

## Hawai'i State 4-H Program COVID-19 Guidelines

The health and safety of everyone who participates in our programs is our highest priority. Public health best practices guide our planning as we work under unprecedented conditions to prioritize safety and create the best learning experiences possible for our youth. The information below is a guideline for planning 4-H programs for the 2020-2021 4-H year, keeping in mind that the situation will most likely change and guidelines are subject to updates at any time.

<b>Hawai'i 4-H Transition Plan for Programs during the COVID-19 Pandemic</b>	
<b>All information and dates are subject to change</b>	
<b>Phase 1 – Restriction (until June 30, 2020)</b>	<b>SPRING 2020</b>
<b>Phase 2 – Caution (July 1 – September 30, 2020)</b>	<b>SUMMER 2020</b>
<b>Phase 3 – Modification (October 1, 2020 – until updated)</b>	<b>4-H Year 2020-2021</b>
<p><b>All State, County, and University guidelines must be followed</b>                      If county or state guidelines are more restrictive than 4-H with respect to gathering size, follow the most restrictive rules</p> <ul style="list-style-type: none"> <li>• In-person 4-H activities can only take place at UH or approved facilities*</li> <li>• In-person gatherings are determined through the following questions (must be able to answer yes to all)</li> </ul>	
<pre>                     graph TD                         Q1[Has a facilities plan been submitted and approved?] -- YES --&gt; Q2[Is total group size at/below county and state guidelines?]                         Q2 -- YES --&gt; Q3[Can the facility fit group size following 6' social distancing?]                         Q1 -- NO --&gt; A1[Submit facilities plan and/or get approval]                         Q2 -- NO --&gt; A2[Limit group size, convert to two or more groups (with adequate volunteers), separate gathering to multiple days or move online]                         Q3 -- NO --&gt; A3[Move gathering outside (if applicable) or find new facility Resubmit facilities plan with updated information]                         Q1 -- YES --&gt; A4[When all three questions can be answered yes, you may proceed with a face-to-face gathering following all guidelines and processes. For no answers, follow steps below.]                         Q2 -- YES --&gt; A4                         Q3 -- YES --&gt; A4                     </pre>	
<p><b>Requirements</b></p> <ul style="list-style-type: none"> <li>• Ensure all participants are familiar with the health and safety guidelines prior to the event</li> <li>• Follow the 4-H check-in process</li> <li>• Face coverings and social distancing required according to guidelines</li> <li>• Follow cleaning and disinfecting processes</li> </ul>	
<p><b>Restrictions and Limitations</b></p> <ul style="list-style-type: none"> <li>• Visitors and activities (such as field trips) involving other groups are prohibited</li> <li>• Activities such as singing, playing wind instruments, shouting, and other similar activities that increase the presence and propulsion of respiratory droplets in the air are discouraged</li> </ul>	
<p><b>*Approved facilities</b> are those that meet the 4-H health and safety guidelines as determined by the county agent in the facilities plan. Approved facilities do not include personal residences.</p>	

**Responsibilities for Hawai'i 4-H Face-to-Face Programs in Response to COVID-19**  
 Effective October 1, 2020 until updated

