



Guide for Arizona 4-H Meetings by Project Area: COVID-19 Mitigation

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Arizona 4-H is responsible for the health and safety of youth in your care, custody, and control. The novel coronavirus that causes COVID-19 is highly infectious and can cause serious illness. The COVID-19 virus can be transmitted at gatherings even when mitigation measures such as mask wearing, and physical distancing are followed. When those mitigation measures are not followed, the risk of transmission increases. This document offers actionable steps you can take as a project leader to reduce the risk of spreading disease at Arizona 4-H educational events or contests.

It is important to assess the risk factors for the individuals in your community. Postponing or canceling events that pose an unnecessary risk as a way to prevent transmission of this disease is the mitigation method we have followed for the past year. As the entire globe transitions to a new phase of the global pandemic, with the introduction of a vaccine, there is a need to revisit the guidance, policy, and procedure as we strive to continue to help get youth to “doing.”

This document serves to do just that. The following guidelines should continue to be followed throughout all phases of the Cooperative Extension Phased Re-Entry Plan, and followed despite persons being vaccinated. 4-H volunteers qualify in phase 1b of the Arizona Department of Health Services vaccination prioritization plan. Vaccination is not mandated, it is a private decision, but it is highly recommended for 4-H volunteers because they are working with youth who are a vulnerable population who do not have vaccine access at this time.

The recommendations in this document are informed by public health guidance. The hierarchy of policy that informed it is as follows: The State of Arizona, the counties government and health departments, The University of Arizona, and Arizona 4-H Youth Development program.

INDOOR 4-H ACTIVITIES & PROJECT MEETINGS

General recommendations (based on CDC Guidelines, UArizona Policy and Procedures, Cooperative Extension Re-Entry Phases, and the Guide for 4-H Club and Project Meetings)

- **All participants must wear masks while participating in 4-H in-person programming**, unless otherwise stated. If masks cannot be worn or a participant chooses not to then they cannot be at the meeting. Reasonable accommodations should be explored for virtual or distance engagement for individuals who are unable to wear masks for any reason.
- **Choose activities where participants are able to stay six feet apart.** Planned activities should not require close physical contact. As an example, choose ice breakers that do not require physical touch between participants. E.g. A name game or Simon says.
- **Change your greeting.** Instead of shaking hands or hugging, you can have your club officers invent a new greeting that can be done from a distance. The youth will enjoy coming up with a silly new way to say hello that does not involve touching!
- **Change how you open doors.** Door Knobs are one of the worst places to touch. Scan the space and think about which doors can be propped open so not everyone needs to touch them. If it is not possible to prop open doors, assign one person to serve as a greeter and open the door for everyone. Make sure paper towels and garbage cans are available by bathroom doors, so people can open the door with a towel and then throw it away.
- **Schedule in time for proper hygiene.** Include time in the meeting/event schedule for everyone to wash their hands before eating. Take the opportunity to teach about proper handwashing.

- **Do not share pens and pencils.** Instead of having everyone use the same pen to check in for attendance, have one person take attendance to avoid sharing one pen. This goes for other shared equipment (e.g. scissors, glue bottles).
- **Carefully clean and disinfect before and after meeting.** If hosting a project meeting in your home, disinfect afterwards. Plan to take fifteen minutes after everyone has left to wipe down all frequently touched surfaces with a disinfectant spray or bleach solution. The CDC and EPA provide the following guidance:
 - Cleaning removes germs and dirt from surfaces. You can use soap and water to clean surfaces. This doesn't always kill germs but removing them lowers their numbers. It's suggested to clean surfaces before you disinfect them.
 - Disinfecting kills germs on surfaces. Disinfectant chemicals are stronger than soap but do not necessarily clean visibly dirty surfaces or remove germs. Killing germs lowers the risk of infection. To properly disinfect, products need to remain on a surface for a specific amount of time -- usually 3 to 5 minutes.
 - Sanitizing also kills germs, but disinfecting is the most successful means of killing germs. Some products are capable of doing both, but disinfecting requires a bit more work. Still, sanitizers effectively lower the risk of infection.
 - A list of CDC suggested COVID-19 disinfectants can be found at the following link: <https://cfpub.epa.gov/giwiz/disinfectants/index.cfm>
 - For more information regarding cleaning and disinfecting areas please see the CDC website for guidance.

