

# Return to In-Person 4-H Programming



## 4-H Nova Scotia

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### Phase 1

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- Participants must complete the 4-H Canada Assumption of Risk and Waiver and return it to the 4-H Nova Scotia office via email at [c19@4hnovascotia.ca](mailto:c19@4hnovascotia.ca) prior to participation in any in-person 4-H activity.
- County and Club Leadership can meet to plan for the 2020/2021 4-H year and make any necessary changes.
- Members, parents, and general public are not permitted to participate in person at this time.
- Continue Leader Training and recruitment of project leaders.
- In-person meetings must follow all current Public Health Guidelines including frequent hand washing, cleaning of high-touch surfaces, physical distancing, mask wearing at all times while indoors and outdoors when physical distancing cannot be attained, and no sharing of equipment.
- Counties and Clubs are expected to fill out a *4-H NS COVID-19 Meeting Form*; template attached. This form will help Counties and Clubs develop a safe plan for future meetings and includes consideration of location, cleaning protocols for opening and closing a venue, food handling, and safety measures. This form is to be returned to the 4-H Nova Scotia office via email at [c19@4hnovascotia.ca](mailto:c19@4hnovascotia.ca).
- **All in-person activities will be on a voluntary basis. Leaders and members may refrain from in-person programming without repercussion(s).**
- **Some groups may choose to continue with online-only programming. There will be no repercussion(s) for such decisions.**
- The *4-H Nova Scotia Instructions to Implement Communications and Virtual Meetings in an Electronic Environment* document remains in effect for online communication/programming.
- Counties and Clubs are encouraged to appoint a COVID-19 Coordinator to liaise with the office, and to coordinate the collection of the health declarations and contact tracing information.
- It is recommended that Counties and Clubs create a COVID-19 binder with this information, hand-outs, and attendance tracking information.

- The 4-H Nova Scotia website will house resource links for the following COVID-19 information:
  - 4-H Canada Assumption of Risk and Waiver
  - 4-H Nova Scotia Health Screening Declaration Contact Tracing Attendance
  - Return to 4-H NS COVID-19 Meeting Form Template
  - Return to 4-H NS COVID-19 Meeting Form Template Example
  - Quick Access Infographic
  - Disinfecting Protocol
  - Club Meeting Kit Information:
    - Supplies
    - COVID-19 Coordinator and Binder Specifics
    - Food Handling Specifics
    - Livestock Meeting Specifics
  - 4-H Nova Scotia is committed to meeting or exceeding the Provincial Public Health Guidelines as presented and updated by the Government of Nova Scotia. Please check for updates, as they change frequently at <https://novascotia.ca/coronavirus>.

### Preparing to Meet

- When preparing to meet with a group of people, check <https://novascotia.ca/coronavirus/> for current gathering limits.
- Check the size of your venue and load capacity in keeping with physical distancing restrictions (2m / 6ft).
- Masks must be worn while inside for the safety of everyone in accordance with provincial health guidelines.
- Hand Sanitizer must be used upon entry and when leaving or where hand washing cannot occur. Practicing proper hand hygiene is essential.
- Each club and council should have a kit prepared for opening/closing, for cleaning and to prevent sharing of common items for example pencils.
- A list of COVID -19 symptoms and 811 information.
- A list of all names, phone numbers, and dates of meetings or events for Public Health contact tracing.
- REMIND PEOPLE TO STAY HOME IF THEY ARE UNWELL IN ANY WAY.
- If a person arrives sick, entry will be refused for the safety of others and the individual will be directed to call 811 for further directions.

- Department of Health and the provincial 4-H office will be contacted if COVID-19 is suspected.
- Familiarize yourself with this plan
- A disinfection plan and food handling plan.

### **What To Expect After Phase 1**

4-H Nova Scotia will be using online questionnaires to help assess the comfort level of our 4-H community as we continue through the phases. At any point we may be directed to stop in-person programming by Public Health. This is beyond the control of 4-H Nova Scotia and is for the well being and safety of everyone.

Prior to moving into Phase 2, participants will see a questionnaire similar to that of the first questionnaire that was sent out in August. The results will be reviewed and considered in determining the continuation into Phase 2.

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## Phase 2

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As we move forward into Phase 2 of the Reopening Plan, we would like to remind everyone that youth and adults across Nova Scotia may be looking for ways and means to offset the negative consequences of dealing with COVID-19. It has never been more apparent that for some individuals, involvement in organizations such as 4-H contributes to their overall well-being, while for others it may simply be too overwhelming. We encourage you to take a balanced, flexible, and considerate approach to the inclusion of all as we navigate this new year. By continuing to invite new members, parents, and leaders into the fold, while showing sensitivity to those who may feel the need to modify their contribution levels, we are building a better and stronger 4-H community at all levels.

### Items to Consider as Clubs Begin to Re-Open:

1. Are we striving to make our 4-H Club an organization that is welcoming and open to all?
2. Have we thought about a contingency plan addressing the possibility of a reduced leadership team or a modified program offering?
3. Have we surveyed leaders to inventory what projects can be offered?
4. Have we identified others in the community who would be willing to dedicate a few hours to our club in some capacity? (family members, friends, or other existing networks)
5. Have we thought about ways to modify programming that suits our club? Perhaps have a different kind of 4-H year.
6. Have we thought about ways to highlight and encourage the most valuable assets of the 4-H Program like friendship, sportsmanship, community service, skill building, and exploring new interests?
7. Are we prepared to be flexible in our expectations?
8. Are we continuing to be kind to those who may feel the need to modify their role - discussing with them what they feel comfortable with and making an effort to maintain the connection with our club in a new way? Might they be willing to guide and mentor a new leader or new families?
9. Have we thought about ways to manage and comply with Public Health protocols? (Limiting the number of projects a member may sign up for; breaking into smaller groups for meetings; communicate online or via email rather than hosting a large general meeting)
10. Have we considered what outside forces may impact our plans? (Exhibitions and their plans for re-opening, availability of meeting facilities, future government directives, etc.)

