

### 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 \_\_\_\_\_