



COVID-19 Phase 2 Checklist for San Bernardino County 4-H

University of California 4-H Youth Development Program has moved into phase two of its reopening plan. The items in this checklist must be completed by project and club leaders to resume in-person 4-H meetings, events, or activities. Any unauthorized in-person activities will not be covered by the UC insurance and may not be included in 4-H record books. Corrective actions will be taken if 4-H volunteers or families host or participate in any unauthorized in-person activities.

COVID-19 Phase 2 Checklist to Begin Limited In-Person Activities

- ☐ All 4-H adult volunteers must read [Awareness of Coronavirus Disease 2019 \(COVID-19\)](#) and [Mitigation Standards Summary for COVID-19, Stage 2](#) and complete this survey: <https://ucanr.edu/survey/survey.cfm?surveynumber=30453>.
- ☐ Each club must fill out a [4-H Location Information](#) for the club and project meetings and email it to sbarrett@ucanr.edu.
- ☐ In-person activities are limited to **only ten individuals**. Under no circumstances can any in-person meetings, events, or activities occur with over 10 individuals in attendance. This applies to indoor and outdoor activities. The ten participants include all adults and youth present. Eight youth are the maximum number of youth who can attend with two adults. Two adults (including at least one appointed adult volunteer) must still be present to conduct any 4-H activity with youth. All announcements and publications must clearly state that 4-H in-person meetings, events, or activities are limited to ten persons or less.
- ☐ Tell participants before the in-person meeting, event, or activity that they must stay home and will not be allowed to attend if they have had the following symptoms (not due to a chronic condition) in the previous 24 hours: fever of 100.0° or higher; diarrhea; cough; severe fatigue; difficulty breathing; nasal congestion; sore throat; loss of sense of taste or smell; muscle aches or if they have received a positive COVID-19 diagnosis or have been exposed to anyone who has tested positive for COVID-19.
- ☐ The [Attendance Log and Health Assessment](#) must be completed for everyone who attends each in-person meeting, event, or activity. Provide each attendee with their own pen or pencil to complete the attendance log or have one person checking everyone in. The Log must be kept for at least 15 days in case someone get sick within that time. If you discard them after that time and they include contact information, they must be shredded. While we cannot mandate reporting of illness, if someone who attended a meeting is diagnosed with coronavirus, we ask that you report it to the 4-H office.
- ☐ Do not allow any participant to attend if they are ill, show any signs of illness, or have any COVID-19 symptoms. Participants who develop signs of illness during an in-person 4-H activity, must be separated from other participants and leave the premises as soon as possible. Sanitation measures must be taken immediately to reduce potential exposure.
- ☐ Social distancing of at least six feet between participants must be maintained at all meetings, events, or activities.
- ☐ Wear [cloth face coverings](#) when six feet of separation between people cannot be maintained. 4-H clubs might want to purchase disposable face masks for anyone who forgets to bring one. If anyone cannot wear a mask due to asthma or other medical reasons, they must maintain six feet of social distancing.
- ☐ Maintain sanitary practices. Ensure that all meeting spaces are cleaned and disinfected before and after use.

Meetings cannot occur at locations where sanitation procedures cannot be followed. Clubs should budget for cleaning supplies.

- ☐ Wash hands often! Ensure handwashing facilities (soap and hot water), hand sanitizer, paper towels, and tissues are available to all participants. Hand sanitizer must be available at or near the entrance of the facility. Clubs should budget for providing sanitizer at meetings.
- ☐ Avoid distributing handouts. If this is absolutely necessary, do not pass along items among the group but have one person hand out items. This person should wear a glove and dispose of it after passing out the items. Clubs should budget for providing disposable gloves.
- ☐ It is preferable for youth to bring their own equipment and supplies. If tools and materials must be shared, they must be disinfected between each use. (Example: scissors, sewing machine, rakes, etc.)
- ☐ 4-H policy requires water to be available at all meetings. Water must be in single serve bottles. People can bring their own water bottle.
- ☐ Avoid food at meetings. No potlucks or buffets! If you will have food at a meeting, it must be individually wrapped meals, or everyone can bring their own. No sharing between non-family members.
- ☐ At the beginning of each meeting, members must be reminded of the five basic protocols.

Five Basic Protocols

1. No in-person meetings, events, or activities with more than ten persons.
2. Do not attend or participate in any in-person meetings, events, or activities if sick (frequent cough, fever, difficulty breathing, chills, muscle pain, headache, sore throat, recent loss of taste or smell) or if you or someone you have been in contact with has been diagnosed with COVID-19.
3. Maintain six feet of distance between people at all times.
4. Wear face coverings (cloth or paper masks, cloth bandanas, etc.) when six feet of separation between people cannot be maintained.
5. Maintain sanitary practices – frequently clean and disinfect workspaces and equipment, wash hands often, and use hand sanitizer.

☐ You will be kept up to date on the

most recent guidelines from UC, county and state, and you must be prepared to change or cancel in-person activities if there is a change in guidelines. You must always follow the most restrictive procedures from UC, county, and/or state.

Documents:

[Awareness of Coronavirus Disease 2019 \(COVID-19\)](#)
[Mitigation Standards Summary for COVID-19, Stage 2](#)
[Safety Standards for Resuming In-Person Activity Stage 2](#)
[4-H Location Information Plan](#)
[Attendance Log and Health Assessment](#)
[Information About Cloth Face Coverings](#)

It is the policy of the University of California (UC) and the UC Division of Agriculture & Natural Resources not to engage in discrimination against or harassment of any person in any of its programs or activities (Complete nondiscrimination policy statement can be found at <http://ucanr.edu/sites/anrstaff/files/176836.doc>). Inquiries regarding ANR's nondiscrimination policies may be directed to UCANR, Affirmative Action Compliance & Title IX Officer, University of California, Agriculture and Natural Resources, 2801 Second Street, Davis, CA 95618, (530) 750-1397.