4-H Saskatchewan

PLANNING YOUR 4-H YEAR:

Incorporating COVID-19 Safety Measures

January 13, 2021

4-H Saskatchewan

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PLANNING YOUR 4-H YEAR: Incorporating COVID-19 Safety Measures. Created August 2020.

Cover Photo: Radville 4-H Field Crops Club members social distancing at their club Crop Tour. July 26, 2020.

Introduction

As we all know in experiencing the last few months of a global pandemic, we certainly have had to change the way in which we do things. Work life, children's schooling, family gatherings, social outings, and even 4-H have all been affected by COVID-19.

4-H Saskatchewan has created this resource guide , "Planning your 4-H Year: Incorporating COVID-19 Safety Measures" as a tool for organizers in planning what will most likely be another unprecedented 4-H year.

As with all COVID-19 strategies, it should be understood that regulations may change in an instant. This resource guide will change as government plans change. For example, if the government increases or decreases the maximum number of people per gathering, your club will be expected to follow this guideline. If your community is required to go back into lockdown, you would be expected to follow the government guidelines, first and foremost.

Club organizers are encouraged to use APPENDIX 1—the 4-H Club In-Person Event COVID-19 Checklist to assist in planning your club meetings and events.

All 4-H guides should be considered the best information 4-H can advise **at this time**. If you have any questions about the 4-H year, please contact your Regional 4-H Specialist. 4-H Staff contact information can be found on page 20.

Official COVID-19 Sources for 4-H Clubs

Government of Saskatchewan: https://www.saskatchewan.ca

This is the most relevant webpage for COVID-19 related information in Saskatchewan. The page includes information about symptoms, treatment and protection measures. You'll find the latest updates on case numbers, exposure advisories, testing information, self-assessment tools, and self-isolation guidelines. You will also find the **Re-Open Saskatchewan Plan** where you'll see the most up-to-date guidelines for different activities.

Mental Health Supports

HealthLine 811 - 24/7 health services for Saskatchewan residents. Just dial **8-1-1**.
Kids Help Phone - Offers professional counselling, information and referrals. Phone or text at **1-800-668-6868**.
Farm Stress Line - Provides support for farmers and ranchers and is available 24/7 at **1-800-667-4442**.

4-H Saskatchewan Programming Updates

Find the bright blue COVID-19 button on the homepage at www.4-h.sk.ca or follow this direct link for all information relevant to 4-H and COVID-19: https://www.4-h.sk.ca/covid19preparedness.html

This will be the updated page to go to for announcements and where you can find the most recent copy of the "PLANNING YOUR 4-H YEAR: Incorporating COVID-19 Safety Measures".

4-H Saskatchewan COVID-19 Waiver

Before participating in any in-person 4-H event, each 4-H participant must complete the mandatory COVID-19 participation waiver—please see Appendix 3, or go to the website at https://www.4-h.sk.ca/tools-for-clubs.html.

In the face of the worldwide health emergency caused by Coronavirus/COVID-19, 4-H recognizes the desire to return to 4-H programming for the benefit of our members, with safety being our first priority. 4-H cannot guarantee that you or your child(ren) will not become infected with Coronavirus/COVID-19 as a result of participation in 4-H programming. Further, 4-H programming could increase the risk that you or your child(ren) could become infected with Coronavirus/COVID-19.

This Assumption of Risk and Waiver is intended to limit the ability of you and your child(ren) to recover damages against 4-H.

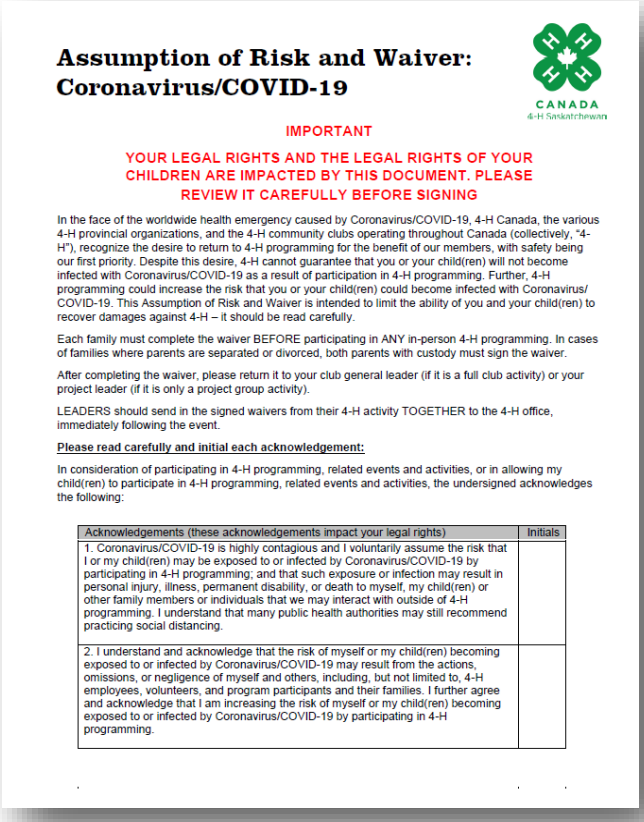
Each family must complete the waiver BEFORE participating in ANY in-person 4-H programming. In cases of families where parents are separated or divorced, both parents must sign the waiver. **Organizers should also maintain attendance lists of all participants at events and meetings** (so that contact tracing can be completed if required).

