



## University of California 4-H Youth Development Program COVID – 19 In-Person Meeting Protocols

### 1. Guiding Principles:

- a. Protocols will be implemented and followed regardless of vaccination status.
- b. Youth and adults will follow the same protocols.
- c. Follow all protocols identified here: [https://ucanr.edu/sites/ca4H/COVID\\_Update/](https://ucanr.edu/sites/ca4H/COVID_Update/)
- d. The protocols identified comply with CDC and/or CDPH standards for K-12 schools, childcare, youth settings (such as 4-H), etc., and apply to all 4-H events that 4-H has responsibility, management, and control of.
- e. There may be additional requirements that need to be met when using external facilities.
- f. UC ANR 4-H will not be requiring verification of vaccination status.
- g. In some circumstances (identified below) proof of negative COVID test will be required.

### 2. Timeline:

Effective February 16, 2022

### 3. Protocols for Outdoor Activities:

- a. Masks are not required.
- b. Maintain social distancing of 3 feet.
  - i. If social distancing is not possible, a mask will be required.
- c. Maximum number of participants at outdoor gatherings sponsored/hosted by UC 4-H must be under 5000 people.
  - i. For events greater than 5000 participants, please reach out to State 4-H Director Lynn Schmitt-McQuitty follow the guidelines here: <https://covid19.ca.gov/mega-events/>

### 4. Protocols for Indoor Activities:

- a. When youth and adults are present:
  - i. Masks are required for all persons, regardless of vaccination status for indoor gatherings.
- b. When only adults are present:
  - i. For meetings with groups of 4-H adult volunteers (no youth members present), those who are fully vaccinated are not required to wear masks.
- c. Maintain social distancing of 3 feet.
- d. To find out if your County has a specific mask order or other public health guidance that is different from the state, review your [local public health COVID website](#).

### 5. Protocols for Food Service:

- a. Meals must be pre-plated or served.
- b. No buffets, family-style or potlucks are allowed (unless servers plate food for individuals).
- c. At least one 4-H volunteer or employee serving food at the event must complete the [ServSafe training](#).
- d. The ServSafe certified volunteer or staff can train additional food servers via the following [Clover Safe Note](#).

**6. Protocols for STATEWIDE DAILY Events:**

*(State 4-H Field Day, Youth Leadership Summits, Horse Classic, etc.)*

- a. For outdoor activities, see items 1, 3 and 5 above.
- b. For indoor activities, see items 1, 4 and 5 above.
- c. All participants and attendees (4-H members, 4-H volunteers, 4-H professionals, and family members) must provide proof of negative COVID-19 test.
  - i. Process and details: see #11 below.

**7. Protocols for ALL INSTATE OVERNIGHT Events:**

- a. For outdoor activities, see items 1, 3 and 5 above.
- b. For indoor activities, see items 1, 4 and 5 above.
- c. All participants and attendees (4-H members, 4-H volunteers, 4-H professionals, and family members) must provide proof of negative COVID-19 test.
  - i. Process and details: see #11 below.

**8. Protocols for Sleeping at Instate Overnight Events:**

- a. 2022 Overnight 4-H Event Safety Protocols.
  - i. See pages 4 - 9

**9. Protocols for Members and Volunteers Traveling to Out of State 4-H Events**

- a. For outdoor activities, see items 1 and 3 above.
- b. For indoor activities, see items 1 and 4 above.
- c. All participants and attendees (4-H members, 4-H volunteers, 4-H professionals, and family members) must submit proof of negative COVID-19 test.
  - i. Process and details: see #11 below
- d. The 4-H professional and/or adult chaperon/leader/coach must register their trip and provide appropriate documentation PRIOR to making travel arrangements at:  
<https://surveys.ucanr.edu/survey.cfm?surveynumber=36155>
  - i. The State 4-H Director and Director of Risk and Safety Services will review the survey data and work with the local 4-H professional on making appropriate determinations for participation.
- e. California participants in out of state events will be expected to follow CA guidelines as well as any event-specific guidelines.

**10. Exceptions and Exemptions**

Because masks are required for all indoor activities, 4-H members and volunteers who may have an illness or condition that limits their ability to wear a face mask may request accommodation or alternate masking options (i.e., face shield with drape) or to participate remotely.

