



Bastrop County 4-H
901 Pecan Street | PO Box 650 | Bastrop, Texas 78602
Phone: 512-581-7186 | Fax: 512-581-7187

TEXAS A&M
AGRI LIFE
EXTENSION

Updated: August 11, 2020 and in effect until further notice

2020-2021 4-H CLUB MEETING/EVENT COVID-19 PROTOCOLS

All Club Managers and Adult Volunteers that host 4-H events in association with Bastrop County 4-H are responsible for knowing and following the protocols below when hosting an in-person 4-H meeting/activity/event.

Please remember that local Health and County Government Guidelines should be followed when determining whether or not an in-person 4-H meeting/activity should take place. **Any violations of this protocol and/or local guidelines may result in a club's charter being revoked.**

Please contact Mellanie Mickelson at MLMickelson@ag.tamu.edu or 512-581-7186 if you have any questions.

PRIOR TO YOUR MEETING/ACTIVITY:

1. **Complete meeting flow chart to determine if your meeting should be hosted in person.**
2. **Complete preparedness plan and send to the County Extension Office one (1) month PRIOR to hosting meeting/activity**
3. **Send notice to all club members of the following:**
 - a. Meeting location (Online vs. In person)
 - b. Risk Statement: "By choosing to attend you assume the risk that you may contact the virus by entering facilities, even when screening protocols and mitigation measures are implemented."
 - c. Masks/ Face Coverings MUST be worn by ALL individuals. Individuals must provide their own mask/face covering.
 - d. Symptoms Statement: "If you or someone in your immediately family/group are not feeling well, are showing any symptoms associated with COVID-19, and/or have tested positive for COVID-19, please stay home!"
 - e. Contact Information Statement: "Contact information for all organizers, participants, caterer's and visitors at the event will be shared with local public health authorities if any participant becomes ill with a suspected infectious disease. If you will not agree to this, you cannot attend the event or meeting."
4. **Order supplies needed:**
 - a. Hand sanitizer
 - b. Tissues
 - c. Cleaning/disinfecting supplies (paper towels, cleaning solutions, etc.) to clean tables, chairs, door handles, etc.
 - d. Masks - in general members should bring their own masks, however you may have some on hand in case you need them
5. **Write Meeting Plan and/or Agenda:** Determine which parts of the meeting will require close contact. Determine how to best mitigate this.
 - a. Example: Ice breaker/recreational activities: choose games that require members to be spaced out as part of the game/activity.
 - b. Example: Snacks/Refreshments: Hand snacks out individually rather than have members line up to get the snack/refreshment.
 - c. Example: Sign in/Check in: To keep this line/bunching from forming, set agenda/handouts individually on tables. Print a sign in sheet with all members names and have a designated person "check" them in rather than have each person sign in.

DAY OF MEETING/ACTIVITY PROTOCOLS:

Before Participants Arrive:

1. Clean high-touch areas, including tables, chairs, door handles, surfaces, handrails, etc. within the confinement of the physical space of the program.
2. Arrange Meeting Space:
 - a. Pre-set tables and chairs to ensure social distance
 - b. Set out hand sanitizers and other cleaning supplies throughout the space for members to access
 - c. Set out handouts and agendas
3. Open windows and doors whenever possible to make sure the venue is well ventilated.

Upon Participant Arrivals:

1. Require all members to use hand sanitizer upon entering
2. Check members in with pre-made sign in sheet:
 - a. If you do not have a list, designate someone to write down members information for them
 - b. Note: The required Screening Form should have all the same information you need, so you may want to simply use those as your form of "signing in"
3. Have all members turn in/complete Screening Forms:
 - a. EVERYONE in attendance MUST complete this form (parents, members, siblings, grandparents, etc.)
 - b. Forms must be done separately for each individual
4. Remind participants as they enter to utilize ways to greet others without touching.
5. Send anyone who appears to be unwell home

During the Meeting/Activity:

1. At the beginning of each meeting, provide a briefing on COVID-19 and the measures and rules that are in place to make this meeting/event safe for participants. **Make this an agenda item so it is not forgotten, and it is in writing.**
 - a. Point out hand sanitizers and hand washing stations, cleaning supplies, tissues, etc.
 - b. Remind participants they must wear their mask the entire time unless otherwise stated
 - c. Remind participants to utilize ways to greet others without touching
 - d. Remind participants to stay socially distance (at least 6 feet apart)
 - e. Remind participants to cover their face with the bend of their elbow or a tissue if they cough or sneeze.
 - f. Remind participants: "If you or someone in your immediately family/group are not feeling well, are showing any symptoms associated with COVID-19, and/or have tested positive for COVID-19, please stay home!"
 - g. Thank all the participants for their cooperation with the provisions
2. Snacks & Refreshments:
 - a. Provide pre-packaged foods
 - i. No self-serve lines (buffet)
 - ii. Suggest handing snacks out rather than forming lines or bunching
 - iii. No taste testing or sharing
 - b. Serve with disposable utensils, napkins, cups, plates, etc.
 - c. Clean and disinfect tables, chairs, etc.

