



**Bastrop County 4-H**  
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**Updated: August 11, 2020 and in effect until further notice**

**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](mailto: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: \_\_\_\_\_

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