



Fulton-Montgomery 4-H Club Program

Meeting & Activity Safety Plan

General Overview

- ▶ This document serves as the written safety plan outlining how Cornell Cooperative Extension of Fulton & Montgomery Counties (CCE) and the 4-H Youth Development Program will aid in the prevention of the spread of COVID-19. This document has been reviewed by the CCE Board of Directors.
- ▶ This plan is a living document and will be updated and modified as additional requirements are outlined by regulatory agencies.
- ▶ This plan will be updated as changes occur; 4-H volunteers will be notified of any changes in procedures. This plan as well as any updates will be posted for the public at www.ccefm.com

Volunteers & Staff

- ▶ All volunteers must attend a training conducted by CCE staff before resuming any 4-H club meetings or program activities.
- ▶ **All 4-H volunteers & members must read, sign & submit to the CCE office the COVID-19 Assumption of Risk form prior to participating in any 4-H club meeting or event.**
- ▶ CCE staff will share best practices with 4-H volunteers and participants to ensure that proper procedures are being followed:
 - ▶ **Physical Distancing:** Ensure 6 ft. distance between participants, unless safety or core function of the activity requires a shorter distance.
 - ▶ **Face Coverings:** Any time participants are less than 6 ft. apart from one another they must wear acceptable face coverings. It is suggested that everyone wear masks at all times to be prepared for closer contact.
 - ▶ **Tightly confined spaces** will be occupied by only one individual at a time, unless all occupants are wearing face coverings. If occupied by more than one person, occupancy will be kept under 50% of maximum capacity.
 - ▶ Prevent youth from touching each other through games & activities.

COVID-19 Assumption of Risk Form

CORNELL COOPERATIVE EXTENSION - Volunteers and Program Participants

Assumption of the Risk and Waiver of Liability Relating to Coronavirus/COVID-19

The novel coronavirus, COVID-19, has been declared a worldwide pandemic by the World Health Organization. COVID-19 is extremely contagious and is believed to spread mainly from person-to-person contact. As a result, federal, state, and local governments and federal and state health agencies recommend social distancing and have, in many locations, prohibited the congregation of groups of people of more than 25.

Acknowledgement of Risk

I understand Cornell Cooperative Extension of Fulton & Montgomery ("CCE") has put in place preventative measures to reduce the spread of COVID-19; however, CCE cannot guarantee that I or my dependent will not become infected with COVID-19. Further, entering the facilities of, or participating in programs of, CCE could increase my risk of contracting COVID-19.

By signing this agreement, I acknowledge the contagious nature of COVID-19 and voluntarily assume the risk that I may be exposed to or infected by COVID-19.

By participating in CCE programs and that such exposure or infection may result in personal injury, illness, permanent disability, or death. I understand that the risk of becoming exposed to or infected by COVID-19 diseases may result from the actions, omissions, of myself and others, including, but not limited to, CCE employees, volunteers, other participants, visitors or vendors.

I voluntarily agree to assume all of the foregoing risks and accept sole responsibility for any injury to myself (including, but not limited to, personal injury, disability, and death), illness, damage, loss, claim, liability, or expense, of any kind, that I may experience or incur in connection with my entering CCE or participation in CCE programming ("Claims"). On my behalf, and on behalf heirs and estate, I hereby release, covenant not to sue, discharge, and hold harmless CCE, its directors, officers, employees, volunteers, agents, and representatives, of and from the Claims, including all liabilities, claims, actions, damages, costs or expenses of any kind arising out of or relating thereto. I understand and agree that this release includes any Claims based on the actions, or omissions of the CCE, its directors, officers, employees, volunteers, agents, and representatives, whether a COVID-19 infection occurs before, during, or after my participation.

And in addition: As a volunteer, program participant or the guardian of a program participant under the age of 18, by signing the attached, I acknowledge that I have reviewed the plan for Cornell Cooperative Extension of Fulton & Montgomery Counties. I will abide by the guidelines and continued updates as released by NYS Forward and the CDC.

