

## **Washington State University Extension**

### ***4-H Reopening Checklist***

#### **Decision to meet face-to-face**

- Can the activity be done virtually (reducing risk)? If so, virtual offering should continue.

If the answer is, "...this cannot be done virtually" then address all the following:

#### **Pre-opening meeting (to be held virtually) – Plan for Success**

- Identify the goals of hosting the face-to-face meeting
- Do all youth have to be present at the same time, or can youth groups participation be staggered over time (preferred)?
- Will extra individuals (parents, siblings, etc.) be able or allowed to remain at meeting?
- Ensure adequate supply of prevention supplies inventory, signage, and their use/placement
- Discuss arrangements for participation and accessibility for all (some may choose to attend virtually)
- Discuss exposure possibilities and response following a possible exposure
- Review your communication plan to keep everyone updated on the meeting or activity
- Plan for absences of critical individuals
- Ask members how they would like to be reminded of required physical distancing practices

#### **Club information to share with members/families before the first meeting**

- PPE and physical distancing requirements
- Temperature check expectations and health screening criteria
- Inherent risk to participating
- Pick Up/Drop Off plans
- Meeting/activity agenda
- Accommodations (alternative meeting style, needs, etc.)
- Responsibility to report to Health Department

#### **Club volunteer planning/setup just before the meeting**

- Identify the person(s) who will help everyone meet the standards (the meeting/activity compliance person)
- Ensure appropriate safety signage is in place (reach out to your 4-H office for assistance) which must include:
  - Protect yourself
  - Stop the spread of germs
  - Handwashing
  - Proper mask etiquette
  - Demonstration of what 6 feet looks like

- Covid-19 symptoms and volunteer attestation
- Mark boundaries among/between groups
- Ensure activity, hand washing, and sanitation supplies are in place
- Discuss how you will continually monitor for signs and symptoms of COVID 19
- Identify space to safely isolate someone who exhibits symptoms at the event
- Confirm contact information for reporting to Extension faculty/staff

### **Drop Off/Pick Up Process**

- Distance between families
- One-way traffic flows and flow for foot traffic
- Stagger arrival times to reduce congestion
- Sign in process
- Hand washing or sanitizing gel immediately upon arrival
- Who is dropping off and picking up

### **Health Screening upon arrival**

- Temperatures are to be taken at home for anyone who will be participating in the meeting; if any member of family has a temperature of over 100.4 F, the family will not be able to participate. Participants must attest to having checked temperature.
- Restrict entrance/create distance from others
- Symptoms Checklist
- Volunteer Attestment
- Contact information for reporting to Extension faculty/staff

### **First Meeting, Grouping, and Physical Distancing**

- Review prevention practices including wearing masks (may not be needed outside), physical distancing, etc.
- Organize groups no larger than 10 (youth + adults)
- Keep groups of youth together; only adults rotate between groups
- Adults rotating in/out must wash hands before/after
- Maintain 6 or more feet between individuals within each group/between 2 or more groups
- Visible physical boundaries/barriers between individuals and groups; accommodations must be available for those with visual impairments both indoors and outside
- Hand washing required when changing spaces (indoors to outdoors, etc.) by all participants

### **Face Coverings**

- Face coverings are required for everyone indoors (unless otherwise restricted by physician for medical purposes).
- Face coverings are available for participants who do not already have an appropriate mask.

### **Hygiene Practices**

- Handwashing/Hand Sanitizer (if hands are clean) is consistently available and used during rotations/transitions
- Refrain from touching eyes, nose, mouth, etc.
- Participants appropriately cover their cough, wash hands for recommended duration

### **Cleaning/Disinfecting**

- Follow guidelines for facility (the facility may want to do the cleaning and disinfecting of their facility), if available, and “Guidance for Cleaning and Disinfecting Your Facility” provided by the CDC in Reopening Resources referenced on the state 4-H website
- Normal routine cleaning with soap and water
  - Disinfect frequently used surfaces (or materials/equipment) with EPA approved disinfecting products (can use 1/3 cup of bleach in 1 gallon of water; 2 teaspoons/pint; 4 teaspoons per quart OR 70% alcohol solutions)
- Follow all directions on cleaning supplies

### **Hands-on Materials, Tools, Equipment, etc.**

- Do not share items that are difficult to clean, sanitize, or disinfect.
- Keep each member’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 (e.g., assign art supplies or other equipment to a single participant), or limit use of supplies and equipment to one group at a time, cleaning and disinfecting between use.
- Develop a plan for check-out, check-in, and distribution that will facilitate disinfecting

### **Food**

- Do not serve food/snacks
- Send home snacks/food; must be individually packaged
- When distributing food packages, plan to maintain physical distance

## Re-opening 4-H

### Washington State University Extension

**Training Video Link:** <https://emailwsu.sharepoint.com/teams/cahnrs.4hyouthdevelopment-ReopeningWorkingGroup/Shared%20Documents/Reopening%20Working%20Group/Volunteer%20Training/Washington%20State%204-H%20Reopening%20Training.mp4>

**Duration:** 16:47

**Topics Covered:**

- Restrictions
- Responsibility
- Planning Pre-Opening
- Club Planning
- First In-Person Meeting
- Resources



The video player interface features a red header bar at the top. The main content area is split into two sections. On the left, a young girl with a face mask and a blue 4-H t-shirt is shown pouring yellow liquid from a bottle into her hand. On the right, the Washington State University Extension logo is displayed, including the cougar head emblem, the text '4-H' with a green clover, and 'WASHINGTON STATE UNIVERSITY EXTENSION'. A speaker icon is visible between the image and the logo. At the bottom, the title 'Reopening 4-H' is written in large green letters, with 'Washington State University Extension' in smaller red text below it. The video progress bar at the bottom left shows '0:01 / 16:47'.

