



4-H Nova Scotia Instructions To Implement Communications and Virtual Meetings in an Electronic Environment

4-H Nova Scotia has received the *Guidelines for Communications and Virtual Meetings from 4-H Canada* and posted them to the COVID–19 page on the 4-H Nova Scotia website. The Board has developed the following *4-H Nova Scotia Instructions to Implement Communications and Virtual Meetings in an Electronic Environment*.

These *Instructions* have components which apply to all leaders and members who engage in communications and virtual meetings across the electronic environment. You are required to ensure that you follow all of those which apply to you.

1. VIRTUAL PLATFORMS IN AN ELECTRONIC ENVIRONMENT:

- a. 4-H Canada stipulates that 4-H Nova Scotia must authorize which electronic platforms can be used by leaders and members.
- b. For considerations of safety and risk management, the Board has selected Google, Facebook without Messenger, WebEx, Facebook Workplace without the Chat App, TELUS Business Connect, ZOOM, Skype for Business, and Microsoft Teams as the virtual platforms to be used by 4-H Nova Scotia.
- c. Leaders must verify with 4-H Nova Scotia that the virtual club or activity they are leading is approved, if it is different from what they regularly lead.

2. LEADERS:

- a. when using club pages to communicate, must not use personal Twitter, Facebook, email addresses, or Chat apps to create club groups and pages.
- b. when using email content must be 4-H Nova Scotia member specific.
- c. must create and communicate a secure passcode to ensure only invited participants can attend, where required.
- d. must ensure that messages to members and parents/guardians, be member appropriate and inclusive of all members and parents/guardians.
- e. must enable privacy settings on group social media accounts to ensure discussions and planning details are kept private to 4-H Nova Scotia.
- f. must inform the 4-H Nova Scotia office of these addresses, i.e. name of Facebook group, and any changes as they occur.
- g. must not request personal passwords, financial, or information in any communications.

- h. must ensure that they abide by the age restriction policies some platforms, such as Facebook, have for creating an account, where they apply, which may mean they will not be able to use a particular platform for that age group.
- i. must keep all communication (section 3) transparent by including parents/guardians and at least one other leader on all correspondence and replies, to comply with the Two Leader Rule (see section 3).
- j. must not communicate with members via personal accounts (Facebook, Twitter, Instagram, Snapchat, and all other private messaging platforms), or individual texts.
- k. must maintain professionalism by communicating during appropriate times of the day.
- l. must confirm consent before capturing or sharing images on social media of members, their project, or other identifying information.

NOTE: 4-H Nova Scotia expects leaders to enable personal privacy settings to prevent members from viewing accounts, as a best practice.

3. RULE OF TWO:

- a. Two leaders must participate in all virtual 4-H communications and meetings.
- b. One on one coaching or mentoring is not allowed.
- c. Leaders must start the meeting exactly on time and end promptly for all. This will mitigate the potential for leaders being alone with members for a long period waiting for the meeting to start or end.
- d. Ensure the backdrop is professional and appropriate for members before sharing a video stream of private space during a virtual meeting. Consider the space and the risks members may be taking while participating.
- e. Review the risk in any of the activities which are being demonstrated and communicate directly to the members and parents/guardians that supervision is required for at home project work.
- f. Promote a safe, inclusive, and fun environment by discussing expectations with members about how the 4-H Nova Scotia Code of Conduct applies. For example, appropriate attire must be worn, words and actions must be respectful and kind, and all participants should be in common/high traffic household areas (bedrooms and bathrooms are off limits).

4. MEMBERS:

- a. must not do project work alone on a virtual platform as a leader is not there to ensure safety or administer first aid.
- b. must participate from a common/high traffic household areas or a central part of the home.

5. SAFETY & INSURANCE:

- a. Member safety and parent/guardian supervision must be practised at all times.
- b. At home and other premises' work is outside the scope of 4-H insured activities.

6. OTHER:

- a. Please reach out to us if there is anything that we can be of direct support to you during this time.
- b. If your desired communication platform is not listed above, please contact the 4-H Nova Scotia office for approval.
- c. Additional resources for member safety can be found on the 4-H Nova Scotia website.