Name: _____

Date: _____

Signature: _____

Meeting Guidelines

- ▶ Volunteers planning a 4-H meeting/event, must submit to the 4-H/CCE Office a meeting/event plan for approval **two weeks prior** to the event using the **Meeting Safety Plan Checklist** provided by us.
- ▶ There are to be **no more than 25 people** (includes total of volunteers, youth participants, parents, speakers, etc.) at a meeting. Depending on the capacity of the given space, attendance may be limited to less than 25.
- ▶ The meeting time should be limited to **no more than 1.5 hours**.
- ▶ **Meetings must not take place inside private homes.** Hold meetings outdoors whenever possible or an open air or larger public facility.
- ▶ Social distancing & face mask procedures as described in Section I must be followed. **A review of these practices must be covered at the beginning of the meeting or event.**
- ▶ Hand sanitizer should be available at all times.
- ▶ Only single serve, commercially prepared, food and drink should be provided. Participants are welcome to bring their own making sure it is clearly labeled with their name.

4-H Meeting & Event Safety Plan Form



4-H Meeting & Event Safety Plan

(This Safety Plan must be submitted to the office two weeks prior to the meeting or event)

Name of Club or Event: _____

Date of Event: _____ Hours (not to exceed 1.5 hours): _____ to _____

Location: _____ Purpose of the Meeting: _____

Name of person(s) checking youth & adults in & maintaining the meeting log: _____

Plans for managing social distancing:

Plans for fulfilling face mask requirement:

Source for Hand Sanitizer: _____

Plans for posting signage: (let us know if you need signs from us)

Plans for serving refreshments, if applicable:

Name & phone number of person completing this form:

Name Phone Number where you can be reached

Meeting Guidelines cont.

- ▶ A meeting log must be completed upon arrival to document attendance and health screening which will also be used as a tracing mechanism. A copy must be sent to the CCE office following the meeting or event. **A suggested meeting log is attached.**
- ▶ Health screenings will be presented to the designated 4-H volunteer & checked off if approved. If someone answers 'yes' to any of the questions, they must not come to the meeting or event. Any paper copy must be returned to the parent/adult to abide by HIPPA guidelines. **The Health Screening is attached.**
- ▶ 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.

Meeting Log Sheet



4-H Meeting & Event Log

Club or Event Name: _____

Meeting Location: _____ Time of event: _____

Attendance for all youth and adult present:

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 ___

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 ___

Name: _____ Health Form Received? Yes ___ No ___

Name: _____ Health Form Received? Yes ___ No ___

Name: _____ Health Form Received? Yes ___ No ___

Volunteer Signature _____ Date: _____

This form (or a copy) must be turned in to the 4-H office

Health Screening Sheet



Volunteer/Program Participant Health Screening

Please answer the following questions the day of the meeting/event. If you answer yes to any please do not attend this 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
Sore throat	New loss of taste or smell	

4. Have you returned from travel to a “high COVID-19 infection rate state” as defined by NYS DOH, in the past 14 days?
Yes No

By signing below you are attesting to the accuracy of the answers to the questions above:

If 18 years or Older-

Program Participant/Volunteer _____
Signature

OR

If Under 18 Years -

Guardian to the Program Participant _____
Signature

Due to confidentiality regulations, this screening is to be retained by the adult and/or the guardian of the minor involved in the activity after presenting it for check in.

Building & Meeting Space

- ▶ Meetings and events will take place at a space where social distancing can be complied with. **Meetings must not take place inside private homes.** Meeting organizers are responsible for having PPE items available to attendees. This includes face masks, hand sanitizer and cleaning products. CCE can assist in providing needed PPE items at the request of the meeting organizer. Please note: The Montgomery County Annex may not be used as a meeting location at this time.
- ▶ Each group is responsible for cleaning and maintaining the area in which they use for programs or meetings.
- ▶ Post signage at doors and around the meeting space to remind participants of social distancing protocols/expectations. CCE will provide signage for 4-H Volunteers to use.