After completing the waiver, please return it to your club general leader (if it is a full club activity) or your project leader (if it is only a project group activity).

General Leader should collect and scan / mail / fax the signed waivers to the 4-H office, immediately following the event. Parents/Guardians are asked to read the document carefully and initial each acknowledgement.

YOU ONLY HAVE TO FILL THIS FORM IN ONCE FOR THE 2020-2021 4-H YEAR.

If you have filled it in for a club activity, you do not have to fill it in for the rest of the year. Because your General Leader will be sending it in to the 4-H Office, we will have it on file. Thank you for completing the waiver!



Assumption of Risk and Waiver: Coronavirus/COVID-19

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IMPORTANT

YOUR LEGAL RIGHTS AND THE LEGAL RIGHTS OF YOUR CHILDREN ARE IMPACTED BY THIS DOCUMENT. PLEASE REVIEW IT CAREFULLY BEFORE SIGNING

In the face of the worldwide health emergency caused by Coronavirus/COVID-19, 4-H Canada, the various 4-H provincial organizations, and the 4-H community clubs operating throughout Canada (collectively, "4-H"), recognize the desire to return to 4-H programming for the benefit of our members, with safety being our first priority. Despite this desire, 4-H cannot guarantee that you or your child(ren) will not become infected with Coronavirus/COVID-19 as a result of participation in 4-H programming. Further, 4-H programming could increase the risk that you or your child(ren) could become infected with Coronavirus/COVID-19. This Assumption of Risk and Waiver is intended to limit the ability of you and your child(ren) to recover damages against 4-H – it should be read carefully.

Each family must complete the waiver BEFORE participating in ANY in-person 4-H programming. In cases of families where parents are separated or divorced, both parents with custody must sign the waiver.

After completing the waiver, please return it to your club general leader (if it is a full club activity) or your project leader (if it is only a project group activity).

LEADERS should send in the signed waivers from their 4-H activity TOGETHER to the 4-H office, immediately following the event.

Please read carefully and initial each acknowledgement:

In consideration of participating in 4-H programming, related events and activities, or in allowing my child(ren) to participate in 4-H programming, related events and activities, the undersigned acknowledges the following:

Acknowledgements (these acknowledgements impact your legal rights)	Initials
1. Coronavirus/COVID-19 is highly contagious and I voluntarily assume the risk that I or my child(ren) may be exposed to or infected by Coronavirus/COVID-19 by participating in 4-H programming; and that such exposure or infection may result in personal injury, illness, permanent disability, or death to myself, my child(ren) or other family members or individuals that we may interact with outside of 4-H programming. I understand that many public health authorities may still recommend practicing social distancing.	
2. I understand and acknowledge that the risk of myself or my child(ren) becoming exposed to or infected by Coronavirus/COVID-19 may result from the actions, omissions, or negligence of myself and others, including, but not limited to, 4-H employees, volunteers, and program participants and their families. I further agree and acknowledge that I am increasing the risk of myself or my child(ren) becoming exposed to or infected by Coronavirus/COVID-19 by participating in 4-H programming.	

COVID-19 Safety Measure Basics for 4-H Clubs

The following COVID-19 safety measures are in place for 4-H Saskatchewan. As with everything, there is one superseding guideline: If you are sick, stay home!

1. **NUMBER OF PEOPLE: The GATHERING SIZE number will be referred to throughout this document.**

   As of December 17, the gathering sizes are: Only household members in private facilities, 10 people or less outdoors and 30 people or less for public facilities.

