

## 4-H YOUTH DEVELOPMENT - Saratoga County Reopening Safety Plan



8/10/2020

The following are the guidelines for 4-H meetings and programs. All leaders and adults who attend meetings/programs must read this document, be provided training, and sign off before the program resumes.

	Name	Title	Email Address	Cell Phone
Executive Director	William M. Schwerd	Executive Director	Wms4@cornell.edu	518-429-5242
Emergency Contact	Greg Stevens	4-H Issue Leader	Grs9@cornell.edu	518-281-9962
Secondary Emergency Contacts	Lelan Bunting	4-H Resource Educator	<u>Glb76@conell.edu</u>	618445-7117
	Brianna Huhes	4-H Resource Educator	Bh548@cornell.edu	518-657-6426
Health Coordinator	Leland Bunting	4-H Resource Educator	Glb76@cornell.edu	518-956-2675
Facilities Manager (office)	Greg Stevens	4-H Issue Leader	Grs9@cornell.edu	518-281-9962
Facilities Manager (4-H Training Center)	Gregory Stevens	Facilities Manager	Grs9@cornell.edu	518-281-9962
	Bud South	Facilities Coordinator	Bs763@cornell.edu	518-528-5013

### i. Meeting Guidelines-

1. All Leaders, parents, and any other volunteers will receive training before resuming the 4-H program. All volunteers must sign the Assumption of Risk form.
2. 4-H staff will be responsible for sharing these best practices with volunteers who will be allowed to hold CCE meetings to ensure that proper procedures are being followed.



3. There will be no more than 50 people at a meeting (includes total of leaders, members, parents, speakers, etc.). Attendance will be taken for accountability and documentation of meeting size.
  
4. Social distancing procedures include the following Best Practices:
  - The wearing of masks by all participants **OR**
  - Maintaining 6-foot distances between participants without touching of any kind
  - Hold meetings outdoors whenever possible, or at the 4-H Training Center or CCE space, or at any public facility. **Meetings will not take place in private homes.**
  - Hand sanitizer should be available at all times.
  - The meeting time should be limited to no more than 1.5 hours.
  - Only single serve, commercially prepared, food and drink should be provided.
  - Participants are welcome to bring their own water (clearly labeled with their name) for hydration.
  
5. There will be youth and families who are not comfortable meeting in person at this time. It is critical that these decisions are respected and that there is no pressure applied, or opportunities withheld, due to a decision not to participate.
  
6. Leaders need to keep a tracing mechanism
  - a. Including who was there
  - b. Where the event or meeting was held (specifics: outside on the lawn, in the barn...)
  - c. How long the event lasted
  - d. Please also include in your meeting notice the questions stated below, stating if you answer 'yes' to any of the following please do not come to the meeting or event.

### Questions:

Please answer the following questions, if you answer yes to any please do not attend an in-person meeting or event:

1. Have you knowingly been in close or proximate contact in the past 14 days with anyone who has tested positive for COVID-19 or who has or had symptoms of COVID-19?  
Yes                      No
2. Have you tested positive for COVID-19 in the past 14 days?  
Yes                      No
3. Have you experienced any symptoms of COVID-19 in the past 14 days?  
Yes                      No

According to the CDC guidance on "Symptoms of Coronavirus," people with COVID-19 have had a wide range of symptoms reported, ranging from mild symptoms to severe illness. Symptoms of COVID-19 include, but are not limited to:

Cough	Shortness of breath	Difficulty breathing
Fever	Chills	Muscle pain

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Sore throat

New loss of taste or smell

### ii. Places: Building & Program Space

Meetings and events **will take place at the CCE OFFICE MEETING ROOMS, 4-H Training Center, or at a public facility** or space where social distancing can be complied with. Outdoor meetings are strongly suggested! There will be NO in-home meetings.

- 4-H Leaders are responsible for having PPE items available to club members. 4-H will provide appropriate cleaning items for the 4-H Training Center.
- Each group is responsible for cleaning and maintaining the area in which you use for programs or meetings.

All adults will receive training on proper use of PPE and hand washing [Linked Here](#).

### Hygiene and Cleaning

- Adhere to hygiene and sanitation requirements from the Centers for Disease Control and Prevention (CDC) and Department of Health (DOH) and maintain cleaning logs on site that document date, time, and scope of cleaning. Since the main offices are maintained and serviced by Saratoga County Saratoga CCE will supplement the County responsibilities by adhering to hygiene and sanitation requirements in office locations
- Modifying high-touch surfaces (e.g., propping doors open) to avoid members unnecessarily touching surfaces.
- Limit the sharing of objects and discourage touching of shared surfaces; or, when in contact with shared objects or frequently touched areas, wear gloves (trade-appropriate or medical); or, sanitize or wash hands before and after contact.
- 4-H will provide and maintain hand hygiene stations for personnel, including handwashing with soap, water, and paper towels, or an alcohol-based hand sanitizer containing 60% or more alcohol for areas where handwashing is not feasible.

