ Club meetings typically encourage members working together, sharing supplies, and participating in games and recreation together. Will these activities be put on hold for now? Or how will distancing be ensured?
- ✓ Meeting rooms are often set-up so that youth are sitting close to one another. How will the room be set up so that individuals from different households remain six feet apart?
- ✓ How are you going to discourage families from congregating at places like the building entrance and exits, near restrooms, water fountains, or other typical congregation points?

Is there access to a bathroom with running water and soap? Yes No

Is there access to hand sanitizer, sanitizing spray, and sanitizing wipes? Yes No

- ✓ How are you going to ensure social distancing in and around the bathroom?
- ✓ If hand sanitizer and sanitizing spray/wipes are not available at the site, who will bring them to the meeting?
- ✓ How will sanitizing supplies be placed in the building and room so that all have access when needed?

How will you maintain attendance records for each meeting? _____

- ✓ Attendance should be taken for each club meeting or event.
- ✓ Attendance should include all family, friends, leaders and meeting visitors not just youth members. Contact information should be collected for anyone that is not registered in 4-H Online.
- ✓ These records should be maintained in a central location that can be easily accessed.



What additional risk mitigation planning will you be implementing? _____

- ✓ Do you store supplies at the location? How will you make sure the public does not touch/use these supplies?
- ✓ Do other groups meet at the same location as you during the same time frame? How will you maintain distance from other groups?
- ✓ Can you hang signs about proper handwashing, social distancing, and other relevant topics? The office can provide you with these resources.
- ✓ Are there congestion points in traffic flow? Should you set up traffic flow patterns in the room/building? Do you need to designate a building entrance and exit?
- ✓ Do individuals need to use an elevator or a staircase to access your meeting location? If so, how will you ensure social distancing in these locations?
- ✓ How will you track meeting attendance to help with contact tracing in case of a positive COVID-19 diagnosis?

Are there any other accommodations, planning or needs specific to this program/meeting that are being considered when planning? _____

- ✓ Do any of your families have special needs that make the use of masks difficult or difficult to use because of their health?
- ✓ How are you going to encourage a feeling of belonging in your club when we are focusing on safety and social distancing?
- ✓ How are you going to recruit new members and encourage them to get to know members while also keeping them distanced?
- ✓ How are you going to encourage and continue to build a sense of belonging and team, when members of your club may have very different opinions regarding social distancing, PPE and other safety and cleaning guidelines?



Reminders for in-person programming

- 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.
- Members, leaders, parents, and guests are required to wear a face covering during 4-H meetings. This expectation should be made clear to participants prior to the program/event.
- Clubs should have access to water and soap to practice proper hygiene. If this cannot be provided, members should be made aware prior to the meeting.
- Clubs should have access to hand sanitizer during the meeting and programs. Sanitizer should be placed throughout the meeting space.
- Social distancing should be practiced during the meeting. The room should be laid out to ensure social distancing and additional seating and tables should be stacked and stored to avoid individuals from creating their own layout. When possible, the floor or ground should be labeled to mark proper social distancing requirements.
- Plan for adequate time before and after the meeting to allow for sanitizing tables, chairs, and other equipment used by participants and presenters.
- Adequate supplies should be provided so each member can have their own (not share). If this is not feasible, clubs need to provide sanitizing supplies and adequate time for equipment to be sanitized between use.
- Many club activities make use of team or small group work. Prior to the meeting, volunteers and leaders need to think through any group work and how they can ensure proper distancing if these activities will continue.