   ◊ Please note: Due to the restrictions in place until January 29, we ask 4-H clubs please follow the guidelines in the December 17 memo , located at www.4-h.sk.ca/covidpreparedness. There are guidelines in here for all general and project meetings at this time. IF these change, we will update this booklet or release a new memo to indicate the guidelines.

2. **SOCIAL DISTANCING: Organizers must set up meetings with social distancing in mind:**

   ◊ Put painter/masking tape on the floor to indicate social distancing. There must be a 6-foot or 2-metres distance between each person.

   ◊ Set up tables and chairs for social distancing

   ◊ **Masks are mandatory in all public spaces**

   ◊ Attendees from same household do not have to maintain distance from each other, but should distance from everyone else accordingly. Therefore, any members who are siblings, or parents / leaders who are spouses, can sit right beside each other.

3. **SANITIZATION: Organizers must increase sanitization practices.**

   ◊ Put in multiple hand washing / disinfecting stations

      ♦ Set up where people enter and exit the room (ie. Entrances to meeting room, and bathroom, etc.)

      ♦ Set up near any places where they must touch items (ie. On table where people need to pick up record books or drop off registration forms, etc.)

   ◊ Disinfect items / surfaces between use. For example:

      ♦ Disinfect pens if people are filling in forms or signing cheques;

      ♦ Wipe down tables in between people visiting them;

      ♦ Consider wiping down chairs if someone is going to sit in them after another person.

4. **FOOD:**

   - Food or drink cannot be served or consumed during public gatherings
   - Make sure your 4-H'ers eat before the meeting

5. SELF-ASSESSMENT: Symptoms to look for and when to stay at home

The following points include information from the Government of Saskatchewan's website:

Testing is available and recommended if you have unexplained new or worsening symptoms (even mild symptoms) that may include one or more of the following:

- ☐ Fever
- ☐ Cough
- ☐ Headache
- ☐ Muscle and/or joint aches and pains
- ☐ Sore throat
- ☐ Chills
- ☐ Runny nose
- ☐ Nasal congestion
- ☐ Conjunctivitis
- ☐ Dizziness
- ☐ Fatigue
- ☐ Nausea/vomiting
- ☐ Diarrhea
- ☐ Loss of appetite
- ☐ Loss of sense of taste or smell
- ☐ Shortness of breath
- ☐ Difficulty breathing

You can obtain a referral to a community testing centre by phoning HealthLine 811, your family physician or your nurse practitioner. Refer to page 3 for specifics about 4-H's recommended COVID sources.

All 4-H families should be familiar with self-monitoring and self-isolation precautions, in order to keep you and those around you safe.

6. ACTIVE COVID-19 CASE IN YOUR 4-H CLUB: What should you do?

General Leaders/organizers are asked to keep a list of attendees at every meeting/event you have. This includes members, leaders, family members, guests, etc. This is to aid in 'contact tracing', if there is a positive case in your club.

When results are positive, the local Medical Health Officer and the ordering physician are immediately informed. Patients with positive test results will be notified of their results by medical authorities. In general, patients are notified of negative COVID-19 test results within 24 to 72 hours of testing being done.

Your local public health official may also advise you/your club to be tested if you have been identified as being at risk following contact with someone known or suspected of having COVID -19. Public health will contact you if you need to be tested under these circumstances.

General Leaders should contact the Provincial 4-H Office as soon as possible if there is a positive case in your 4-H club.

IMPORTANT: 4-H is an extra-curricular organization run by caring volunteers. If at any time a 4-H individual or family need to 'step back' due to COVID-19 concerns, please do. Please refer to the Important Note about Participation on page 11.

COVID-19 Concerns—for 4-H Parents and Participants

FOR PARENTS:

What precautions are 4-H Clubs & 4-H Saskatchewan taking against COVID-19?

4-H Clubs in Saskatchewan will be incorporating the following practices at all 4-H General and Project meetings, events and activities. Families will also be required to sign a COVID-19 waiver.

- It is recommended if you can move your meeting virtual, to take this step and do not meet in-person
- **Number of people at all meetings and events will be limited to the government restrictions for gathering sizes (on page 5)**.
- **Social distancing will be incorporated at all meetings and events.**
- **Masks are mandatory in all public spaces**
- **Sanitization will be employed by the club at all functions.** *This includes washing hands for 20 seconds with soap and water, or using hand sanitizer. Common surfaces will be cleansed.*
- **Food will not be served.** *No food is currently allowed in public spaces.*

What types of activities can my child still do in 4-H?

At this time, no competitions or hands-on activities can be done in public spaces or during meetings. 4-H Clubs have should follow the guidelines in the December 17 memo. These items will be revisited and updated as the Government of Saskatchewan continues in its Reopen Saskatchewan plan.