### Cleaning of Equipment

It is the club's responsibility to properly clean any equipment used during a meeting or event at the 4-H Training Center. This includes, but is not limited to chairs and tables, firearms, Archery equipment and any and all surfaces used by the group, and door handles.

### Communication

- Signage throughout the facility to remind users to adhere to proper hygiene, social distancing rules, appropriate use of PPE, and cleaning and disinfecting protocols.
  - The communication plan for employees, visitors, and customers will be posted on the CCE website and communicated to the staff via staff conferences and email.
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- Logs of every person, including workers and visitors, who may have close contact with other individuals are located at each building of the Training Center and at the CCE Building. **Club leader will be responsible for taking attendance and ensuring health screening forms are filled out for each person attending meeting.**
- If any member or leader tests positive for COVID-19, they must communicate the results with their Issue Leader, Greg Stevens, who will follow HIPPA guidelines and immediately notify state and local health departments and cooperate with contact tracing efforts, including notification of potential contacts, such as members or leaders who had close contact with the individual, while maintaining confidentiality required by state and federal law and regulations.

### iii. Process

The exposure-response plan addresses the following:

- Isolation, containment and contact tracing procedures will be followed as required and advised by CDC/ NYS and Local Health Department
- Stay-at-home requirements for any member, parent or volunteer that are exhibiting any health-related symptoms such as:
  - Cough
  - Shortness of breath or difficulty breathing
  - Fever
  - Chills
  - Muscle pain
  - Sore throat
  - New loss of taste or smell

The following Exposure communications should be followed by all Leaders, parents and youth:

- Restricting travel of participants representing the 4-H program
- Until otherwise documented Essential Travel only.
- Limiting the number of people in any area at one time
- No handshake greetings and remain a minimum of 6 feet apart
- Adhere to guidance of events and gathering as outlined by NYS and CDC

### Signature Page

- Affirm you have reviewed and understand the state-issued industry guidelines, and that you will implement them.

Volunteer: \_\_\_\_\_ Date: \_\_\_\_\_

4-H Issue Leader: \_\_\_\_\_ Date: \_\_\_\_\_

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# 4-H YOUTH DEVELOPMENT - Saratoga County Reopening Safety Plan



Date: \_\_\_\_\_

Leader Name: \_\_\_\_\_

Club Name \_\_\_\_\_

Meeting Location: \_\_\_\_\_

***Attendance for all youth and adult present: If health screening form is not received, youth or adult must leave immediately.***

Name: \_\_\_\_\_ Health Form Received? Yes \_\_\_ No \_\_\_

Name: \_\_\_\_\_ Health Form Received? Yes \_\_\_ No \_\_\_

Name: \_\_\_\_\_ Health Form Received? Yes \_\_\_ No \_\_\_

Name: \_\_\_\_\_ Health Form Received? Yes \_\_\_ No \_\_\_

Name: \_\_\_\_\_ Health Form Received? Yes \_\_\_ No \_\_\_

Name: \_\_\_\_\_ Health Form Received? Yes \_\_\_ No \_\_\_

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Name: \_\_\_\_\_ Health Form Received? Yes \_\_\_ No \_\_\_

Name: \_\_\_\_\_ Health Form Received? Yes \_\_\_ No \_\_\_

Name: \_\_\_\_\_ Health Form Received? Yes \_\_\_ No \_\_\_

Name: \_\_\_\_\_ Health Form Received? Yes \_\_\_ No \_\_\_

Leader Signature \_\_\_\_\_ Date: \_\_\_\_\_





This form must be turned in to the 4-H office

## Member Health Screening Form

Date of Meeting:

Please answer the following questions, if you answer yes to any please do not attend an in-person meeting or event:

1. Have you knowingly been in close or proximate contact in the past 14 days with anyone who has tested positive for COVID-19 or who has or had symptoms of COVID-19?

Yes                      No

2. Have you tested positive for COVID-19 in the past 14 days?

Yes                      No

3. Have you experienced any symptoms of COVID-19 in the past 14 days?

Yes                      No

If yes to any of the answers above, the participant must go home until further notice.

According to the CDC guidance on "Symptoms of Coronavirus," people with COVID-19 have had a wide range of symptoms reported, ranging from mild symptoms to severe illness. Symptoms of COVID-19 include, but are not limited to:

Cough	Shortness of breath	Difficulty breathing
Fever	Chills	Muscle pain
Sore throat	New loss of taste or smell	

Name Printed \_\_\_\_\_

Signature \_\_\_\_\_

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