Extension Agent Responsibilities	Volunteer Responsibilities
<p align="center"><b>AGENT-LED ACTIVITIES</b></p> <p><b>Agents WILL</b></p> <ul style="list-style-type: none"> <li>● Wear a face mask when participating in any 4-H activities</li> <li>● Interview parents to check for signs in youth at arrival</li> <li>● Check for symptoms in volunteers at arrival</li> <li>● Use increased spacing, small groups, and limited group mixing</li> <li>● Provide supplies to minimize sharing of materials</li> <li>● Sanitize location before, during, and after meeting</li> <li>● Disinfect shared materials between uses</li> </ul> <p align="center"><b>VOLUNTEER-LED ACTIVITIES</b></p> <p><b>Agents WILL</b></p> <ul style="list-style-type: none"> <li>● Train volunteers on health and safety practice guidelines</li> <li>● Approve updated 4-H program plans prior to first meeting</li> <li>● Monitor first meeting for health and safety guidelines</li> <li>● Purchase cleaning and Personal Protective Equipment (PPE) supplies when possible</li> <li>● Purchase materials to limit sharing when possible</li> </ul>	<p align="center"><b>VOLUNTEER-LED ACTIVITIES</b></p> <p><b>Volunteers WILL</b></p> <ul style="list-style-type: none"> <li>● Submit and receive approval for updated program plan</li> <li>● Wear a face mask when participating in 4-H activities</li> <li>● Interview parents to check for signs in youth at arrival</li> <li>● Check for symptoms in volunteers at arrival</li> <li>● Utilize                         <ul style="list-style-type: none"> <li>○ increased spacing</li> <li>○ small groups</li> <li>○ limited group mixing</li> </ul> </li> <li>● Sanitize location before, during, and after meeting</li> <li>● Disinfect shared materials between uses</li> </ul>

**At The Activity Location**

<p><b>Pre-Meeting</b> – see <b>Check in Process</b> and <b>Health &amp; Safety Guidelines</b></p> <ul style="list-style-type: none"> <li>● Use RSVP to ensure number of attendees complies with guidelines (number includes volunteers, parents, siblings &amp; youth)</li> <li>● Provide communication to attendees on practices that may be required of them to participate</li> <li>● Wipe down all common surfaces as recommended by the Center for Disease Control (CDC)</li> <li>● Have supplies and PPE as needed for activities and volunteers (or adjust activities)</li> </ul> <p><b>Arrival</b> – see <b>Check in Process</b></p> <ul style="list-style-type: none"> <li>● Have a “check-in” process in place and follow it</li> </ul> <p><b>During</b> – see <b>Health &amp; Safety Guidelines</b></p> <ul style="list-style-type: none"> <li>● Maintain social distancing throughout the meeting or activity. Be creative with different ice-breakers, roll-calls, etc.</li> <li>● Ensure all attendees wear face masks / coverings during the activity</li> <li>● Sanitize equipment between uses</li> </ul> <p><b>Departing / Post-Meeting</b> – see <b>Health &amp; Safety Guidelines</b></p> <ul style="list-style-type: none"> <li>● Ensure everyone washes their hands or uses hand sanitizer prior to leaving</li> <li>● Have activities ready for individual youth to do while awaiting their pick-up to maintain social distancing</li> <li>● Wipe down all common surfaces</li> </ul>
<p><b>Facilities</b> – see <b>Health &amp; Safety Guidelines</b></p> <ul style="list-style-type: none"> <li>● Ensure size of location is large enough to allow for the number of expected attendees in accordance with current guidelines</li> <li>● Space tables and seating farther apart to ensure social distancing (at least 6ft. apart)</li> <li>● Wipe down all common surfaces as recommended by the Center for Disease Control (CDC)</li> </ul>
<p><b>Foods</b> – see <b>Health &amp; Safety Guidelines</b></p> <ul style="list-style-type: none"> <li>● Have participants bring their own beverage container or snacks if possible</li> <li>● If not possible, organize ahead of time “snack bags” or “bowls” with individual utensils for consuming</li> <li>● No common source touch points (grabbing cookies out of a package, reaching into cooler, etc.)</li> <li>● If food is being prepared by participants as an individual activity, ensure all are wearing face masks and gloves</li> </ul>

## Check-In Process for Agents and Volunteers at Events and Activities

Adapted from: **Considerations for Youth and Summer Camps** (Updated May 19, 2020)  
<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/summer-camps.html>

### Communication with Participants

1. Share information on Symptoms and Check In Process (use RSVP to identify and communicate with participants)
2. Encourage parents to look for signs of illness and to keep youth / stay home when they are sick
3. Ask volunteers and parents/guardians to take their/child's temperature before coming to the facility
4. Inform participants, parents/guardians, and volunteers that masks will be required to enter the building and remain at the activity (when allowed by social distancing)
5. Ask parents/guardians to inform in advance if anyone is unable to comply with face covering requirements
6. Stagger arrival and drop off times and limit direct contact with parents as much as possible
7. Ask the designated person (preferably not with underlying medical conditions) to drop off/pick up every day