What can I do to help?

- **Remain Flexible**. Keep in mind that some of your usual 4-H activities will look a little different this year. We ask that you please remain flexible about incorporating these changes. If you have specific concerns about regulations your club may be imposing, contact your General Leader or the Regional 4-H Specialist with concerns.
- **Communicate with your Club**. If you are not comfortable with your child attending an activity or following the regulations that have been put in place by your club please talk to your club about alternate ways of attending, for example attending virtually. Please note that if your child is not comfortable attend an event due to COVID concerns, they will not be penalized for it.
- **Monitor for Symptoms**. We ask that you monitor your child for symptoms prior to any 4-H in-person gatherings. If they are showing any symptoms of being ill, we ask that you please keep them at home.
- **Familiarize Yourself.** You are invited to review the **PLANNING YOUR 4-H YEAR: Incorporating COVID-19 Safety Measures** guide, as it provides recommendations to 4-H clubs in running their year during the pandemic.

FOR PARTICIPANTS:

- If you are feeling unwell, do not attend the 4-H meeting. Please stay home and take the self-assessment tool on the Government of Saskatchewan's website to see if you should be tested for COVID-19. Refer to page 6 of this guide for more information on symptoms.
- Practice proper hand hygiene—Wash your hands frequently with soap and water (scrub for 20 seconds). If soap and water are not available, use an alcohol-based hand sanitizer approved by Health Canada.
- Avoid touching your face, mouth, nose and eyes.
- Cough/sneeze into the bend of your elbow and then wash your hands.
- Practice social distancing
    - ◊ Please follow the physical distancing guidelines from the Saskatchewan Health Authority.
    - ◊ People who are not from the same household bubble must stay 6-feet or two-metres away from others.
    - ◊ Avoid handshakes or any other physical contact with others.
    - ◊ Avoid forming large groups. Follow government restrictions on gathering sizes.
- Wear a mask in public
- Also keep in mind that your 4-H Leaders must adhere to the Rule-of-Two at all times during club functions. The Rule-of-Two essentially means that a trained leader or screened volunteer must accompany all members at all times. This does not include parents / adults who have not completed 4-H's voluntary screening. This rule still applies in a virtual setting.
- **In-person participation is <u>voluntary</u> 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.

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PLANNING YOUR 4-H YEAR:
Incorporating COVID-19 Safety Measures

APPENDIX

1. **4-H Club In-Person Event COVID-19 Checklist**
2. **4-H Club Poster**
3. **4-H Saskatchewan COVID-19 Waiver**
4. **Cloverleaf Social Distancing Floor Sign**
5. **Using Technology to Connect with your Club**

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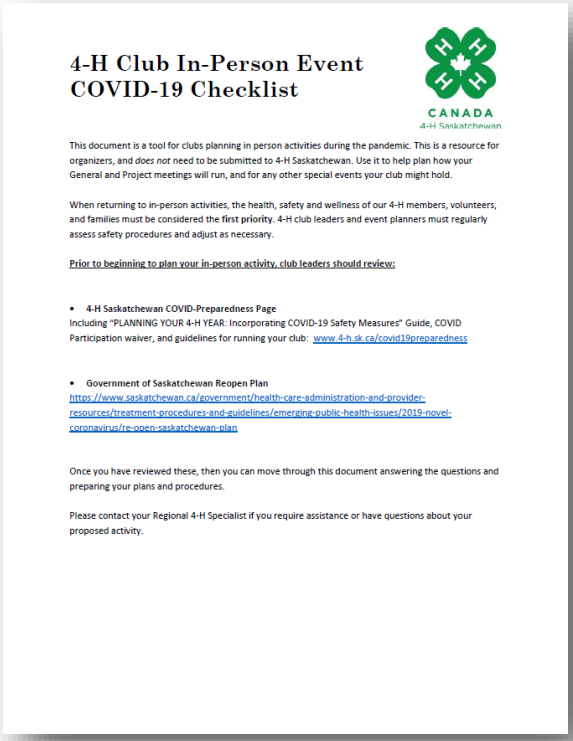
PLANNING YOUR 4-H YEAR: Incorporating COVID-19 Safety Measures. Created August 2020.

APPENDIX 1: COVID In-Person Plan, Resource Guide & Checklist

This document was created to assist 4-H Clubs in planning out their in-person activities during the COVID-19 pandemic. This is not a required document that you must send in to 4-H. Rather, it is here to help you figure out your event, incorporating the safety measures the Government of Saskatchewan, 4-H Canada and 4-H Saskatchewan are recommending.