- a. Inquiries about accommodations/masking alternatives **from staff** can be directed to Dave Ritz [daritz@ucanr.edu](mailto:daritz@ucanr.edu) or calling 916-230-4374.
- b. Inquiries about accommodations/masking alternatives **from volunteers** should be directed to their County 4-H professional.

**11. Negative COVID Testing and Notification Process for STATEWIDE Gatherings Sponsored/Hosted by UC 4-H:**

- a. Test must be collected within 48 hours prior to the event.
- b. Home tests, with name and date documented, are acceptable.
- c. A photo or electronic copy of test results is acceptable proof.

- d. Persons with Positive or Inconclusive test results are not allowed to attend 4-H events.
- e. Maintaining individual privacy and confidentiality is a primary concern.
  - i. Test results will be observed and verified by a pre-determined 4-H staff member or adult volunteer.
  - ii. Copies of test results will not be collected or retained by 4-H.
  - iii. Test results will be verified at entry to the event. Records will not retained by 4-H.
  - iv. The record will reflect that test results were viewed and confirmed for each individual.

## **12. COVID Vaccination Status**

- a. UC ANR 4-H is not requiring proof of vaccination for the events we host, manage and control.
- b. Host locations for events may require vaccination documentation in order to assist with contact tracing and ensure appropriate response (quarantine, testing, etc.) in the event of a positive COVID case during the event. In this case, the following protocols must be followed:
  - i. Vaccination documentation will be a required upload as part of the on-line registration process for the overnight event.
  - ii. Vaccination status will be kept confidential and access to information will be limited to Camp Nurse/Health Supervisor, Camp Director, and necessary UC ANR staff.
    - 1. Once vaccination information is reviewed and documented, all uploaded vaccination information will be eliminated from the registration files for the event.
- iii. Additional information can be found at [Risk-Based Guidance for Requiring COVID-19 Vaccination or Negative Test for UC ANR Events/Activities](#)

**2022 Overnight 4-H Event Safety Protocols**  
**Sleeping, Overnight, Food & Bathroom Accommodations**

Camp Contributions: Jen Henkens, Tammy Hill, Nicole Marshall-Wheeler  
 Reviewed by: Jenna Colburn & Nicole Marshall-Wheeler

**Note:**

While most guidance comes from the American Camp Association, many of these recommendations can be applied to conferences or other types of overnight events. We did not differentiate between camp and conferences in the table below.

**Note from the Camping team:**

The information compiled here is from the last camping season (2021) and may not yet be up-to-date for the 2022 season. We used reliable resources from the American Camp Association, the Centers for Disease Control, and California Department of Public Health. The procedures which we utilize will be updated as new information and best practices are available and may become more or less restrictive, depending on illness conditions and public health guidance.

Camp and other outdoor programs are an important part of the 4-H program and in getting youth back into a healthy place both mentally and physically. Camp and other outdoor programs take place largely outside and can be held in a relatively safe manner, especially if following adequate safety protocols. Camps which followed the ACA and CDC guidance were less likely to have an outbreak and were able successfully respond to any cases that did occur. COVID-19 has deprived youth of opportunities and our 4-H programs can provide opportunities which support social-emotional health.

<b>Topic/Area of Interest</b>	<b>Recommendation &amp; Details</b>	<b>Source</b>
<p>Sleeping Quarters Access (indoor or outdoor)</p>	<ul style="list-style-type: none"> <li>● Limit access to the sleeping quarters to those who are assigned to that area.</li> <li>● Cabins, tents, decks, and other sleeping quarters should be limited to those who are assigned to them. Avoid having visitors or parents enter the spaces.</li> </ul>	<p>ACA Field Guide for Camps (pg. 30):  <a href="https://acacamps.app.box.com/s/7gkh9buu3ntssx2v38gajg4z94631lag">https://acacamps.app.box.com/s/7gkh9buu3ntssx2v38gajg4z94631lag</a></p>
<p>Sleeping Quarters &amp; Spacing between Beds</p>	<ul style="list-style-type: none"> <li>● If possible, create at least six feet of space between beds. If utilizing head-to-toe orientation (see below) four feet of space between beds is acceptable.</li> <li>● If possible, minimize the number of people sleeping in a space by converting common spaces to sleeping areas.</li> <li>● Position sleepers head-to-toe or toe-to-toe to maximize distance between heads/faces               <ul style="list-style-type: none"> <li>○ For bunk beds, position the head of the camper in the</li> </ul> </li> </ul>	<p>ACA Field Guide for Camps (pg. 31):  <a href="https://acacamps.app.box.com/s/7gkh9buu3ntssx2v38gajg4z94631lag">https://acacamps.app.box.com/s/7gkh9buu3ntssx2v38gajg4z94631lag</a></p>