Hygiene and Cleaning

- ▶ Adhere to hygiene and sanitation requirements from the Centers for Disease Control and Prevention (CDC) and Department of Health (DOH). Training for volunteers and event organizers on proper use of PPE and hand washing must be completed prior to the meeting or event.
- ▶ Modify high-touch surfaces (e.g., propping doors open) to help participants from unnecessarily touching surfaces.
- ▶ Prevent youth from touching each other through games & activities.
- ▶ 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.
- ▶ It is the meeting organizer's responsibility to properly clean any equipment used during a meeting or event. This includes, but is not limited to chairs and tables, door handles, equipment and any and all surfaces used by the group.

Travel

- ▶ Only family members may travel together in the same vehicle for a 4-H event.
- ▶ 4-H volunteers and program organizers cannot transport non-family program participants.
- ▶ Limit to essential travel only.

Communication

- ▶ A designated volunteer must review safety practices with those in attendance at the beginning of each meeting.
- ▶ Signage must be posted throughout the meeting space to remind users to adhere to proper hygiene, social distancing rules, appropriate use of PPE, and cleaning and disinfecting protocols.
- ▶ Meetings Logs with a list of every person who may have close contact with other individuals will be kept at the CCE office.
- ▶ If any participant in a 4-H-sponsored meeting or event tests positive for COVID-19, they must communicate the results with the 4-H Club Coordinator, Kyle Yacobucci or Executive Director, Brian Gilchrist
- ▶ This 4-H Club Meeting & Event Safety plan will be posted on the CCE website and communicated to the 4-H volunteers and program participants via the 4-H newsletter, volunteer mailings and meetings.

Exposure Response Process

- ▶ To prevent exposure, stay-at-home requirements apply to any youth participant, sibling, parent or volunteer that are exhibiting any health-related symptoms such as:
 - ▶ Cough and/or congestion and/or runny nose
 - ▶ Shortness of breath or difficulty breathing
 - ▶ Fever or Chills
 - ▶ Muscle or body aches
 - ▶ Headache
 - ▶ Sore throat
 - ▶ Fatigue
 - ▶ New loss of taste or smell
 - ▶ Nausea, vomiting and/or diarrhea
- ▶ If a 4-H participant tests positive following a 4-H sponsored event, the local health department will be notified and cooperate with contact tracing efforts, including sharing the list of those who had close contact with the individual during a 4-H sponsored event, while maintaining confidentiality required by state and federal laws and regulations.
- ▶ Isolation, containment and contact tracing procedures will be followed as required and advised by the CDC, NYS Department of Health, Montgomery County Public Health and Fulton County Public Health.

PPE Training

Stop the spread of germs that can make you and others sick!



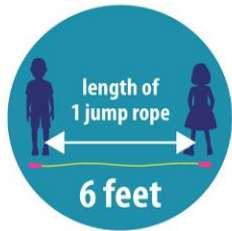
Wash your hands often



Wear a cloth face cover



Cover your coughs and sneezes



Keep **6 feet** of space between you and your friends



[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

CS11488A 03/16/2020

How to Safely Wear and Take Off a Cloth Face Covering

Accessible: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>

WEAR YOUR FACE COVERING CORRECTLY

- Wash your hands before putting on your face covering
- Put it over your nose and mouth and secure it under your chin
- Try to fit it snugly against the sides of your face
- Make sure you can breathe easily
- Do not place a mask on a child younger than 2



USE THE FACE COVERING TO HELP PROTECT OTHERS

- Wear cloth face coverings in public settings and when around people who don't live in your household, especially when other social distancing measures are difficult to maintain
- Don't put the covering around your neck or up on your forehead
- Don't touch the face covering, and, if you do, clean your hands

FOLLOW EVERYDAY HEALTH HABITS

- Stay at least 6 feet away from others
- Avoid contact with people who are sick
- Wash your hands often, with soap and water, for at least 20 seconds each time
- Use hand sanitizer if soap and water are not available



TAKE OFF YOUR CLOTH FACE COVERING CAREFULLY, WHEN YOU'RE HOME

- Untie the strings behind your head or stretch the ear loops
- Handle only by the ear loops or ties
- Fold outside corners together
- Place covering in the washing machine
- Wash your hands with soap and water



Cloth face coverings are not surgical masks or N-95 respirators, both of which should be saved for health care workers and other medical first responders.