3. Games/Group Activities:
 - a. Try to use games/activities that require members to be spread out as part of the game/activity (Examples: Tag, circle games where participants can spread out, etc.)
 - b. Be especially diligent about members wearing their masks if they must come in close contact
4. Take hand sanitizer breaks – **make this an agenda item so it is not forgotten**
5. If anyone starts to feel unwell, follow your preparedness plan.
 - a. Depending on the situation in your area, or recent travel of the participant, place the person in an isolation room. Offer the person a mask so they can get home safely, if appropriate, or to a designated assessment facility.
 - b. Notify the Extension Office of anyone becoming ill during the meeting/event. 1. Retain sign in sheets and Screening Forms a. This will help public health authorities trace people who may have been exposed to COVID-19 if one or more participants become ill shortly after the event.

After the Meeting/Activity:

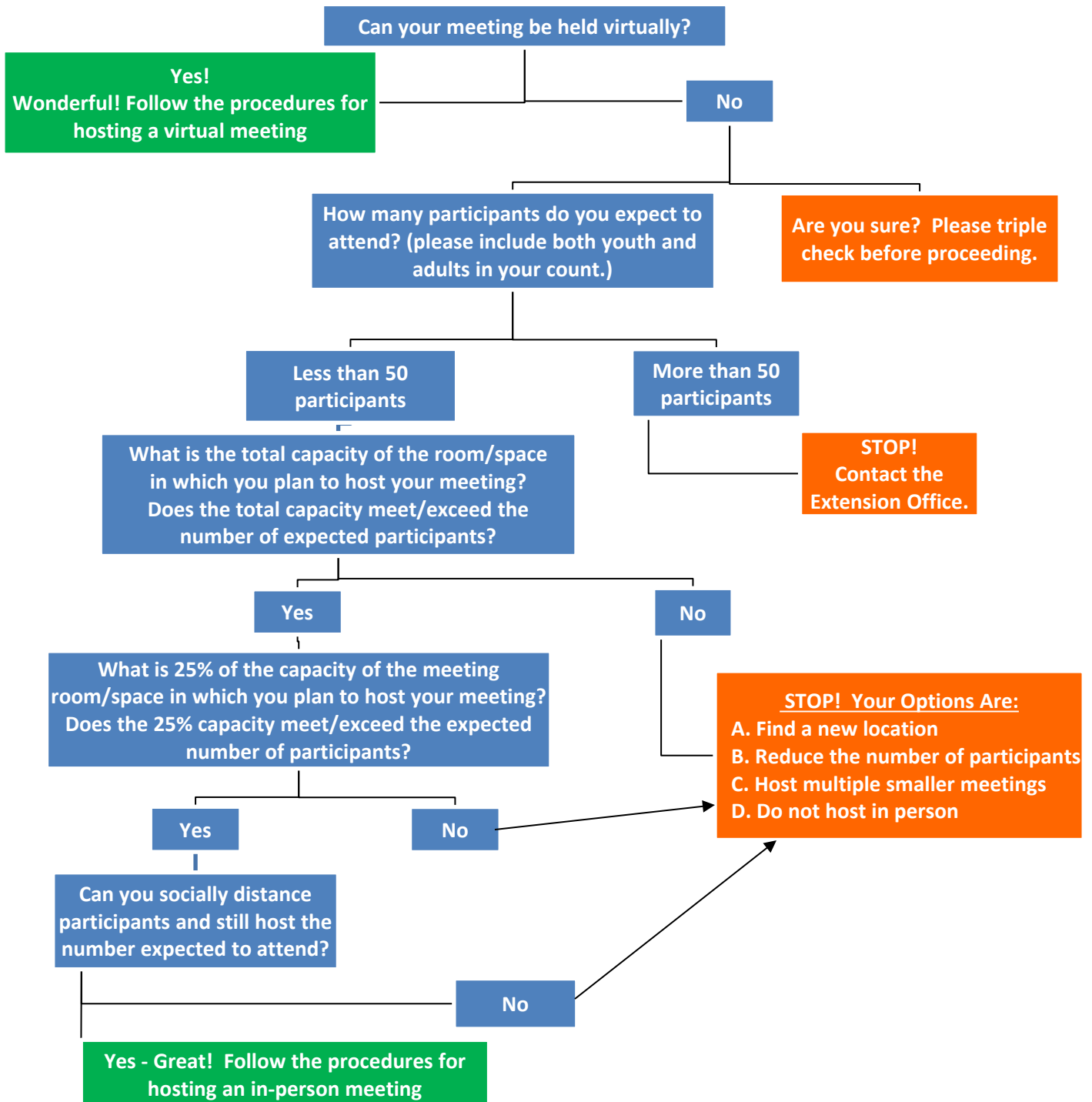
1. Retain check in sheets and Screening Forms. This will help public health authorities trace people who may have been exposed to COVID-19 if one or more participants become ill shortly after the event.
2. Clean and disinfect tables, chairs, etc.
3. If someone who attended the meeting/event is isolated as a suspected COVID-19 case after the meeting/event, the organizer (club manager, etc.) should let the Extension Office know immediately.