### Facility Setup

1. Post and share **Symptoms of Coronavirus (COVID-19)** poster/handout (<https://www.cdc.gov/coronavirus/2019-ncov/downloads/COVID19-symptoms.pdf>)
2. Post sign outside door with facial covering and social distancing guidelines
3. Place sign-in stations outside if possible, and provide sanitary wipes to clean pens between uses
4. Set up hand hygiene stations (sink/water/soap or hand sanitizer with at least 60% alcohol) at the entrance of the facility, so that youth and families can clean their hands before they enter
5. Have youth and families greeted outside as they arrive
6. Have one volunteer monitor drop off/pick up and walk youth inside and back to car end of day

### Check-In (1 sign in sheet per family for confidentiality)

1. Post a copy of the sign in sheet at the check-in table to familiarize participants as they arrive
2. Have Parents/Guardians and Volunteers complete the Sign-In/Contact Sheet upon arrival
3. Provide Agents with the sign-in/contact sheets after the meeting/event

### Signage

1. **CDC Signs and Social Media Toolkit** at <https://www.cdc.gov/coronavirus/2019-ncov/communication/social-media-toolkit.html>
2. **Face Covering Sign Information**
  - All employees, students and visitors are required to wear face coverings onsite when interacting in-person with others.
  - Employees, students and visitors are expected to wear face coverings when indoors (e.g., classrooms, laboratories, shops, and common spaces such as hallways and elevators) and where physical distancing is not possible.
  - If you are not able to wear a face covering for medical reasons you may seek a reasonable accommodation to be exempt from wearing one.

# COVID-19 Sign-in Sheet for 4-H Activities

## EVERY PERSON ENTERING THE FACILITY MUST READ

Provide 1 Sign-in Sheet per 4-H family

**Do not enter the building or participate in this activity if:**

- ✓ You are unable to wear a face covering or maintain social distancing
- ✓ You or anyone in your household is waiting for COVID-19 test results
- ✓ You or anyone in your household think they could have COVID-19
- ✓ You or anyone in your household has traveled outside the state of Hawaii within the past 14 days

...or if you or anyone in your household **(including children)** have these symptoms or have recently been in close contact with anyone with these symptoms:

- Fever (100.4 F)
- Cough
- Sore throat
- Shortness of breath
- Diarrhea

**If you have any of these symptoms, contact a health professional.**

***If the age or medical condition of anyone in your household makes them more vulnerable to the serious effects of COVID-19, you should reconsider participation of you or your family members in this activity/meeting.***

EVENT TITLE \_\_\_\_\_ DATE \_\_\_\_\_

LOCATION \_\_\_\_\_ TIMES \_\_\_\_\_

**I have reviewed the information above and by signing next to my printed name I confirm that to the best of my knowledge it is safe for me and/or the children with me (listed below) to attend this activity.**

4-H MEMBER NAME

ADULT NAME

ADULT SIGNATURE

PHONE OR EMAIL

4-H MEMBER NAME

ADULT NAME

ADULT SIGNATURE

PHONE OR EMAIL

4-H MEMBER NAME

ADULT NAME

ADULT SIGNATURE

PHONE OR EMAIL

### 4-H Facilities Plan Following COVID Guidelines

Review Health and Safety Guidelines and provide details below for planned activities to demonstrate how those guidelines will be met. Submit new plan with each location change. *(Submit at least 7 days before event/club meeting)*