	<p>top bunk opposite the position of the camper in the bottom bunk.</p> <ul style="list-style-type: none"> <li>○ For side-by-side beds, position the head of the camper in one bed opposite the position of the camper in the adjacent bunk.</li> <li>○ For end-to-end beds, position the toes of each camper close to the other camper's toes.</li> </ul>	
Sleeping Quarters & Personal Belongings (indoor or outdoor)	<ul style="list-style-type: none"> <li>● Limit participant's personal items to essentials only. Keep personal items separated from other participants.</li> <li>● Personal belongings should be limited to essential items plus a limited number of non-essential items.</li> <li>● Participants should keep their personal belongings organized and separate from other participants' belongings.</li> </ul>	<p>ACA Field Guide for Camps (pg. 30):  <a href="https://acacamps.app.box.com/s/7gkh9buu3ntssx2v38gajg4z94631lag">https://acacamps.app.box.com/s/7gkh9buu3ntssx2v38gajg4z94631lag</a></p>
Sleeping Assignments (indoor or outdoor)	<ul style="list-style-type: none"> <li>● Assign bunks/mats/cots to individuals - no sharing</li> <li>● Beds, bunks, mats, cots, bedding and other sleeping materials should be assigned to individuals and not be shared. If there is a need to move or use another sleeping location, it should be sanitized before and after use.</li> <li>● Label the sleeping area with the participant's name.</li> </ul>	<p>CDC: Section 4.A:  <a href="https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/summer-camps.html#anchor_1621978638979">https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/summer-camps.html#anchor_1621978638979</a></p>
Sleeping Quarters Ventilation	<ul style="list-style-type: none"> <li>● Open windows when weather permits</li> <li>● Consider the use of portable HEPA air cleaners in the Health Center or residential bunks with persons in isolation</li> </ul>	<p>ACA Field Guide for Camps (pg. 32):  <a href="https://acacamps.app.box.com/s/7gkh9buu3ntssx2v38gajg4z94631lag">https://acacamps.app.box.com/s/7gkh9buu3ntssx2v38gajg4z94631lag</a></p>
Entering & Exiting Sleeping Quarters	<ul style="list-style-type: none"> <li>● Use hand sanitizer upon entering the sleeping area and upon exiting to reduce the spread.</li> </ul>	<p>ACA Field Guide for Camps (pg. 30):  <a href="https://acacamps.app.box.com/s/7gkh9buu3ntssx2v38gajg4z94631lag">https://acacamps.app.box.com/s/7gkh9buu3ntssx2v38gajg4z94631lag</a></p>
Sleeping Quarters: For suspected or confirmed	<ul style="list-style-type: none"> <li>● Clean and disinfect an area extending 12 feet in all directions</li> </ul>	<p>ACA Field Guide for Camps (pg. 51):</p>