If you need assistance in planning a 4-H activity, please contact your Regional 4-H Specialist. Refer to page 20.



4-H Club In-Person Event
COVID-19 Checklist

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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

- **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.

4-H Club In-Person Event COVID-19 Checklist

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4-H Saskatchewan

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- **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

- **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** for public facilities, 10 for outside and household members only for private dwellings

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:

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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.

2. **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
   Direct Link: 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:

3. **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?**

4. **Have you travelled internationally within the last 14 days?**

5. **Have you travelled to a highly impacted area within Canada in the last 14 days?**

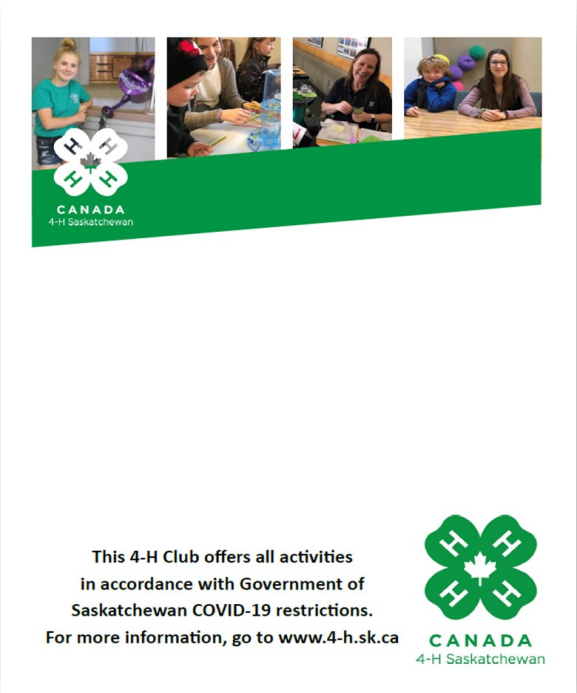
6. **Have you been diagnosed with COVID-19 and not yet cleared as non-contagious by a provincial or local public health authority?**

7. **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.

APPENDIX 2: 4-H Club Event Poster with COVID-19 details

Here is a poster that you 4-H Club can use for any upcoming registration nights or events you plan on having during times of COVID-19. Please make copies of this and fill in the necessary information for your club. If you want to make your own poster, we recommend you include the COVID-19 details.



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This 4-H Club offers all activities in accordance with Government of Saskatchewan COVID-19 restrictions.

For more information, go to www.4-h.sk.ca

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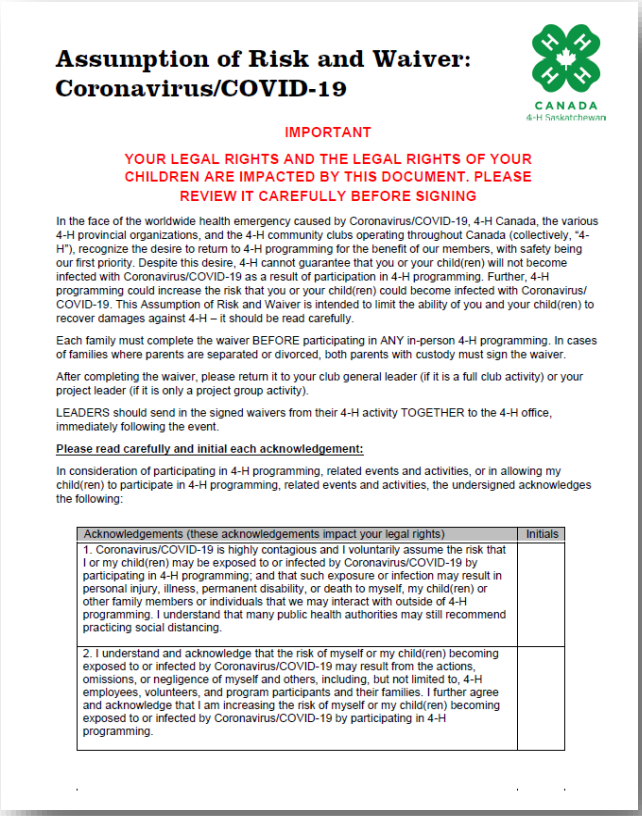
APPENDIX 3: 4-H Saskatchewan COVID-19 Waiver

As mentioned at the beginning of this guide, you are only required to fill this waiver our once for the 202-2021 4-H year. This waiver was created by 4-H Canada and encompasses a number of liability concerns. If you have any questions about the waiver, please contact your Regional 4-H Specialist.