Family and Consumer Health Science and Science, Technology, Engineering, and Math (STEM) Projects

This guidance is general best practices for 4-H educational events and contests that include project work in Arts, Sewing, Robotics, and Leatherwork, etc.

In addition to the general recommendations for indoor projects:

- **Reconsider how you meet.** If your project is something that if the youth have the correct supplies they can safely do on their own home consider getting the supplies to them and then working on the project together virtually. If the supplies are too expensive to supply for each person at the same time you could have youth work on the projects individually passing the supplies needed on when finished

after fully sanitizing them. If the supplies need adult leader supervision consider meeting in small groups or only family groups with the leader one group at a time to reduce the chance of mingling outside of family groups.

- **Utilize family units and teen youth leaders.** When considering your other meeting options you can consider what other options you have for leadership and facilitation. In some projects such as arts and crafts, cooking, or sewing youth may have help in their home you could utilize. Provide the supplies and curriculum plan and survey your group to see who all in your youths network may be able to help facilitate for their immediate family member so that leaders can reduce their need to meet in person and move more instruction virtually.
- **Consider having each youth purchase their own supplies to avoid sharing** If it is cost effective, or your group is able to reimburse families it is recommended youth use their own supplies to reduce sharing.
- **Keep records.** It is always important to encourage record keeping for 4-H projects in the form of a record book but it is especially important if youth are working on these projects individually or while meeting virtually to check on progress. Photos, budgets, and paragraphs on their experiences while working on the project will be helpful later in the case of need for a virtual show or Fair. More records provide more to show off at the end if you are unable to show off the physical project. Remember digital 4-H project record books are available in ZingBooks.
- **Change how you show off final projects for Fair.** Projects may not be able to be displayed in large halls for spectators, in case of this limitation, plan backup options. Consider virtual options utilizing the records kept mentioned above. You could create web pages, social media posts, YouTube videos all that can serve as galleries of youth project work. Or have youth create a PDF for their project that you could put together in a virtual document for browsing.

Indoor Arena Shows

This guidance is general best practices for 4-H educational events and contests that involve animals, including Horse, Largestock, and Small Stock.

In addition to the general recommendations for indoor projects:

- **Consider the size of the indoor arena before selecting it.** Check with your county health department because each has set different requirements for square

feet per person during an event. Some as much as 150 sq ft per person (Pima County Health Department) and some as low as 70 sq ft per person (Maricopa County Health Department). Utilize the resource page at the end of this guide to find the exact requirement for your county event.

- **If the arena has any roll up doors or removable sides, open those during meetings and shows fully.** Keeping doors open will not only limit touch points but these large roll up doors will provide huge exchanges of air to limit the chance of airborne exposure.
- **Adjust class size to the ring size.** Ensure you can give each exhibitor the recommended square footage per your county health departments recommendation.
 - For small stock projects that utilize tables it is recommended you use 10 ft tables and put one exhibitor on each end leaving the middle of the table empty for social distancing.
- **Mark off areas 6ft apart around the ring for spectators.** You can use cones, tape, or fencing to mark off areas for spectators. 4-H educational events and contests must conform to the size requirements of the University of Arizona Cooperative Extension COVID-19 Mitigation Phase requirements. To address these requirements you may limit size participants to family groups or if needed limit the spectators to two adult parents or guardians per family group during phases 1 and 2. In phase 3 or higher there is no size restriction.
- **Schedule a responsible adult or volunteer as the designated gate person.** This will ensure only one person is continually touching the gate to allow participants in and out of the arena. If this job needs to be broken into shifts ensure the gate is properly cleaned and disinfected between shifts.
- **Masks should be removed when the youth is horseback.** A horse provides an excellent social distance measurement. A mask can cause youth safety concerns and therefore should not be worn while horseback.

Shooting Sports (Indoor Range)

In addition to the general recommendations for indoor projects:

- **Schedule the same number of youth as firearms during meeting times to avoid sharing equipment.** This may require reducing meeting attendee numbers and holding additional meetings to accommodate additional youth. If additional meetings are a hardship and you must share firearms be sure to have a trained

responsible adult safely disinfect equipment between youth.