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2020-2021 4-H MEETING DECISION FLOW CHART

Please use the following flow chart to assist with deciding if you may host an in-person 4-H meeting. Please remember that local Health and County Government Guidelines should be followed when determining whether or not an in-person 4-H meeting/activity should take place. **Any violations of local guidelines may result in a club's charter being revoked.**





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2020-2021 4-H IN-PERSON MEETING/EVENT PREPAREDNESS PLAN

Please complete this preparedness plan for each in-person 4-H event and email it to Mellanie Mickelson at MLMickelson@ag.tamu.edu at least one (1) month prior to each event.

Please remember that local Health and County Government Guidelines should be followed when determining whether or not an in-person 4-H meeting/activity should take place. **Any violations of local guidelines may result in a club's charter being revoked.**

4-H Club Name: _____

Date of Event: _____

Event Name: _____

Location: _____

Expected Number of Participants: _____

Certification Checklist:

- I have completed the Meeting Flow Chart and determined I can host this event in person – I certify that my meeting/event space is large enough to host my expected number attendees with proper social distancing, is 25% capacity of the space, and will not host more than the maximum of 50 people.
- I certify that I will send proper notice to all members PRIOR to the event including all necessary information (meeting agenda, location information, required risk information statements, and Screening Forms)
- I certify that I have a plan to mitigate close contact situations as much as possible
- I certify that all refreshments/snacks are individually pre-packaged
- I certify that I have the necessary supplies
 - Hand sanitizer
 - Tissues
 - Cleaning/disinfecting supplies
 - Extra masks
- I have printed copies of the following items:
 - Written Agenda
 - Check-In Sheet for Attendance
 - Copies of Screening Forms

My plan for maintaining social distance during the event is:

My plan for participants who become ill during the event is:

Additional details for the Extension Office to approve this event if anything above cannot be met:

Approved by Extension Office: Yes No Date: _____ Staff Initials: _____

*Texas A&M AgriLife Extension is an equal opportunity employer and program provider.
 The Texas A&M University System, U.S. Department of Agriculture, and the County Commissioners Courts of Texas Cooperating.*

COVID-19 Screening Form

Due to the COVID-19 pandemic, and in an attempt to minimize the spread of the virus, Texas A&M AgriLife Extension Service is required to screen all youth, staff, and visitors participating in a youth day or overnight event. In order to be granted access to events, all visitors must truthfully complete and submit the following:

I, _____, hereby affirm that:

1. While at the event I will maintain a minimum of 6 feet of separation from any other individuals not within my household.
2. I have not in the past 7 days exhibited any of the known symptoms of COVID-19, including:
 - Cough
 - Shortness of breath or difficulty breathing
 - Chills
 - Repeated shaking with chills
 - Unexpected muscle pain
 - Headache
 - Sore throat
 - Loss of taste or smell
 - Diarrhea
 - Running a fever (or measuring a temperature of 100.0 degrees Fahrenheit or more)
3. In the past 14 days I have not been in contact with any person known to have contracted COVID-19.

Although not required, I understand it is recommended that I wear a cloth face covering (over the nose and mouth), or non-medical grade face masks, if available. I also understand that it is recommended that I follow the minimum standard health protocols issued by the Texas Department of State Health Services and cited by the Texas Governor in his Executive Orders related to the pandemic.

I understand that the virus that causes COVID-19 can be spread to others by infected persons who have few or no symptoms. Even if an infected person is only mildly ill, the people they spread it to may become seriously ill or even die, especially if that person is 65 or older with pre-existing health conditions that place them at higher risk. Because of the hidden nature of this threat, everyone should rigorously follow the practices specified in the DSHS protocols, all of which facilitate a safe and measured reopening of Texas. The virus that causes COVID-19 is still circulating in our communities. We should continue to observe practices that protect everyone, including those who are most vulnerable.

I understand that AgriLife Extension cannot guarantee that I will not contract the virus, even when implementing screening protocols. I further understand that safety is a shared duty, COVID-19 is a shared risk, and all community members, including visitors, must take steps to promote health and safety. I acknowledge that I am assuming the risk that I may contract the virus by entering facilities, even when screening protocols and mitigation measures are implemented.

I understand that AgriLife Extension is required to have this attestation in order for me to attend events sponsored by them and I sign below to confirm the truth of the above.

Printed Name of Participant

Date

Street Address, City, State, Zip Code

Cell Phone Number

Signature (or legal guardian if minor)

Email