## Phase 2 includes:

- 2020/2021 Leader and Member registration
- Participants must complete the 4-H Canada Assumption of Risk and Waiver and return it to the 4-H Nova Scotia office via email at [c19@4hnovascotia.ca](mailto:c19@4hnovascotia.ca) prior to participation in any in-person 4-H activity.
- Allowing membership to meet in-person for general meetings and project meetings, provided that all Public Health Guidelines can be followed. The *4-H NS COVID-19 Meeting Form Template* will be useful at this time to assist clubs in considering club size, venue suitability, length of meetings, and the use of virtual options. Large clubs may find general meetings challenging and may consider alternative meeting options such as:
  1. Dividing meetings into *Junior* meetings and *Senior* meetings.
  2. Meetings being divided into family units, last name starting with *A-L* and *M-Z*.
  3. Club Executive meeting and broadcast/livestream an online meeting following the online virtual guidelines.
  4. Holding outdoor meetings as weather permits.
  5. Connect with other clubs to share ideas.
  6. Evaluate what is working and what isn't in order to keep improving.
  7. Leaders will be expected to use the *4-H NS COVID-19 Meeting Form* as a tool in providing a safe environment for 4-H activities.
  8. Limit the number of participants per meeting
- Public events and public fundraisers are not permitted at this time. In-person activities are only open to current and new members and families of the program.
- Ensure that all leaders and volunteers are following Public Health Guidelines and have the resources needed.
- Continue Leader Training and recruitment of project leaders.
- In-person meetings must follow all current Public Health Guidelines including frequent hand washing, cleaning of high-touch surfaces, physical distancing, mask wearing at all times while indoors and outdoors when physical distancing cannot be attained, and no sharing of equipment.
- Counties and Clubs are expected to fill out a *4-H NS COVID-19 Meeting Form*; template on our website. This form will help Counties and Clubs develop a safe plan for future meetings and includes consideration of location, cleaning protocols for opening and closing a venue, food handling, and safety measures. This form is to be returned to the 4-H Nova Scotia office via email at [c19@4hnovascotia.ca](mailto:c19@4hnovascotia.ca).
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- **Some groups may choose to continue with online-only programming. There will be no repercussion(s) for such decisions.**
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- Counties and Clubs are encouraged to appoint a COVID-19 Coordinator to liaise with the office, and to coordinate the collection of the health declarations and contact tracing information.
- It is recommended that Counties and Clubs create a COVID-19 binder with this information, hand-outs, and attendance tracking information.
- 4-H Nova Scotia is committed to meeting or exceeding the Provincial Public Health Guidelines as presented and updated by the Government of Nova Scotia. Please check for updates, as they change frequently at <https://novascotia.ca/coronavirus>.

### Preparing to Meet

- When preparing to meet with a group of people, check <https://novascotia.ca/coronavirus/> for current gathering limits.
- Check the size of your venue and load capacity in keeping with physical distancing (2m/6ft) and gathering restrictions (50% of your venue's capacity with physical distancing).
- Masks must be worn while inside for the safety of everyone in accordance with provincial health guidelines.
- Hand Sanitizer must be used upon entry and when leaving or where hand washing cannot occur. Practicing proper hand hygiene is essential.
- Each club and council should have a kit prepared for opening/closing, for cleaning and to prevent sharing of common items; for example, pencils.
- A list of COVID -19 symptoms and 811 information.
- A list of all names, phone numbers, and dates of meetings or events for Public Health contact tracing.
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### Phase 3

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- Evaluate the re-opening to date.
- Send a questionnaire to collect the membership's perspective on moving to Phase 4.

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### Phase 4

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- Allow public events with applicable Public Health restrictions and active screening.
- Allow public fundraisers with applicable Public Health restrictions and active screening.

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### Phase 5

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- 4-H Nova Scotia will resume full unrestricted programming.
- Send out a questionnaire to the 4-H community to evaluate the Return to 4-H Plan.
- Identify areas requiring improvement.

***Reminder that there will be no repercussion(s) to members or leaders who choose to continue with online activities at this time.***

Any non-compliance of the Return to 4-H Plan will be considered conduct unbecoming and will be dealt with under the 4-H Code of Conduct. It should also be noted that breaches of the Public Health guidelines could also be considered breaches of the Quarantine Act of Nova Scotia and dealt with by local police or public health officers.

If a complaint arises regarding compliance with the Return to 4-H guidelines please notify the provincial 4-H office via email at [c19@4hnovascotia.ca](mailto:c19@4hnovascotia.ca), or direct your complaint to: Occupational Health & Safety 1-800-952-2687 or [laesafetybranch@novascotia.ca](mailto:laesafetybranch@novascotia.ca) (Reopening Contacts)

During all phases of the proposed Return to 4-H Plan, all participants are required to participate in the spirit of ongoing patience and flexibility. At all times, the direction of the Nova Scotia Government and Nova Scotia Chief Medical Officer of Health will supersede any general recommendation of 4-H Nova Scotia and 4-H Canada.