

4-H Volunteer Expectations & Requirements for 4-H Programming During COVID-19 Modified Operations/County Government Phase 2

**Note: During Baseline/Restricted Operations/County Phase 1 – all 4-H programming is conducted virtually*

Dear 4-H Volunteers,

It is with sincere gratitude that I thank you for your continued support and commitment to positive youth development and the Oregon 4-H Program. Core to our operations, is maintaining the health and safety of all participants. The decisions and actions that we take have a direct impact on the wellbeing of youth, families, and the community. When using the 4-H Name and Emblem, there are specific guidelines that need to be followed. The guidance included in this document should support your efforts to design, develop, and implement successful 4-H programs. At any point, please feel free to reach out if you have questions, concerns, or if you need assistance. Thank you again for your partnership and commitment to advancing the goals and priorities of the Oregon 4-H Program.

STEP 1: Complete [OSU Extension COVID-19 Awareness Training](#)

Instructions:

- A. Identify county of residence (i.e. 36 Oregon counties or The Confederated Tribes of Warm Springs)
- B. Identify program area of service (4-H)
- C. The training uses examples about one's workplace. Please think about meeting spaces and educational activities that apply to your 4-H volunteer involvement as you complete the online module.
- D. Upon completion, you will receive a certificate of completion and should follow your local office guidelines.

STEP 2: Create a **4-H Group Safety Plan** that aligns with OSU, Oregon Health Authority (OHA), and local public health guidance that is based on local conditions.

STEP 3: Assign an adult 4-H Leader/Volunteer to the tasks included in the **4-H Group Safety Plan** outlined below.

STEP 4: Submit completed **4-H Group Safety Plan** to local Extension office. Approval of the plan is required by designated Extension office employee before meeting with 4-H youth.

4-H Group Safety Plan

4-H Club/Group Name:

Date:	Time:	Location:
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Instructions: Please identify the individual responsible (first and last name) for each item.

NAME:	TASK:
	1. I have read and will adhere to the Oregon Health Authority Guidelines for School-Aged Summer Day Camps .
	2. Eliminate county/club attendance requirements and help individuals participate virtually whenever possible to respect the needs and personal choices/preferences of individuals and families.
	3. Notify all participants of the following: Practice safe health etiquette when coughing and/or sneezing; stay home if you meet any or all of the following: <ol style="list-style-type: none"> a. If you are sick, b. If you reside with anyone who is sick, c. If you have been in contact with anyone who may have been sick, d. Or, if you have a temperature or any symptoms.
	4. Complete Contact Tracing Form to record attendance of all participants (youth and adults).
	5. Follow the Oregon Health Authority (OHA) Statewide Mask, Face Shield, Face Coverings Guidance (24-July 2020) . Remind participants of this requirement, and consider providing extra face coverings.
	6. Identify and/or create a handwashing station to accommodate the requirement for frequent hand washing with paper towels, and/or use of hand sanitizer.
	7. Develop a plan for physical distancing (6 ft. or more).
	8. Maintain a reduced density of people. Work in small (10 or less), stable (designated) groups during entire meeting/activity. Note: the adult(s) supervising the youth are not included in the numbers for stable groups. Identify safety precautions to maintain reduced density if switching between groups.
	9. Meetings/activities should be outdoors whenever possible, using 6 ft. physical distancing requirements. If indoor, meeting/activity space should allow for 35 sq. ft. per person.
	10. Prior to the meeting/activity, develop an agenda and safety plan to include the following: <ol style="list-style-type: none"> a. Educational Activity(s) b. Timeline c. Safety Measures/Precautions d. Supplies to prevent the sharing of tools/equipment to maximize participant safety e. Identify and become familiar with environmental cleaners, and the surfaces where cleaners can/should be used, before and during meetings (i.e. door knobs, bathroom fixtures, tables).
	11. Immediately report concerns to the county Extension office/4-H staff regarding any health or safety issues. Refer to the OSU Extension Communicable Disease Plan .
	12. No food preparation, selling of food products, or distribution of food samples.

As an adult 4-H volunteer, I have read and agree to follow the COVID-19 safety guidelines and expectations outlined in this document. Extension 4-H youth programs, clubs, and groups are required to follow these expectations during Modified Operations/County Phase 2. I understand that failure to adhere to these expectations places youth, the community, the Oregon 4-H Program, and my continued service as a 4-H volunteer at risk.

Adult Volunteer Signature:	Today's Date:
Printed Name:	