Facility Location and Description	
Meeting Date(s)	
Club and Leader Name(s)	
Guideline	Explanation
Identify Participants	
Provide communication to attendees	
Wipe down common surfaces	
Purchase supplies and PPE as needed	
Have a "check-in" process	
Maintain social distancing	
Ensure all wear face masks / coverings	
Sanitize equipment between uses	
Ensure everyone washes their hands or uses hand sanitizer prior to leaving	
Have activities for pick-up wait time	
Ensure size of location is large enough	
Space tables/seating apart	
Have participants bring own food/drink	
Ensure food prep face masks and gloves	
Organize "snack bags"	
No common source touch points	

Leader Signature \_\_\_\_\_ Date \_\_\_\_\_

Agent Signature \_\_\_\_\_ Date \_\_\_\_\_

## Health and Safety Guidelines for Hawai'i 4-H Agents and Volunteers

Adapted from: **Considerations for Youth and Summer Camps** - Updated May 19, 2020  
<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/summer-camps.html>

The lowest risk of COVID-19 spread in youth program settings is when small groups stay together all day, each day; youth remain at least 6 feet apart and do not share objects; outdoor activities are prioritized; and all youth are from the local geographic area. COVID-19 is mostly spread by respiratory droplets released when people talk, cough, or sneeze and may spread to hands from a contaminated surface and then to the nose or mouth, causing infection. Personal prevention practices and environmental cleaning and disinfection are important principles to follow to deter the spread.

### Promoting Behaviors that Reduce Spread

#### ***Staying Home when Appropriate***

Agents, volunteers, or youth who are sick or had recent, close contact with a person with COVID-19 must either:

- **Stay Home and Monitor Your Health (Quarantine)**
  - Stay home until 14 days after your last exposure
  - Check your temperature twice a day and watch for symptoms of COVID-19
  - If possible, stay away from people who are at higher-risk for getting very sick from COVID-19
- **Isolate Yourself from Others (Isolation) if you:**
  - Have been diagnosed with COVID-19 or are waiting for test results, or
  - Have cough, fever, or shortness of breath, or other symptoms of COVID-19

#### ***Hand Hygiene and Respiratory Etiquette***

Agents and volunteers must monitor clubs and programs to ensure adherence among youth, volunteers, and staff

- Encourage staff and youth to cover coughs and sneezes with a tissue
- Throw used tissues in the trash and hands washed immediately with soap and water for at least 20 seconds
- Teach and reinforce handwashing with soap and water for at least 20 seconds
- If soap and water not readily available, hand sanitizer that contains at least 60% alcohol can be used (only staff, volunteers and older children who can safely use hand sanitizer)

#### ***Cloth Face Coverings***

Agents will provide information on proper use, removal, and washing and reinforce the use of cloth face coverings

- Cloth face coverings are not surgical masks, respirators, or other medical personal protective equipment
- Face coverings may be challenging for youth (especially younger youth) to wear all day
- Face coverings should be worn by staff, volunteers, and youth as feasible and when distancing is difficult
- Cloth face coverings should not be placed on babies/children < 2 years, anyone who has trouble breathing or is unconscious, or anyone who is incapacitated or otherwise unable to remove the cover without help
- Contact the campus EEO office (or Extension Agent) if someone is not able to wear a face covering for medical reasons.

#### ***Adequate Supplies***

Agents will provide cleaning supplies and create and share a cleaning and disinfecting schedule for facilities

- Support healthy hygiene by providing supplies including soap, hand sanitizer with at least 60 percent alcohol (for staff and older youth who can safely use hand sanitizer), paper towels, tissues, disinfectant wipes, cloth face coverings (as feasible), and no-touch/foot pedal trash cans.

#### ***Signs and Messages***

Agents will create and post signs in activity areas promoting health and safety guidelines

- Post signs in highly visible locations (that promote everyday protective measures and describe how to stop the spread of germs by properly washing hands and properly wearing a cloth face covering).

