



2020-2021

RESTARTING 4-H IN COOKE COUNTY

A COVID-19 GUIDELINE FOR
CLUB MANAGERS

BEFORE THE MEETING

- Can the program be virtual? OR are there participation options for families concerned about health/safety?
- If not then...know the recommended # of attendees in the space you plan to use. This must include everyone (parents, volunteers, members, siblings, etc.) Ensure that the maximum number of people attending follows the guidance of the current local Directive Health Measures.
- Encourage participants to stay home if they are exhibiting COVID-19 symptoms, have had contact with someone with a COVID-19 positive test or symptoms or are at risk of exposure.
- Have provided signage to educate those at meetings - create and prepare any signs or documents that will be used at the event communicating procedures like: checking in, information for parents, expected times, reminders to wash hands/sanitize, etc.

PREPARING FACILITIES

- Ensure the size of the room or facility is large enough to allow for the number of expected attendees and to allow for social distancing.
- This should be in accordance with current guidelines of the local Health and Human Services Department.
- Keep in mind what would be developmentally appropriate for the ages in your club. For instance, Clover Kid age level youth may have more of a challenge understanding distancing and sanitizing.
- Space tables, chairs, shooting points, etc. farther apart to ensure social distancing (at least 6 ft. apart).
- Have properly sanitized the space and all areas that will be used. Wipe down all common surfaces as recommended by the Center for Disease Control (CDC).

WHEN EVERYONE ARRIVES

- Remind participants of meeting expectations like maintaining appropriate distancing and reducing the items in the room they touch.
- Have a check-in process in place and follow it. Include providing hand-washing location, hand sanitizer that is at least 60% alcohol and directions for where to wait until activity starts to ensure practicing social distancing, etc.
- Support safety practices, collect information and do not ask participants to pass papers and share pens.
- Take attendance. Be sure to write down the names of EVERYONE that attend and the date. Keep a copy in your records and send a copy to the Extension Office of any meeting attendance list.



DURING THE MEETING

- The meeting should be planned and formatted to allow for social distancing and limiting potential exposure.
- Maintain social distancing (6 ft.) 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.

AFTER THE MEETING

- Have a plan in place for youth who have not yet left the space.
- Provide activities for individual youth to do while awaiting their pick-up. These could be handouts, games, etc. that do not involve contact with each other.
- Have properly disinfected the entire space utilized and properly prepare it to be used again.
- Think about the additional spaces that may have been used such as bathrooms, walkways, trash cans, any panels/additional buildings or equipment, etc. and ensure all are cleaned and disinfected properly.
- Wipe down all common surfaces with a disinfectant as recommend by the Center for Disease Control (CDC).

FOOD & BEVERAGES

- At this time, we recommend food or snacks NOT be provided as part of 4-H meetings.

MANDATORY FORM LINKS

 [2020-21 Preparedness Plan Online Form](#)
[COVID-19 Screening Form for Cooke County 4-H Activities](#) 

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 a Cooke County 4-H staff and/or volunteers based on 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 parameters provided by county health officials. If you have any questions, please contact the Extension Office. Thank you!



Cooke County Agrilife Extension
Phyllis Griffin - 4-H & Youth Development Extension Agent
940.668.5412
pagriffin@ag.tamu.edu