**4-H Club In-Person Event**

**COVID-19 Checklist**

This document is a tool for clubs planning in person activities during the pandemic. This is a resource for organizers, and *does not* need to be submitted to 4-H Saskatchewan. Use it to help plan how your General and Project meetings will run, and for any other special events your club might hold.

When returning to in-person activities, the health, safety and wellness of our 4-H members, volunteers, and families must be considered the **first priority**. 4-H club leaders and event planners must regularly assess safety procedures and adjust as necessary.

**Prior to beginning to plan your in-person activity, club leaders should review:**

* **4-H Saskatchewan COVID-Preparedness Page**

Including “PLANNING YOUR 4-H YEAR: Incorporating COVID-19 Safety Measures” Guide, COVID Participation waiver, and guidelines for running your club: [www.4-h.sk.ca/covid19preparedness](http://www.4-h.sk.ca/covid19preparedness)

* **Government of Saskatchewan Reopen Plan**

https://www.saskatchewan.ca/government/health-care-administration-and-provider-resources/treatment-procedures-and-guidelines/emerging-public-health-issues/2019-novel-coronavirus/re-open-saskatchewan-plan

Once you have reviewed these, then you can move through this document answering the questions and preparing your plans and procedures.

Please contact your Regional 4-H Specialist if you require assistance or have questions about your proposed activity.

Club Name:

Activity/Event Name:

Date: Location: Time:

Number of participants: Number of attendees:

4-H Leader(s) responsible for planning:

Types of activities taking place during event:

Is your event indoor or outdoor?

Is it a public facility or a private facility?

* If public, the facility may have practices and procedures that you will need to follow. They should be compliant with the government requirements.
* If it is private, the club will need to develop practices and procedures in adherence to Government of Saskatchewan guidelines.

Is your number of attendees within the allowable maximum group sizes Yes No

Maximum capacity at any indoor or outdoor 4-H meeting, activity or event is limited to **30**.

Is participation voluntary? Yes No

**In-person participation is voluntary during the COVID outbreak.** No individual should feel compelled to attend an event in-person during the public health emergency if they do not feel safe to do so and make the choice on their own without persuasion.

**Clubs should be prepared to offer virtual options or alternate arrangements** to meet project requirements if the member declines attending in-person events due to COVID concerns.

**Clubs can contact their Regional 4-H Specialist to discuss alternate options.**

Will each participating family sign the 4-H COVID participation waiver? Yes No

It is the 4-H club’s responsibility to ensure that each family has a complete waiver *before* participating – once signed, the waiver covers all in-person programming for the 2020-2021 4-H year, so families only have to sign the waiver *once*.

For children with separated parents, each parent that has custody must sign the waiver. If they do not wish to sign the waiver, then they/their children should not be participating in the activity. **Once all participants/members have signed waivers, these can be collected by the General Leader sent / scanned / faxed to the 4-H office or your Specialist.**

Will you keep an attendance list of everyone at your meeting? Yes No

This include members, parents, leaders, guests, etc. and is for contact tracing, if there is ever a positive COVID-case within your club.

Will you ask the COVID screening questions? (see below) Yes No

Is this in a public event space where practices are compliant? Yes No

Outline the provisions for social distancing and maintaining physical distance.

Outline the provisions for hand washing/hand hygiene stations:

How will you minimize physical contact and the risk of COVID-19 transmission between participants?

How will participants be reminded about social distancing and frequent hand hygiene?

What precautionary measures, such as cleaning and disinfecting common or high-touch surfaces, will you take? If any supplies or resources will be provided, how will they be distributed?

Do you have an area to isolate a participant if they begin to show COVID-19 symptoms?

How will you communicate any special requirements or expectations to participants?

Have participants had an opportunity to ask questions about their participation/safety/the precautions being taken?

Using the “PLANNING YOUR 4-H YEAR: Incorporating COVID-19 Safety Measures Guide”, how will your club display any signage or share information to ensure everyone is aware of the risks associated with COVID-19? (eg. Floor arrows to direct traffic, signage on where to stand, COVID-waiver at events,etc.)

How will you be keeping track of everyone in attendance (members, leaders, parents, guests, etc.)?

**4-H Programming REQUIRED COVID-19 Screening Questions:**

All participants in 4-H activities are required to be screened before participating at in-person programming. To screen participants, a 4-H leader or volunteer must ask each family/person the following questions:

**THESE QUESTIONS MUST ONLY BE ASKED ONCE:**

1. **Have you signed the 4-H COVID participation waiver?**

If they answer no, then they must sign the waiver before participating. It is the 4-H club’s responsibility to ensure that each family has a complete waiver before participating. If they do not wish to sign the waiver, then they should not be participating in the activity.

Questions about the 4-H COVID participation waiver can be directed to the 4-H Office.

1. **Are you following all public health authority recommended guidelines and actively limiting your exposure to COVID-19?**

If they answer no, then they should not participate. It is important to follow the recommended guidelines to provide a safe environment for everyone.

More information about recommended guidelines can be found at [www.saskatchewan.ca](http://www.saskatchewan.ca)

Direct Link: [www.saskatchewan.ca/government/health-care-administration-and-provider-resources/treatment-procedures-and-guidelines/emerging-public-health-issues/2019-novel-coronavirus](http://www.saskatchewan.ca/government/health-care-administration-and-provider-resources/treatment-procedures-and-guidelines/emerging-public-health-issues/2019-novel-coronavirus)

**THESE QUESTIONS SHOULD BE ASKED AT EACH MEETING / EVENT:**

1. **Are you experiencing any symptom of illness, such as cough, shortness of breath or difficulty breathing, fever, chills, muscle pain, headache, sore throat, or new loss of taste of smell?**
2. **Have you travelled internationally within the last 14 days?**
3. **Have you travelled to a highly impacted area within Canada in the last 14 days?**
4. **Have you been diagnosed with COVID-19 and not yet cleared as non-contagious by a provincial or local public health authority?**
5. **Have you been exposed to someone with a suspected and/or confirmed case of COVID-19?**

If they answer “Yes” to any of the questions, then they should not participate. They should return home and take the self-assessment tool on the Government of Saskatchewan’s website to see if they should be tested for COVID-19.