## Maintaining Healthy Environments

### ***Cleaning and Disinfection***

Agents and volunteers will follow the CDC guidelines when cleaning and disinfecting activity areas

- Clean and disinfect frequently touched surfaces (e.g., door handles, sink handles, drinking fountains) at least daily.
- Develop a schedule for increased, routine cleaning and disinfection.
- Use products that meet EPA disinfection criteria.
- Use of shared objects and supplies should be limited when possible, or cleaned between uses.
- Shared program transportation vehicles are not to be used (individual private transportation to and from events.)
- Ensure safe and correct use and storage of cleaners and disinfectants, including securely away from children.
- Cleaning products should not be used near children and only with adequate ventilation.
- Use gloves when removing garbage bags or handling and disposing of trash. Wash hands after removing gloves.

### ***Shared Objects***

Agents can assist volunteers in providing adequate materials and supplies to minimize sharing

- Discourage sharing of items that are difficult to clean, sanitize, or disinfect.
- Keep each youth's belongings separated from others' and in individually labeled containers, cubbies, or areas.
- Ensure adequate supplies to minimize sharing of high-touch materials to the extent possible (or limit use of supplies and equipment to one group of youth at a time and clean and disinfect between uses.

### ***Ventilation***

Agents will provide directions for room operation

- Ensure ventilation systems operate properly and increase circulation of outdoor air as much as possible.
- Encourage volunteers and youth to bring their own water to minimize use of water fountains and minimize the risk of diseases associated with water after a prolonged facility shutdown.

### ***Modified Layouts***

Agents will set up UH facilities according to social distancing guidelines

- Space seating at least 6 feet apart.
- Space tables apart to support social distancing when standing at table.

### ***Physical Barriers and Guides***

Agents will prepare facilities to meet recommendations as needed

- Install physical barriers, such as partitions where it is difficult for individuals to remain at least 6 feet apart.
- Provide physical guides, such as tape on floors, to ensure distancing of at least 6 feet apart in lines or transitions.

### ***Communal Spaces***

Agents will prepare facilities to meet recommendations as needed

- Close spaces with shared equipment, if possible; otherwise stagger use and clean and disinfect between uses.

### ***Food Service***

Agents and volunteers will follow the CDC guidelines for food service during activities

- Have youth bring their own meals as feasible and eat in separate areas or with their smaller group.
- Use disposable food service items (utensils, dishes) and use pre-packaged boxes or bags for each attendee.
- No buffet or family-style meals or snacks are permitted.

## Maintaining Healthy Operations

### ***Staggered Scheduling***

Agents will monitor facilities usage and schedule including cleaning schedule

- Stagger arrival and drop-off times or locations to limit contact between groups and other youth' guardians
- Use flexible meeting scheduling and flexible hours to support social distancing and cleaning and disinfecting

### ***Gatherings, Visitors, and Field Trips***

Agents will monitor facilities usage and approve and schedule all events and meetings

- Avoid events or meetings where social distancing of at least 6 feet between people cannot be maintained.
- Limit any nonessential visitors, volunteers, and activities as much as possible

### ***Staff Training***

Agents will provide training to volunteers

- Train staff on all safety protocols.
- Conduct training virtually or ensure that social distancing is maintained during training.

### ***Recognize Signs and Symptoms***

Agents and volunteers will follow the Hawai'i 4-H Check-In Process

- Take attendance and use a sign-in sheet to record the names of EVERYONE that attended and the date
- Conduct daily health checks (e.g., symptom checking) of staff, volunteers, and youth (if feasible) safely

### ***If Someone Becomes Sick***

Agents will follow procedure if someone participating at an activity is sick or shows symptoms

### ***Clean and Disinfect***

- Close off areas used by a sick person and do not use these areas until after cleaning and disinfecting them.
- Wait at least 24 hours before cleaning and disinfecting (or long as possible)

### ***Notify Health Officials and Close Contacts***

- In accordance with state and local laws and regulations, notify local health officials, staff, and families immediately of any case of COVID-19 while maintaining confidentiality in accordance with ADA regulations.
- Advise those who have had close contact with a person diagnosed with COVID-19 to stay home, self-monitor for symptoms, and follow CDC guidance if symptoms develop.