

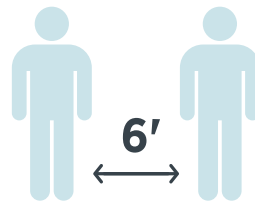
# COVID-19

# 4-H MEETING GUIDELINES



*The health and safety of all 4-H members, volunteers, parents, guests, and staff is the top priority of the Oklahoma 4-H Program. To help reduce the risks associated with the spread of COVID-19, the following guidelines should be followed to protect yourself and others. All face to face 4-H activities should be preapproved by your County OSU Extension Office.*

## BEST PRACTICES



- Stay home when sick to avoid contact with other people unless you need medical attention.
- Follow common-sense steps such as washing your hands often and well, covering your coughs and sneezes, cleaning and disinfecting.
- Avoid touching your eyes, nose and mouth with unwashed hands.
- If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol.
- Avoid close contact with people by staying at least 6 feet apart.
- Wear cloth face coverings in public settings where social distancing is difficult to maintain.

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**To help safeguard the health and safety of our members and volunteers,  
the following guidelines need to be followed for all 4-H meetings**

### BEFORE YOUR 4-H MEETING:

- Ensure that you do not exceed current guidelines for the number of people are in attendance. The number needs to include everyone (volunteers, parents, members, siblings, guest speakers, etc.).

While local guidelines and facility may further limit, Oklahoma guidelines are:

- Phase 2: 10 or fewer
  - Phase 3: 50 or fewer
- Inform all possible participants to stay home if they are experiencing any of the symptoms of COVID-19 or have had known contact with anyone with COVID-19 in the last 14 days.

## BEFORE YOUR 4-H MEETING (CONT'D):

- Inform all possible attendees stay home if they are considered at high risk themselves or if they live or work with individuals at high risk (ages 65+, are immunocompromised, or have other health factors identified by the CDC that increase risk if being exposed).
- Create and prepare any signs or documents that will be used at the event communicating procedures like checking in, information for parents, expected times, etc.
- Wipe down all common surfaces as recommended by the CDC. Common surfaces include tables, counters, doorknobs, light switches, countertops, handles, phones, keyboards, toilets, faucets, chairs, etc.

## WHEN EVERYONE ARRIVES:

- Have a “check in” process in place and follow it — include providing hand-washing location, hand sanitizer, and directions for where to wait until activity starts to ensure practicing social distancing, etc.
- Take attendance. Be sure to write down the names of EVERYONE who attended and the date.



## DURING THE 4-H MEETING:

- Maintain social distancing (6 feet) throughout the meeting or activity by households. You may need to be creative with different ice-breaker activities, roll calls, etc.
- Ensure a protocol is in place and followed for use of any type of equipment. This may require planning of sanitizing equipment between uses. This is especially important for shared equipment like sewing machines, firearms, clippers, pencils, crayons, etc.
- Face coverings should be worn by both hosts and participants.

It is important that presenters wear face coverings, as public speaking requires the person to speak loudly. Speaking loudly requires them to:

- Draw deeper breaths, and the virus resides in the lower extremities of the lungs
- Project their “breathe shower” farther than normal, increasing risk to participants who are close to the speaker.

Face shields are preferred when presenting to a group. The shield allows for clearer voice projection and for participants who have a hearing impairment to see the presenter’s lips as they speak.

## AFTER THE 4-H MEETING:

- Ensure everyone washes their hands or uses hand sanitizer prior to leaving.
- Have activities ready for individual youth to do while awaiting pick up. These could be handouts, games, etc., that don’t involve contact with each other.
- Wipe down all common surfaces with a disinfectant as recommended by the CDC. Common surfaces include tables, counters, doorknobs, light switches, countertops, handles, phones, keyboards, toilets, faucets, chairs, etc.

## PREPARING FACILITIES FOR A 4-H MEETING:

- Ensure that the size of the room or facility is large enough to allow for the number of expected attendees and in accordance with current local, county, state and OSU Extension guidelines. This includes space to allow for social distancing.
- Space tables, chairs, shooting points, etc., farther apart to ensure social distancing (at least 6 feet apart).
- Consider placing markers on floor to indicate 6-foot spacing.
  - Wipe down all common surfaces as recommended by the CDC. Common surfaces include tables, counters, doorknobs, light switches, countertops, handles, phones, keyboards, toilets, faucets, chairs, etc.



**According to CDC guidelines, a bleach/water solution can be prepared by mixing:**

- 5 tablespoons (1/3 cup) bleach per gallon or water or
- 4 teaspoons bleach per quart of water

**Bleach solutions are effective for disinfection for 24 hours.**

## SHOULD YOU HAVE FOOD AT YOUR MEETING?

*At this time, we recommend food or snacks not be provided as part of 4-H meetings. If you feel you need to provide food or snacks, please communicate with your 4-H educator on recommended safety protocols.*



## SUMMARY

As a volunteer, your health and that of our youth members is of utmost importance, and as such, some engagement may be minimized at the request of OSU Extension based on a health concerns associated with COVID-19. By following the above best practices, we hope to offer more opportunities for youth to interact face-to-face within the parameters provided by your local health officials. If you have any questions, please contact your OSU Extension office for assistance or clarification.