Assumption of Risk and Waiver: Coronavirus/COVID-19

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4-H Saskatchewan

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Each family must complete the waiver BEFORE participating in ANY in-person 4-H programming. In cases of families where parents are separated or divorced, both parents with custody must sign the waiver.

After completing the waiver, please return it to your club general leader (if it is a full club activity) or your project leader (if it is only a project group activity).

LEADERS should send in the signed waivers from their 4-H activity TOGETHER to the 4-H office, immediately following the event.

Please read carefully and initial each acknowledgement:

In consideration of participating in 4-H programming, related events and activities, or in allowing my child(ren) to participate in 4-H programming, related events and activities, the undersigned acknowledges the following:

Acknowledgements (these acknowledgements impact your legal rights)	Initials
1. Coronavirus/COVID-19 is highly contagious and I voluntarily assume the risk that I or my child(ren) may be exposed to or infected by Coronavirus/COVID-19 by participating in 4-H programming; and that such exposure or infection may result in personal injury, illness, permanent disability, or death to myself, my child(ren) or other family members or individuals that we may interact with outside of 4-H programming. I understand that many public health authorities may still recommend practicing social distancing.	
2. I understand and acknowledge that the risk of myself or my child(ren) becoming exposed to or infected by Coronavirus/COVID-19 may result from the actions, omissions, or negligence of myself and others, including, but not limited to, 4-H employees, volunteers, and program participants and their families. I further agree and acknowledge that I am increasing the risk of myself or my child(ren) becoming exposed to or infected by Coronavirus/COVID-19 by participating in 4-H programming.	

Assumption of Risk and Waiver: Coronavirus/COVID-19

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IMPORTANT

YOUR LEGAL RIGHTS AND THE LEGAL RIGHTS OF YOUR CHILDREN ARE IMPACTED BY THIS DOCUMENT. PLEASE REVIEW IT CAREFULLY BEFORE SIGNING

In the face of the worldwide health emergency caused by Coronavirus/COVID-19, 4-H Canada, the various 4-H provincial organizations, and the 4-H community clubs operating throughout Canada (collectively, "4-H"), recognize the desire to return to 4-H programming for the benefit of our members, with safety being our first priority. Despite this desire, 4-H cannot guarantee that you or your child(ren) will not become infected with Coronavirus/COVID-19 as a result of participation in 4-H programming. Further, 4-H programming could increase the risk that you or your child(ren) could become infected with Coronavirus/ COVID-19. This Assumption of Risk and Waiver is intended to limit the ability of you and your child(ren) to recover damages against 4-H – it should be read carefully.

Each family must complete the waiver BEFORE participating in ANY in-person 4-H programming. In cases of families where parents are separated or divorced, both parents with custody must sign the waiver.

After completing the waiver, please return it to your club general leader (if it is a full club activity) or your project leader (if it is only a project group activity).

LEADERS should send in the signed waivers from their 4-H activity TOGETHER to the 4-H office, immediately following the event.

Please read carefully and initial each acknowledgement:

In consideration of participating in 4-H programming, related events and activities, or in allowing my child(ren) to participate in 4-H programming, related events and activities, the undersigned acknowledges the following:

Acknowledgements (these acknowledgements impact your legal rights)	Initials
1. Coronavirus/COVID-19 is highly contagious and I voluntarily assume the risk that I or my child(ren) may be exposed to or infected by Coronavirus/COVID-19 by participating in 4-H programming; and that such exposure or infection may result in personal injury, illness, permanent disability, or death to myself, my child(ren) or other family members or individuals that we may interact with outside of 4-H programming. I understand that many public health authorities may still recommend practicing social distancing.	
2. I understand and acknowledge that the risk of myself or my child(ren) becoming exposed to or infected by Coronavirus/COVID-19 may result from the actions, omissions, or negligence of myself and others, including, but not limited to, 4-H employees, volunteers, and program participants and their families. I further agree and acknowledge that I am increasing the risk of myself or my child(ren) becoming exposed to or infected by Coronavirus/COVID-19 by participating in 4-H programming.	

