



4-H Volunteer Tip Sheet – 4-H Meetings During COVID-19

September 9, 2020 | Version 1

Note: Guidance is subject to change based on current conditions

The Illinois 4-H program values our volunteers and we appreciate your ongoing patience and flexibility as we adjust to delivering the 4-H program during challenging times. Ensuring the health and safety of our 4-H participants is a priority of our program. We appreciate your help with this task. Please review the following guidance for in-person 4-H meetings.

IN-PERSON MEETING GUIDELINES

4-H staff and volunteers must follow all University of Illinois policies. Those attending 4-H meetings and events are also expected to follow University of Illinois safety protocols. Policies are subject to change, so please monitor communications from local Extension staff for the most current information.

- 1) All volunteers and staff must wear face coverings (that cover the nose and mouth) throughout all meetings and events, except for when eating and drinking.
 - At indoor meetings, all members and meeting attendees must wear face coverings throughout the whole meeting or event, except for when eating and drinking.
 - At outdoor meetings, all members and meeting attendees are encouraged to wear face coverings at all times, and must wear face coverings when social distancing is not possible.
- 2) Before hosting an in-person 4-H meeting or event, leaders must complete an Event Safety Management Plan.
 - If you plan on meeting repeatedly at the same location, you can include multiple meetings on one plan (just note all the applicable dates). You must fill out a separate form if you have a special event or meet at any additional locations.
 - Be sure to check with your normal meeting location to see if they are allowing meetings or have any additional guidelines in effect.
 - Completed Event Safety Management Plans must be submitted to local 4-H staff at least **3 days before** your meeting or event.
 - Once approved, volunteers should keep a signed copy of the plan on file at the event.
- 3) Meetings and events are limited to whichever of the following is smaller: 50 people OR 50% of the overall room capacity.
- 4) Social distancing of at least 6 feet between attendees from different households must be followed. Leaders are encouraged to pre-set up seating accordingly.
- 5) Objects should not be shared by attendees unless sanitized between each individual use.
- 6) Clubs are discouraged from offering food at meetings at this time. If food is offered it should be pre-packaged and set up for individual servings.
- 7) Signage, as outlined in the Event Safety Management Plan, needs to be put up at all meetings including:
 - Signage outlining required participant protective measures

- Navigational signs for how to enter or exit the building
 - “Mask required” signage for building entrances and registration tables
- 8) Attendance must be taken at meetings to assist with contact tracing. All youth and adults present must sign in as part of this process. Attendance sheets should also include contact information for everyone present (email and phone number). Attendance sign-in sheets should be kept for 30 days after each meeting.
 - 9) Hand sanitizer should be present at sign-in areas and/or soap should be available in restrooms at meeting sites. Attendees should wash or sanitize their hands regularly before, during and after meetings.
 - 10) Extra disposable face masks should be provided for attendees that do not bring their own.
 - 11) All 4-H events and meetings must have an on-site safety monitor. Club leaders may take on this role or assign it to another trusted volunteer or parent. The safety monitor’s job is to help ensure that face coverings are being worn and social distancing guidelines and other protocols are being followed.
 - 12) Clubs are encouraged to provide a “virtual” attendance option, if possible, for folks who are unable to attend in person. Talk with local 4-H staff about the logistics of allowing people to attend at a distance.

Location 4-H is here to support you in implementing these policies.

- Each club will be supplied with an in-person meeting kit from their local Extension office that includes the following:
 - Hand sanitizer
 - 15 disposable masks
 - Laminated event signage
 - Attendance sheets
- Resources are available for you to download including:
 - [Event Safety Management Plan](#) (fillable pdf)
 - [Printable event signage](#)
 - [Attendance sheet](#)

FREQUENTLY ASKED QUESTIONS

Meetings and Logistics

- How do I submit the Event Safety Management Plan? – Fill in with local information on if you want this digitally, are accepting drop-off, etc.
- Does my club have to meet in-person? – No. Clubs who wish to continue to meet virtually are welcome to do so. Contact your local 4-H staff for resources to assist with planning fun and effective virtual meetings.
- Are family members allowed to participate in our club meeting? – Family members are welcome to continue to participate in club meetings, but every person present counts towards the group size limits outlined in #3 above. In addition, all participants, including family members, must follow all the safety protocols listed (face masks, social distancing, attendance, etc.).

Face Coverings

- What type of face coverings are allowed? – Masks or face coverings can come in many types, but all should cover the nose and mouth.

- Do all ages need to wear a face covering? – Per the [Illinois Department of Health Guidelines](#), everyone over the age of 2 should wear a face covering.
- What do I do if someone is not wearing or refuses to wear a face covering? – Follow the steps and reference the sample script below:
 - Maintain your own social distancing (keep at least 6 feet away from the other person)
 - Remind the individual that face coverings are required to participate in 4-H meetings and events. You may point out any signage nearby indicating this requirement. You might also explain that both the State of Illinois and University of Illinois (who runs the Illinois 4-H program) mandate face coverings must be worn and it's everyone's job to help enforce the rules.
 - Offer the individual a disposable face covering, if available.
 - If the person refuses a mask, politely ask them to leave. If they refuse, do not put yourself at risk by risking further escalation. Try to maintain social distancing between the person without a mask and others, if possible. Immediately following the meeting/event, contact your local 4-H staff for additional guidance.

Example script for speaking with someone not wearing a face covering:

- University of Illinois policy requires wearing a face covering, that covers your nose and mouth, when at 4-H events in this building.
- Would you like my help in locating a face covering that you can wear?
- If you do not adhere to the face-covering policy, we will ask you to immediately leave the building.

- What do I do if someone says they have a medical exception that prevents them from wearing a face covering? – All 4-H event attendees are expected to comply with the face covering requirements. Participants are encouraged to work with local staff in advance to determine what type of face covering will be acceptable for their unique circumstances. Staff may also be able to arrange for attendees who cannot wear a mask to attend meetings virtually.

Tip: Leaders are encouraged to send a reminder to their members before each meeting or event outlining the required participant protective measures (wear a mask, social distance, etc.). You may also want to suggest they bring their own pen for signing in.