

# Iowa 4-H Addendum to Guidance and Expectations for In-Person Education and Business

**December 22, 2020**

Iowa 4-H is providing program specific expectations and recommendations that are meant to strengthen and complement ISU and ISU Extension and Outreach expectations and guidance. Please refer to the [Open for Iowa](#) resources and further details. Be knowledgeable of the most recent Iowa Governor's public health [proclamation](#) and [enhanced public health measures](#). Be aware of local ordinances and directives that may impact your planning and program delivery.

## **In-Person Club Meetings, Programs, and Events:**

1. Extension indoor programs and events, including 4-H club meetings, are limited to 15 people.
2. Extension outdoor programs and events, including 4-H club meetings, are limited to 30 people
3. Face coverings are required when people are indoors. (Exceptions: See [Open for Iowa](#))
4. Remind participants to stay home if they are sick and follow safety guidelines.
5. Continue to implement hygiene practices, physical distancing, and other reasonable safety measures consistent with Open for Iowa guidance for all gatherings.
6. Consider pre-registration for all meetings and events to ensure attendance limits/location capacity limits are not exceeded.
7. Clubs must maintain a record of ALL meeting attendees, including guests and parents.
8. Do not share supplies (ex. Provide a pair of scissors for each member)
9. Educational activities including food preparation must follow [Open for Iowa](#) recommendations. No samples or sharing.
10. Food at meetings may NOT be potluck and should be limited to pre-packaged and/or catered food. Please see [Open for Iowa](#) page.
11. It is expected that facilities, have adequate facilities and/or equipment for handwashing/hand sanitizers.
12. The willingness of 4-H youth and families to participate in an in-person event may vary. They may still prefer virtual or other online participation at this point.  
*Continue to provide online educational program and event participation options.*



## **Livestock weighs-in:**

1. Follow In-person guidance above. Face coverings are required when indoors.
2. Maintain social distance. Use face coverings anytime social distance cannot be maintained.
3. Sanitize handles and other surfaces in contact with people between each animal weighed.
4. If having families fill out paper ID (4H 106) forms, practice a “one-time use” for pens.
5. Have families stay in vehicles at all times until it’s time to take animals off trailers to weigh animals.
6. Best practice will be to schedule families in a certain time window to avoid exceeding attendance limits.

## **Field Trips & Overnight Events:**

1. Clubs and counties may engage in learning opportunities that include a field trip.
2. Youth and families should NOT carpool (please see [Open for Iowa](#)), have families travel separately to the trip location.
3. Field trip location must provide social distancing options and all participants should continue to follow In-person club meeting guidance. Please submit field trip plans to your county Extension Office for approval. Be aware of local ordinances at trip location.
4. Currently, overnight activities do not allow for proper safety procedures and are NOT allowed. Any exceptions need to be approved by the State 4-H Office.
5. Out of State travel is allowed if trip meets field trip and overnight guidance listed.

## **Clover Kid Guidance:**

### **In-Person Clover Kids**

1. To support schools with mitigation efforts, meet with Clover Kids in cohorts from the same community or elementary school.
2. Meet with Clover Kids in a space that allows for social distancing, utilize outdoor space when possible.
3. Due to the developmental stages of our K-3 members, we recommend providing visual boundaries to support social distancing. This could be done by arranging individual tables 6 feet apart or taping off space for each participant.
4. Provide each participant with their own activity supplies.
5. When possible, offer opportunities for Clover Kids to be physically active while maintaining social distancing.



## **Distance Learning and Virtual Programming**

1. Offer “grab and go” activities utilizing resources developed over the spring and summer.
2. Pair “grab and go” activities with optional virtual check-in times to allow Clover Kids to share what they created and learned during the activity.
3. When appropriate, Clover Kids clubs can convene virtually. Virtual meetings for K-3 members should be limited to 20-30 minutes

## **Robotics/FLL Teams:**

1. Follow all guidance for In-Person Meetings.
2. Disinfect all materials and surfaces (as needed) in-between participants. Please follow the Lego cleaning protocol shared here:  
[https://www.isek.iastate.edu/files/2020/08/099306\\_le\\_hygiene\\_a4\\_web-19edc3c84e5e646b9fed2c1f5ac2cf26.pdf](https://www.isek.iastate.edu/files/2020/08/099306_le_hygiene_a4_web-19edc3c84e5e646b9fed2c1f5ac2cf26.pdf).
3. Ensure social distancing to the extent possible during meetings and practice.
4. Consider having participants wear gloves. Handwash and sanitize frequently during meetings and practices.
5. During the presentation section of a practice or competition, all team members must wear face coverings.

## **FAQ:**

### ***How can we support youth who are unable to join or lack technology to join or participate in a virtual meeting?***

Have a phone in option available, either using the Zoom/Webex phone option or by phone/speaker phone at the meeting. Be sure to follow-up (phone, email) with members who were not present to inform them of information discussed and group decision that were made.

### ***What should you do if 4-H members or others at activities and meetings do not want or refuse to wear face coverings?***

If the other party chooses not to comply with a request, you cannot force them. However, if the behavior is a violation of policy, then they must leave or not be allowed to participate in the program. See also the document [“Conversations about Personal Comfort and COVID-19 Safety Practices in the Workplace”](#).

As Dr. John Lawrence said in his email of November 17, 2020, *“Face coverings and physical distancing should not be a source of conflict in our offices or meetings. Creating positive reinforcement and providing education regarding wearing face*



*coverings are the best methods to encourage compliance. Individuals may have approved reasons for not wearing a face covering or may simply need a kind reminder of our shared responsibility to help mitigate the risk of COVID-19.”*

***What if there are club members or volunteers who cannot meet in person?***

Always offer a virtual attendance option. This is an opportunity to facilitate a conversation among club members and families about how to create an inclusive and belonging meeting environment that allows ALL members to participate in the manner they choose. Remind members and families to live out the spirit of the 4-H Pledge. That the pledge is not just words, but a way to show through actions they truly pledge their health to better living – for their club and community.

***What do we do if number of attendees exceeds the attendance limits/location capacity limits?***

Pre-registration is your friend! You may need to hold multiple sessions of the program. Be upfront – and firm – about attendance limits. Continue to offer virtual and phone participation options.

***We have a large 4-H club. How can we continue to meet?***

Challenging times call for creative solutions. Virtual meetings may be the best option considering current attendance limits. Also consider holding multiple meetings with smaller groups. Other options might be dividing by interest groups, by age, or even randomized groups. This is a good opportunity to use committees to accomplish the work.

***What are best practices for clubs meeting at homes, in heated shops or barn?***

Have a serious conversation with the property owner about personal liability and organizing the location to be as safe as possible. Make sure tools and equipment are properly stored and secured and that the space is clear. Consider setting up physical barriers to other parts of the barn/shed. Share behavior expectations with youth/members when they arrive and inform of any off-limits locations.

*This institution is an equal opportunity provider. For the full non-discrimination statement or accommodation inquiries, go to [www.extension.iastate.edu/diversity/ext](http://www.extension.iastate.edu/diversity/ext).*