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3. I voluntarily agree to assume all of the foregoing risks and accept sole responsibility for any injury to myself, my child(ren), and other family members or individuals that we may interact with outside of 4-H programming, including, but not limited to, personal injury, disability, and death, illness, damage, loss, claim, liability, or expense, of any kind, that I, my child(ren) or other family members or individuals that we may interact with outside of 4-H programming may experience or incur in connection with my or my child(ren) participating in 4-H programming.	
4. On my behalf, and on behalf of my child(ren), our heirs, any personal representatives, and next of kin, I hereby release, covenant not to sue, discharge, and hold harmless 4-H, and their respective employees, volunteers, agents, representatives, and affiliates, of and from all 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, omissions, or negligence of 4-H or their respective employees, volunteers, agents, representatives, and affiliates, whether a Coronavirus/COVID-19 infection occurs before, during or after participation in 4-H programming.	
5. I understand that by signing this document, I agree that if I or my child(ren) are exposed to or infected by Coronavirus/COVID-19 during participation in 4-H programming, then I or my child(ren) may be found by a court of law to have waived our right to maintain a lawsuit for a claim of negligence.	
6. I represent that neither I, nor my child(ren), have any medical or physical condition which could interfere with our safety in 4-H programming, or else I am willing to assume the risk of and bear the costs of all risks that may be created, directly or indirectly, by any such condition.	
7. I have had sufficient time to read this entire document and, should I choose to do so, consult with legal counsel prior to signing. Also, I understand that this activity might not be made available to me or my child(ren) if I were to choose not to assume the risks herein and waive the rights herein, and I agree that the opportunity to participate in return for the execution of this document is a reasonable bargain.	
8. I agree that I will practice safe social distancing and clean hygiene during my participation in 4-H programming.	
9(a). Neither myself nor my child(ren) are experiencing any symptom of illness such as cough, shortness of breath or difficulty breathing, fever, chills, repeated shaking with chills, muscle pain, headache, sore throat, or new loss of taste or smell, and I agree that my child(ren) and I will not participate in any future 4-H programming if we are experiencing symptoms of illness.	
9(b). Neither myself nor my child(ren) have traveled internationally within the last 14 days, and I agree that neither my child(ren) nor I will participate in any future 4-H programming if we have traveled internationally within 14 days of the programming.	

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9(c). Neither myself nor my children have traveled to a highly impacted area within Canada in the last 14 days, and I agree that neither my child(ren) nor I will participate in any future 4-H programming if we have traveled to a highly impacted area within Canada within 14 days of the 4-H programming.	
9(d). Neither I nor my child(ren), have been diagnosed with Coronavirus/Covid-19 and not yet cleared as non-contagious by provincial or local public health authorities, and I agree that neither my child(ren) nor I will participate in any future 4-H programming if we are diagnosed with Coronavirus/Covid-19 and not yet cleared as non-contagious by provincial or local public health authorities.	
9(e). I do not believe that I or my child(ren) have been exposed to someone with a suspected and/or confirmed case of the Coronavirus/COVID-19, and I agree that neither my child(ren) nor I will participate in any future 4-H programming if I believe that I or my child(ren) have been exposed to someone with a suspected and/or confirmed case of the Coronavirus/COVID-19.	
9(f). I and my children are following all public health authority recommended guidelines and limiting my/our exposure to the Coronavirus/COVID-19, and I agree that neither my child(ren) nor I will participate in any future 4-H programming unless we continue to follow all public health authority recommended guidelines and limit my/our exposure to the Coronavirus/COVID-19.	

Child Name: _____

Child Name: _____

Child Name: _____

Child Name: _____

I have read and understood this document and I agree to be bound by its terms.

Parent/Guardian Signature: _____ Date:_____

Parent/Guardian Name: _____

Parent Email: _____

Parent Telephone: _____

CLUB LEADERS: Please return all the completed waivers to the 4-H Saskatchewan Office: 3830 Thatcher Avenue, Saskatoon, SK, S7R 1A5

APPENDIX 4: Cloverleaf Social Distancing Floor Sign

If you have been in businesses across the province, you most likely will have seen floor signs indicating where people should stand in order to social distance. Here are some 4-H floor signs you might want to use at your registration night, General Meetings, etc.

DETAILS:

- Please feel free to photocopy these, or make your own with the same information on them.
- You can cut out the circles, or you can use a sheet of 8.5” x 11” piece of paper.
- You will need to use a measuring tape to ensure each sign is 6-feet / 2-metres apart.
- You may need to tape these to the floor to ensure they stay put.
- If you are able to, you can consider laminating your signs in case you need to use them again throughout the year.

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THANK YOU FOR SOCIAL DISTANCING

THANK YOU FOR
SOCIAL DISTANCING

APPENDIX 5: Using Technology to Connect with your Club

If you are needing to incorporate virtual meeting options, here are some helpful options for your club. If you have any concerns about running meetings or events virtually, call your Regional 4-H Specialist for assistance.