- **Schedule an additional adult or volunteer in charge of disinfecting.** This responsible adult works with the Rangemaster to ensure between rounds the firearms are safely disinfected for the next group's use.
- **Space participants on the line at least 6 ft apart** This may require lowering your meeting numbers or doing more rounds of shooters and longer meetings. If you have an additional group of certified shooting sports leaders, you could split the group into two groups that meet at alternating times.
- **A youth mask is removed once the youth is positioned on the line.** To ensure the safe use of equipment by a youth face masks should be removed prior to shooting. Prior to being released from the line youths should place their masks back on.

OUTDOOR 4-H ACTIVITIES & PROJECT MEETINGS

General recommendations (based on CDC Guidelines, UA Arizona Policy and Procedures, Cooperative Extension Re-Entry Phases, and the Guide for 4-H Club and Project Meetings)

- **All participants must wear masks while participating in 4-H in-person programming, unless otherwise stated.** If masks cannot be worn or a participant chooses not to then they cannot be at the meeting. Reasonable accommodations should be explored for virtual or distance engagement for individuals who are unable to wear masks for any reason.
- **Choose activities where participants are able to stay six feet apart.** We need to ensure that activities do not require close physical contact. If you planned a game that requires close physical contact, save that for another time. As an example, choose ice breakers that do not require physical touch between participants during highly infectious seasons. E.g. A name game or Simon says
- **Change your greeting.** Instead of shaking hands or hugging, can you invent a new greeting that can be done from a distance? The youth will enjoy coming up with a silly new way to say hello that does not involve touching (and the adults will too)!
- **Do not share pens and pencils** Instead of having everyone use the same pen to check in for attendance, have one person take attendance to avoid sharing one pen.

- Schedule facilities and time for proper hygiene.

Include time in the meeting/event schedule for everyone to wash their hands before eating. Take the opportunity to teach about proper handwashing. Outdoor activities may need to consider renting temporary hygiene facilities if the venue they are using do not have any available. Hand sanitizer stations are required at minimum but are not a replacement for a soap and water hand washing station, which is recommended.

- Carefully clean and disinfect before and after meeting. Plan to take fifteen minutes after everyone has left to wipe down all frequently touched surfaces with a disinfectant spray or bleach solution. The CDC and EPA provide the following guidance:

- Cleaning removes germs and dirt from surfaces. You can use soap and water to clean surfaces. This doesn't always kill germs but removing them lowers their numbers. It's suggested to clean surfaces before you disinfect them.
- Disinfecting kills germs on surfaces. Disinfectant chemicals are stronger than soap but do not necessarily clean visibly dirty surfaces or remove germs. Killing germs lowers the risk of infection. To properly disinfect, products need to remain on a surface for a specific amount of time -- usually 3 to 5 minutes.
- Sanitizing also kills germs, but disinfecting is the most successful means of killing germs. Some products are capable of doing both, but disinfecting requires a bit more work. Still, sanitizers effectively lower the risk of infection.
- A list of CDC suggested COVID-19 disinfectants can be found at the following link: <https://cfpub.epa.gov/giwiz/disinfectants/index.cfm>
- For more information regarding cleaning and disinfecting areas please see the CDC website for guidance.

Family and Consumer Health Science or Science, Technology, Engineering, and Mathematics (STEM) Projects (Baking, Welding, Woodworking, Gardening, etc.)

In addition to the general recommendations for indoor projects:

-Do not share equipment This may be the opportunity for youth to purchase their own equipment needed for the project, some equipment may be expensive and this

is a hardship that leaders with the help of their county staff should anticipate and consider opportunities to find funding and scholarship sources to address. If equipment absolutely must be shared, it must be fully cleaned and disinfected before changing hands.

- **Utilize different masking for different tasks.** Ensure both the youth and volunteer will have unobstructed vision during the entirety of the activity. Consider alternative versions of masking that are safer to use when doing certain activities. Welding you need something that fits comfortably under the welding hood and that is not flammable, for blacksmithing or torch welding you need to wear protective eyewear which the breath from your mask can fog them up and cause a safety issue. Using tinted face shields or increasing your social distance so masks can be removed is recommended solutions in these situations.