# Washington State 4-H Youth Development

## COVID-19 Reopening Plan

These are the steps that will be taken prior to allowing any county to begin 4-H activities:

1. Inform each 4-H county program that they should consult their specific county extension office reopening plan.
2. Schedule and announce a Reopening Training for faculty/staff; this session will be recorded for those who were unable to make the live training that includes
  - a. Review of the video training that will be required of all volunteers
  - b. Review the print materials that will be available for use
  - c. Discuss the role of faculty/staff in determining the need for non-medical protection supplies in their county
  - d. Discuss and distribute appeal for 4-H clubs, council, and other groups to donate to a statewide fund for the purchase of non-medical protection supplies for those clubs/groups, etc. that do not have funds/enough funds
  - e. Review the role of faculty/staff in reviewing opening plans
  - f. Review process if they are made aware of 4-H groups not following guidelines
3. Schedule and announce a Reopening Training that will be required of all volunteers who will be participating in face-to-face 4-H activities
  - a. Show video training
  - b. Discuss the 4-H Reopening Checklist
  - c. Demonstrate the location of reference materials
  - d. Discuss and demonstrate location of print materials for their use
  - e. Highlight the need to provide distanced-based inclusion of those who chose to remain home

- f. Discuss process of recording any suspected or confirmed cases of COVID-19
4. Communicate the plan to solicit feedback and discussion on reopening at each statewide Zoom meeting.

## WSU Visitor Attestation

Visit <https://attestation.wsu.edu/> and select Visitors to submit the required attestation for anyone working at a WSU location, such as students from another university, guests, visiting researchers, volunteers, and anyone else who is not an employee or a student.

If necessary, visitors may attest using the below paper version of this WSU attestation.

Hello WSU Visitor,

As part of Washington State's Safe Start Plan for Higher Education, WSU is expected to health screen all persons who enter our WSU physical locations for COVID 19 symptoms and to follow health and safety requirements to prevent the spread of COVID 19. Accordingly, we are requiring all visitors to a WSU location to complete this daily attestation form EVERY DAY you enter a WSU location. Visitors include anyone who is on campus who is not a WSU employee or student, this includes contractors working at a WSU location, students from another university, guests, visiting researchers, volunteers, and anyone else who is not an employee or a student.

Please carefully review each COVID 19 symptom below and honestly respond. If you have any COVID 19 symptom do not enter a WSU location.

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In the last 14 days, or since your last visit to a WSU location, have you experienced one or more of these symptoms?

- Had a temperature at or above 100.4° or reason to be concerned you may be developing a fever? If you don't have a thermometer, additional fever signs and symptoms may include: sweating, chills and shivering, headache, muscle aches, loss of appetite, irritability, dehydration, or general weakness.
- Experienced a new cough that you cannot attribute to another health condition?
- Experienced a new shortness of breath that you cannot attribute to another health condition?
- Experienced a new sore throat that you cannot attribute to another health condition?
- Experienced new muscle aches that you cannot attribute to another health condition or a specific activity such as physical exercise?
- Experienced any chills that you cannot attribute to another health condition?
- Experienced a new loss of taste or smell that you cannot attribute to another health condition?
- Received a positive test result for COVID-19 in the last 14 days?
- Currently have or are suspected of having COVID-19?

This list is not an exhaustive list of all symptoms. Other less common symptoms have been reported, including gastrointestinal symptoms such as nausea, vomiting, or diarrhea. Visit the Center for Disease Control (CDC) or Washington State Department of Health (DOH) website for additional information.

In addition to health screening, WSU has implemented health and safety requirements to mitigate the spread of COVID-19, consistent with Washington State requirements.

Please carefully review each health and safety requirement below and honestly respond.

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- I will wear cloth facial coverings unless alone in a vehicle, room or jobsite, providing work tasks do not require respiratory protection
- I will follow directions on COVID-19 signage and demarcations to meet other COVID-19 health and safety interventions
- In the last 14 days, I have not had close contact with someone who is currently sick with suspected or confirmed COVID-19? (Note: Close contact is defined as within 6 feet for more than 15 consecutive minutes.)

This list is not an exhaustive list of all health and safety requirements, visitors may be asked to observe additional requirements in specific locations. Visit the Center for Disease Control (CDC) or Washington State Department of Health (DOH) website for additional information

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### Attestation

REQUIRED Email: \_\_\_\_\_

REQUIRED Full Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

I attest, I have read the above statements and as of today, I do not have any of the above symptoms/conditions and will meet WSU's health and safety requirements.

I attest have read the above statements and recognize I am experiencing some symptoms/conditions. I acknowledge my responsibility to NOT ENTER the WSU location, and to contact a medical provider.

Signature: \_\_\_\_\_

Use of Attestation Data:

As part of the State of Washington's Safe Start plan for COVID-19 return to face-to-face operations and activities, WSU is required to screen persons who enter its campuses. This attestation is part of the health screening requirements. WSU will use your attestation data solely for purposes of COVID-19 screening, monitoring, and/or other similar activities that are in furtherance of public health and safety consistent with the Washington Safe Start plan and Campus Reopening Guide.