Using Technology to connect with your club

As with all of 4-H Saskatchewan events, due to COVID-19 all 4-H in person activities and programming has been postponed until at least April 13. This may change, so please find the most up to date information at: https://www.4-h.sk.ca/covid19preparedness.html

If you do not have any pressing matters which need to be discussed by your club, there is no requirement to meet during this time. Feel free to postpone all meetings until the postponements have lifted. If you need to discuss pressing matters, the 4-H Staff have compiled some ideas to help you connect with your club online.

Here are some examples of things you may need to discuss as a club:

- If you need to make any significant changes (cancellation/postponement) to events, clinics or any other in person meeting your club would have hosted on or before April 13
- If your club needs to hold a vote for a very important reason (postpone achievement day, pay any urgent bills, etc.)

Online/Cellular Meeting Options

WhatsApp

- Free
- Mobile device only
- Available on Android and iOS
- Group conversations
- Calling and texting
  - Uses internet/data to call/text for free internationally

Group Me

- Free
- App and Web based
- Works on internet and data
- Large group chatting capability
- Text only

Life size

- Free
- Up to 100 participants
- Able to record and send out meeting after
- Video conferencing
- Website access
- signup.lifesize.com

Free Conferece.com

- Free
- Video and phone conference
- 1,000 participants
- Record and save meetings
- Chat and attendee list available
- Website access
- https://www.freeconference.com/

Google Hangouts

- Free with google account
- Phone chat, Android, iOS and Desktop
- Video chat, Android, iOS and Desktop
- App only
- Up to 150 participants

Facebook Messenger

- Free
- Members must be 13 to have a Facebook page
- Group chat
- Group video and Audio Calls

Tools for setting your meeting date and time

Doodle Poll

- Free
- Helps to schedule meetings and events.
- With Doodle, you can pick date and time options then poll your team to see what works best for them.
- www.doodle.com

Team Up

- Free (upgraded version available)
- Helps groups manage their shared time and resources
- Able to see times available for meetings
- Booking meetings with specific people easily
- https://www.teamup.com/

First Agenda

- $15.99 USD/ month
- Web only
- Manages your calendar
- Creates and send agenda to meeting attendees
- Sets meetings for you and others involved

Tools for sharing files with your club

Adobe Scanner

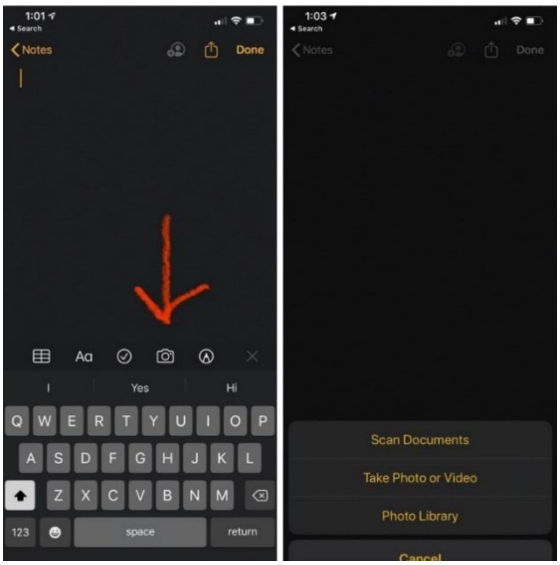
- Free
- Use your mobile phone to scan
    - Paperwork
    - Recipts
    - Business cards
    - Photos
- Turns all documents into PDF

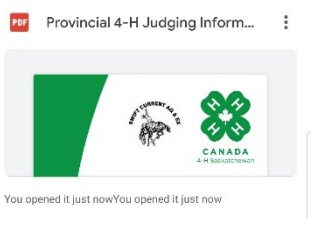
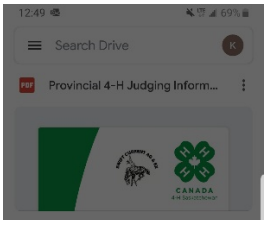
Tiny Scanner

- Free with an option to upgrade
- Single page scan or batch
- All documents into PDF
- Can scan on the go and at home

IPhone scanner

- Lay out documents to scan
- Go to notes app:
- Select the camera button
- Select scan
- Turns all documents into PDF



Android Scanner

- Lay documents out to scan
- Go to Google Drive App
- Press the plus in the bottom right of screen
- Select scan
- Allow drive to take photos