Outdoor Arena Shows (Horse, Livestock, Smallstock)

In addition to the general recommendations for outdoor projects:

- **Mark off areas 6ft apart around the ring for spectators** You can use cones, tape, or fencing to mark off areas for spectators. These could be limited to family groups or if needed limit the spectators to two adult parents or guardians per family group during phases 1 and 2, in phase 3 or higher there is no size restriction.
- **Schedule a responsible adult or volunteer as the designated gate person.** This will ensure only one person is continually touching the gate to allow participants in and out of the arena. If this job needs to be broken into shifts ensure the gate is properly cleaned and disinfected between shifts.
- **Adjust class size to the ring size.** Ensure you can give each exhibitor 120 sq ft per person, for small stock projects that utilize tables it is recommended you use 10 ft tables and put one exhibitor on each end leaving the middle of the table empty for social distancing.
- **Masks should be removed when the youth is horseback.** A horse provides an excellent social distance measurement. A mask can cause youth safety concerns and therefore should not be worn while horseback.
- **Masks can be removed once youth have entered the show ring.** A large livestock show ring (i.e. cattle, sheep, goats, pigs) is an excellent socially distanced environment if individuals remain distanced, arenas are expanded, and class sizes are limited.

Shooting Sports (Outdoor Range)

In addition to the general recommendations for outdoor projects:

- **A youth mask is removed once the youth is positioned on the line.** To ensure the safe use of equipment by a youth face masks should be removed prior to shooting. Prior to being released from the line youths should place their masks back on.
- **Space participants on the line at least 6 ft apart** This may require lowering your meeting numbers or doing more rounds of shooters and longer meetings. If you have an additional group of certified shooting sports leaders you could split the group into two groups that meet at alternating times.
- **Schedule the same number of youth as firearms during meeting times to avoid sharing equipment.** This may require reducing meeting attendee numbers and holding additional meetings to accommodate additional youth. If additional meetings are a hardship and you must share firearms be sure to have a trained responsible adult safely disinfect equipment between youth.
- **Schedule an additional adult or volunteer in charge of disinfecting.** This responsible adult works with the Rangemaster to ensure between rounds the firearms are safely disinfected for the next group's use.

Resources

CDC: <https://www.cdc.gov/coronavirus/2019-ncov/index.html>

Arizona Executive Orders: <https://azgovernor.gov/executive-orders>

County Mandates:

Coconino: <https://www.coconino.az.gov/covid19>

Maricopa: <https://www.maricopa.gov/5460/Coronavirus-Disease-2019>

Pinal: <https://www.pinalcountyaz.gov/publichealth/coronavirus/Pages/Home.aspx>

Pima: <https://webcms.pima.gov/cms/One.aspx?portalId=169&pageId=541069>

Yuma: <https://www.yumacountyaz.gov/government/health-district/divisions/emergency-preparedness-program/coronavirus-2019-covid-19-yuma-county-updates>

Greenlee: <https://www.co.greenlee.az.us/departments/health-county-services/>

Graham: <https://www.graham.az.gov/254/Health>

La Paz: <https://www.lpchd.com/>

Cochise: <https://covid-cochisehealth.hub.arcgis.com/>

Yavapai: <https://www.yavapai.us/chs>

Santa Cruz: <https://www.santacruzhealth.org/HSAHome/HSADivisions/PublicHealth/CommunicableDiseaseControl/CoronavirusHome.aspx>

Apache: <https://www.apachecountyaz.gov/>

Navajo: <https://www.navajocountyaz.gov/Departments/Public-Health-Services/COVID-19>

Mohave: <https://covid-19-mohave.hub.arcgis.com/>

Gila: https://www.gilacountyaz.gov/news_detail_T5_R475.php

UA Arizona Campus Mitigation Plans: <https://covid19.arizona.edu/>

AZ Cooperative Extension Re-Entry Plan <https://extension.arizona.edu/phased-operational-plan>

AZ 4-H covid response <https://extension.arizona.edu/az-4-h-covid-19-response>

References

Elliott-Engel, J., & Martinez, C. (2020). *Guide for 4-H Club and Project Meetings: COVID-19 Mitigation* [Extension Publication]. AZ1830-2020. University of Arizona Cooperative Extension. <https://extension.arizona.edu/pubs/guide-4-h-events-covid-19-mitigation>

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