

# Return to In-Person Programming Form

Example



**IMPORTANT:**

- Prior to commencing any in-person activity, the *Return to In-Person Programming Form* must be submitted to 4-H Nova Scotia at [c19@4hnovascotia.ca](mailto:c19@4hnovascotia.ca), a minimum of 14 days in advance of the activity.
- Approval must be received from 4-H Nova Scotia prior to commencement of in-person activities. This is for the health and safety of all 4-H participants.

<b>Club/County Name:</b>		4-H Nova Scotia Board of Directors		
<b>4-H County:</b>		Provincial Board		
<b>Key Contact:</b>	<b>Name:</b>	Scott Masters (suggestion: president/general leader)	<b>Phone#</b>	902-000-0000
	<b>Address:</b>	Random St City, NS 4H4 H4H	<b>Email:</b>	C19@4hnovascotia.ca
<b>4-H Volunteers Involved in Club</b> <i>(if there are more involved, please add their contact details to a separate page)</i>		Name: Frisco Fox Phone # 902-000-0000 Email: frisco@example.com		
		Name: Jane Doe Phone # 902-000-0000 Email: horticultureguru@example.com		
		Name: John Smith Phone # 902-000-0000 Email: farmer@example.com		
		Name: Phone # Email:		
		Name: Phone # Email:		
		Name: Phone # Email:		
<b>Proposed 4-H Activities</b> <i>(i.e. what activities will your club be doing? i.e. tour, farm visit, club meeting locations and dates, etc.)</i>		Who: County Council Members (15-20 people)		
		What: County Council Meeting		
		When: 2nd Monday of the Month		
		Where: ___ Community Hall		
		Why: To meet for general business meetings.		

**What protocols are in place to ensure health and safety of all participants?**

- ✘ Signage regarding COVID 19, hand washing, sanitation, bathroom usage, physical distancing available and posted
- ✘ Hand washing/hand sanitation facilities/stations
- ✘ Physical distancing
- ✘ Bathroom/Restroom sanitation plan
- ✘ Other:  
Cleaning kit for cleaning tables, etc. and President will sanitize at end of meeting

**Please outline your process to notify parent/guardian if participant starts to exhibit symptoms during the activity, as well as a supervision and isolation plan if this should occur.**

Council members will immediately remove themselves from the meeting to go home and call 811 for recommendations. Council member will notify the President with an update on condition and 811 recommendations.

**Checklist to be completed before submitting form:**

✘ Have you checked public health sites to confirm you are following proper protocols for your region? Please share the website address and date of when you reviewed this information.

Website: <https://novascotia.ca/coronavirus/> Date: 09/04/2020

✘ Have plans for the in-person activity been communicated to all 4-H families (parents/guardians) and club volunteers involved (including date, time, location, transportation responsibilities, appropriate attire, personal protective equipment (PPE), etc.)?

How have these plans been communicated (i.e. phone, email, social media)? Please list how plans were communicated Email and Facebook page for the county.

Meeting at 7:00pm, participants are not to arrive before 6:50pm. Masks must be worn. Sanitize and sign the declaration of Health sign in. Sanitize hands at entry and exiting the meeting. No sharing of items, please print your own agendas, etc. for the meeting. Bathroom facilities are available, participants must sanitize high touch areas like door handles, toilet, sink handles, etc.

✘ Responses been received from 4-H families acknowledging receipt of this communication

✘ Attendance and confirmation of signed Assumption of Risk Waivers, Declaration have been signed.

- Attendance tracking at each in-person meetings/activities will be tracked by the volunteers. Designate will keep the attendance sheets for 30 days to be available if needed by public health.