For instructions on making a cloth face covering, see:

[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

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Cleaning & Disinfecting

6 Steps for Safe & Effective Disinfectant Use



Step 1: Check that your product is EPA-approved

Find the EPA registration number on the product. Then, check to see if it is on EPA's list of approved disinfectants at: [epa.gov/listn](https://www.epa.gov/listn)



Step 2: Read the directions

Follow the product's directions. Check "use sites" and "surface types" to see where you can use the product. Read the "precautionary statements."

Step 3: Pre-clean the surface

Make sure to wash the surface with soap and water if the directions mention pre-cleaning or if the surface is visibly dirty.



Step 4: Follow the contact time

You can find the contact time in the directions. The surface should remain wet the whole time to ensure the product is effective.

Step 5: Wear gloves and wash your hands

For disposable gloves, discard them after each cleaning. For reusable gloves, dedicate a pair to disinfecting COVID-19. Wash your hands after removing the gloves.



Step 6: Lock it up

Keep lids tightly closed and store out of reach of children.

[coronavirus.gov](https://www.coronavirus.gov)

Ways of Submitting Required Forms

- ▶ Print forms from the Summer-Fall 2020 Fulton-Montgomery Clover News or off of our website at www.ccefm.com. They may be physically mailed to CCEFM, PO Box 1500, Fonda, NY 12068 or scanned and emailed to Kyle at ky292@cornell.edu
- ▶ Signed and completed forms may be left in the mail slot on our shed in the parking lot of the Montgomery County Annex Building.
- ▶ If you are unable to print the forms from home, you may request a printed copy by emailing Kyle at ky292@cornell.edu or calling the office at 518-853-2135.
- ▶ Forms may also be dropped off at the Montgomery County Annex by calling the 4-H Office ahead of time to schedule a drop off. The general public is prohibited from entering the Montgomery County Annex at this time. 4-H staff will meet you in the parking lot to obtain forms.
- ▶ Forms may also be faxed to the office at 518-853-2129

REQUIRED FORMS RECAP

► Overview of required forms:

- **COVID-19 Assumption of Risk** - All 4-H Adult Volunteers, 4-H Youth & Families that intend to meet in person for a 4-H meeting, activity and/or event.

- **4-H Club Meeting & Activity Safety Plan Overview** - All 4-H Adult Volunteers (5 page document that you have to sign only.)

- **4-H Meeting & Event Safety Plan** - Must be filled out by the 4-H Adult Volunteer organizing the in-person 4-H Club meeting, activity and/or event. This form must be submitted to the 4-H office at least two weeks prior to the date of the in-person 4-H meeting.

- **Volunteer/Program Participant Health Screening** - Filled out at every in-person meeting, activity and/or event by all participants (adult & youth) - shown to designated volunteer and returned to parent/guardian/adult volunteer once reviewed

- **4-H Meeting & Event Log** - Filled out by a designated adult volunteer at every meeting as a roster of whom attended and a check list for the health forms. These must be returned to the 4-H office after every in-person meeting, activity and/or event.

Contact information

Name	Title	Email Address	Phone
Brian Gilchrist	Executive Director	btg5@cornell.edu	518-746-2560 (Washington County Office) -or- 518-853-2135 (Fulton-Montgomery Office)
Kyle Yacobucci	4-H Club Coordinator	ky292@cornell.edu	518-852-1999 (mobile)
Georgia Dutcher	Programs Assistant	gad23@cornell.edu	518-853-2135 (office)