

## Guidelines for Distributing Materials During Physical Distancing

While face to face 4-H meetings have been suspended during government mandated physical distancing, some clubs may have fundraising products or club materials that have already been paid for and need to be distributed.

As the safety and well-being of the entire 4-H family is always our top priority, *if possible*, please hold onto the products or materials until the restrictions have been lifted.

If the products or materials need to be distributed in a timely manner, such as to prevent spoilage, please follow guidelines on the best practices from the [Public Health Agency of Canada](#), as well as guidelines from the [Retail Council of Canada](#) for retailers providing eCommerce and curbside pick-up.

### Receiving a shipment

- To reduce added travel, have the shipment delivered to a location that will be appropriate for offering curbside pickup to your customers.
- A single staff member or leader/family should receive the shipment and group the orders by club/family.
- Follow the government recommended practices when receiving and preparing the orders:
  - [Physical distancing](#) for receiving the order
  - [Cleaning guidelines](#) to prepare the work area before and after organizing the orders
  - Ongoing [hand washing](#)
- If the staff member or leader/family receiving the shipment is considered high risk, work collaboratively with your club and provincial office to find another appropriate solution. Learn how to identify if you are at high risk.

### Planning for curbside pick-up

- Communicate the curbside pickup location, times, and protocols to your club families/customers.
- To reduce contact, all orders and payment should be completed in advance.
- If payment is required at time of curbside pickup, use touchless card payments or store cheques in a sealed bag.
- Staff and leaders delivering orders should follow local recommendations for wearing personal protective equipment such as gloves and masks.
- Customers should arrive at their designated time, stay in their vehicles, and open their trunks.
- While maintaining [physical distancing](#), staff/leaders will take the order name, retrieve the order, and place it in the customer's trunk.
- Remember to continue with proper and frequent [hand washing](#) throughout the day.

### Delivery to customers

- When 4-H clubs/families receive their orders, they may make plans to deliver the products to their customers. Porch drop-off is a great option for maintaining [physical distancing](#) and continue with proper [hand washing](#).

**Please reach out to your provincial organization if you have questions.**