



Checklist for Hosting 4-H Club Meetings/Banquets COVID-19 Guidelines

(Updated August 7, 2020 and in effect until further notice)

** Variations will exist between counties and what is allowed based on local requirements/mandates, do not compare you club/county activities to those in neighboring counties

Best Practices for Meeting Spaces (4-H Meetings, Banquet, etc) (50% capacity)

- Check with local health authorities/ county government.
- Communicate with participants prior to meeting about COVID-19 safety protocols and if they feel sick to STAY HOME. Prepare a [Preparedness Plan](#) for club meetings. Share the Preparedness Plan with Club managers. Preparedness plans are NOT REQUIRED to submit, however, they are considered best practice to prepare for club meetings. Keep these on file.
- Participants need to submit a [COVID-19 Health Form](#) at the start of the meeting. While this is not an overnight event, it is still a good practice. Anyone who appears sick or has been exposed to COVID-19 is not allowed to attend. **Forms should be kept at the county extension office.**
- Group meetings are restricted to **50% of space capacity.**
- Socially distance family groups from other family groups at least 6 feet apart.
- Have PPE available for all clubs/groups. Consider making PPE kits for each club/group.
- Masks MUST be worn by all individuals, per the Governors order (GA-29).
- Sanitize high touch surfaces before the event, during, and after the event.

Meals/Food

- All food must be individually wrapped or portioned.
- No self-serve buffets, meal lines, taste testing, etc. Food must be served on disposable plates, utensils, cups, etc.
- Clean and disinfect tables, chairs, etc. before and after use. This includes any shared equipment for shooting sports like firearms.

Suggestion/Tips for hosting a Recognition Event

- Consider hosting an outdoor event staying within the state government guidelines. (Family Picnic, Family Game Night, etc.) Limited to 100 participants
- Outdoor movie night
- Drive thru awards assembly



Best Practices for Adult and 4-H Club Meetings, Programs, Banquets and Events:

- Group meetings may be at a 50% capacity of space or fewer people **only if** social distancing can be practiced, **WITH** a limited capacity of 50 people.
 - For meetings/activities greater than 50 people, a preparedness plan must be submitted for approval by the District Extension Administrator
 - If the local health authority or county commissioner's court implements a mandate of fewer people, then that policy must be followed.
- Pre-order supplies and materials, including tissues and hand sanitizer, masks, etc.
 - Encourage participants to bring their own masks/face coverings
- Masks/ Face Coverings **MUST** be worn by all individuals, per the Governors order (GA-29).
 - **Unless** the county hosting the event is exempt per the Governor's Resolution GA-29 on July 2, 2020.
- Tables and chairs should be sanitized before and after meeting and at breaks.
- Frequently clean high-touch areas, including door handles, surfaces, handrails, etc. within the confinement of the physical space of the program.
 - Check with facilities and venues on requirements for cleaning/sanitizing facilities after and during use
- Actively monitor where COVID-19 is circulating. Advise participants in advance that if they have any symptoms or feel unwell, **they should not attend.**
 - Send anyone who appears sick away, whether employee or client.
- All overnight events must submit a preparedness plan and be approved by the supervisor and the District Extension Administrator/County Extension Director (Fort Bend and Harris Counties)
- The COVID 19 Screening Form (obtain from your agent) can be used for the purpose of screening **ALL** participants (youth, adults/volunteers, little siblings)
 - Club Managers/Event Coordinators should retain hard copies of this document
- Virtual Meetings and Events are encouraged alternatives
 - When utilizing online platforms, be sure to follow guidelines established by Texas 4-H at the link below:
 - <https://drive.google.com/file/d/1V5GcZWEoWa29b9050v2utCPFj2A3SHtG/view>

**** All Extension office operations and employees must be compliant with all state, county and local public health proclamations and ordinances****



Face to Face Program Preparedness Plan

Organizers of meetings and events need to think about the potential risk from COVID-19 because:

1. There is a risk that people attending your meeting or event might unwittingly bring the COVID-19 virus to the meeting and others being unknowingly exposed to COVID-19.
2. While COVID-19 is a mild disease for most people, it can make some very ill. Around 1 in every 5 people who are sickened with COVID-19 need hospital treatment.

Key considerations to prevent or reduce COVID-19 risks BEFORE the meeting or event include:

1. Contact the appropriate (or designated) authorities in the community where you plan to hold the event or meeting to ensure it is safe or appropriate to do so.
2. Develop and agree upon a preparedness plan to prevent infection at your meeting or event.
3. Consider whether a face-to-face meeting or event is needed. Could it be replaced by a teleconference, online or virtual event?
4. Could the meeting or event be scaled down or offered in multiple sessions to fewer people?
5. Pre-order supplies and materials, including tissues and hand sanitizer for all participants. Have surgical masks available to offer anyone who develops respiratory symptoms. In general, educational program participants should provide their own PPE.
6. Actively monitor where COVID-19 is circulating. Advise participants in advance that if they have any symptoms or feel unwell, they should not attend.
7. Make sure all organizers, participants, caterer's and visitors at the event provide contact details: mobile telephone number, email and address where they are staying. State clearly that their details will be shared with local public health authorities if any participant becomes ill with a suspected infectious disease. If they will not agree to this, they cannot attend the event or meeting.

Key considerations to prevent or reduce COVID-19 risks DURING the meeting or event include:

- Provide information or a briefing, preferably both orally and in writing, on COVID-19 and the measures that organizers are taking to make this event safe for participants in program announcements.
- Remind participants as they enter to utilize ways to greet others without touching.
- Encourage regular handwashing or use of an alcohol rub by all participants at the meeting or event.
- Encourage participants to cover their face with the bend of their elbow or a tissue if they cough or sneeze. Supply tissues and closed bins to dispose of them in.
- Display dispensers of alcohol-based hand rub prominently around the venue.
- If there is space, arrange seats so that participants are at least six feet apart.
- Open windows and doors whenever possible to make sure the venue is well ventilated.



- If anyone starts to feel unwell, follow your preparedness plan.
- Depending on the situation in your area, or recent travel of the participant, place the person in the isolation room. Offer the person a mask so they can get home safely, if appropriate, or to a designated assessment facility.
- Thank all participants for their cooperation with the provisions in place.

Key considerations to prevent or reduce COVID-19 risks AFTER the meeting or event include:

- In keeping with existing policy, retain the names and contact details of all participants through documented sign in sheets. 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.
- If someone at the meeting or event was isolated as a suspected COVID-19 case, the organizer should let all participants know this. They should be advised to monitor themselves for symptoms for 14 days and take their temperature twice a day.
- If they develop even a mild cough or low-grade fever they should stay at home and self-isolate. This means avoiding close contact (6- FEET or nearer) with other people, including family members. They should also telephone their healthcare provider or the local public health department, giving them details of their recent travel and symptoms.
- Thank all the participants for their cooperation with the provisions.