

4-H Nova Scotia COVID-19 Meeting Form



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, 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.

Club/County Name:		4-H Nova Scotia Board of Directors	
4-H County:	Provincial Board		
Key Contact:	Name:	Scott Masters <small>(suggestion: president/general leader)</small>	Phone #: 902-000-0000
	Address:	Random St., City, NS 4H4 H4H	
	Email:	C19@4hnovascotia.ca	
4-H Volunteers Involved in Organizing the Event/Activity (please list the volunteers organizing the event, only)	Name:	Frisco Fox	
	Phone #:	902-000-0000	
	Email:	frisco@example.com	
	Name:	Jane Doe	
	Phone #:	902-000-0001	
	Email:	horticultureguru@example.com	
	Name:	John Smith	
Phone #:	902-000-0002		
Email:	farmer@example.com		
Name:			
Phone #:			
Email:			
Name:			
Phone #:			
Email:			
Proposed 4-H Activities (i.e. what activities will your club be doing? i.e. tour, farm visit, club meeting locations and dates, etc.)	Who:	County Council Members (15-20 people)	
	What:	County Council Meeting	
	When:	2 nd Monday of the Month	
	Where:	Fox Tail 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 the end of meeting

I agree to follow the following process if a participant starts to exhibit symptoms during the activity as well as the supervision and isolation plan if this should occur.

Any participants who experience symptoms at any point during the meeting/activity need to leave immediately and contact 811. If the ill participant needs to be picked up by a parent/guardian/spouse, that participant must be relocated to an area isolated from the remainder of the group while waiting for their ride. The meeting will end immediately, and all high-touch surfaces need to be disinfected right away. Again, if this is a member, two leaders must stay behind until a parent/guardian arrives following social distancing guidelines and adhering to the rule of two.

Checklist to be completed before submitting form:

- Have you checked Public Health websites to confirm you are following proper protocols for your region? Please share the website address and date of when you reviewed this information.**

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

- Will 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 will these plans be communicated? (i.e. phone, email, social media) Please list how plans will be 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.

- I agree to contact the 4-H Nova Scotia office a minimum of three days in advance of the meeting to request confirmation of signed Assumption of Risk Waivers/a list of those permitted to attend in-person meetings.**

- **Any waivers signed onsite, upon arrival at the event, must be collected by the coordinating leader and mailed to the 4-H Nova Scotia office immediately following the meeting.**

- I will have a printed copy of the 4-H Nova Scotia Declaration and Sign-In sheet on a table at the entrance, alongside a bottle of hand sanitizer, to be completed by ALL participants who enter the building.**

- **A copy of the declaration and sign-in sheet will be collected and held by the coordinating leader for a minimum of 30 days after the in-person meeting for potential contact tracing.**