<p>COVID-19 cases</p>	<p>around the camper’s sleeping quarters, focusing on all horizontal surfaces and high touch objects.</p> <ul style="list-style-type: none"> <li>● Clean and disinfect areas identified as locations visited by the individual who is sick or that the individual used or occupied, including the entire bathroom and any common or activities areas. These include high touch objects in common areas including handrails, exterior door entry handles, cabinet handles, and restroom door handles, as well as crafting tools or sports equipment.</li> </ul>	<p><a href="https://acacamps.app.box.com/s/7gkh9buu3ntssx2v38gajg4z94631lag">https://acacamps.app.box.com/s/7gkh9buu3ntssx2v38gajg4z94631lag</a></p>
<p>Shared Bathroom Use</p>	<ul style="list-style-type: none"> <li>● Clean/disinfect bathrooms daily, with special attention to high-touch areas.</li> <li>● Avoid sharing common bathroom supplies (towels, soap, toothpaste, etc.).</li> <li>● Instruct campers to bring their own bathroom supplies and a container for toiletries to be stored in for the duration of camp (for example, a bathroom tote or a 1-quart clear plastic bag labeled with their name).</li> <li>● Campers should keep personal items in their bag or tote and store their bag or tote at their bunk area.</li> <li>● Keep soap, toilet paper, and paper towels in the bathroom stocked at all times.</li> <li>● Create a staggered bathing schedule and limit the number of people using the facilities at one time.</li> <li>● Place a trash can (with a foot-actuated lid or no lid) near the exit of the restrooms to make it easier to discard items.</li> <li>● Post the Handwashing sign from the CDC in the bathroom to remind campers and staff when and how to properly wash hands.</li> <li>● If there are multiple sinks in a row then every other sink should be taped off.</li> </ul>	<p>ACA Field Guide for Camps (pg. 31):  <a href="https://acacamps.app.box.com/s/7gkh9buu3ntssx2v38gajg4z94631lag">https://acacamps.app.box.com/s/7gkh9buu3ntssx2v38gajg4z94631lag</a>  and page 46,  Guidance for Cleaning and Disinfection</p>

<p>Cohorts</p>	<ul style="list-style-type: none"> <li>● If all the requirements for sleeping and bathroom safety can be met, it is safe to return to full capacity; except where required by federal, state, local, tribal, or territorial laws, rules, and regulations.</li> <li>● Campers are already put in groups at camp with teen and adult leaders which is a cohort, and this practice should continue</li> <li>● Campers should remain in their groups for all group session activities and meals</li> <li>● Indoors - Mask use indoors is required for all people</li> <li>● Outdoors - In general, people do not need to wear masks when outdoors. In crowded outdoor settings or during activities that involve sustained close contact, masks are required.</li> </ul>	<p>Most of this comes from ACA Field Guide for Camps  <a href="https://acacamps.app.box.com/s/7gkh9buu3ntssx2v38gajg4z94631lag">https://acacamps.app.box.com/s/7gkh9buu3ntssx2v38gajg4z94631lag</a></p>
<p>Sleeping Outdoors</p>	<ul style="list-style-type: none"> <li>● Masks should not be worn while sleeping.</li> <li>● If possible, create at least six feet of space between beds, but if utilizing head-to-toe orientation then four feet is acceptable. This is not addressed to sleeping outdoors.</li> </ul>	<p>CDC Guidance for Operating Youth Camps, Section 4A: Masks  <a href="https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/summer-camps.html">https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/summer-camps.html</a></p> <p>ACA Field Guide for Camps (pages 30-31)  <a href="https://acacamps.box.com/s/7gkh9buu3ntssx2v38gajg4z94631lag">https://acacamps.box.com/s/7gkh9buu3ntssx2v38gajg4z94631lag</a></p>
<p>Social Distancing Guidelines for outdoors activities (swimming, singing, crafts, etc.)</p>	<ul style="list-style-type: none"> <li>● Refer to Good, Better, Best Practices in ACA Field Guide for Camps on page 61 for Sports &amp; Range Activities, Swimming, Small Craft Activities, Equestrian Activities, Wilderness Activities, Performing Arts, Creative Arts &amp; STEM.</li> </ul>	<p>ACA Field Guide for Camps (additional camp activities pages 56-61)  <a href="https://acacamps.box.com/s/7gkh9buu3ntssx2v38gajg4z94631lag">https://acacamps.box.com/s/7gkh9buu3ntssx2v38gajg4z94631lag</a></p>
<p>Swimming/Water Activities</p>	<ul style="list-style-type: none"> <li>● Masks should not be worn when</li> </ul>	<p>CDC Guidance for</p>

	<p>doing outdoor activities that could get masks wet, like using boats and watercraft or swimming at the beach or pool. Because masks must not be worn in pools, campers should maintain physical distance and camps should limit the number of people in the pool at one time. A wet mask can make it difficult to breathe and might not work as intended.</p>	<p>Operating Youth Camps, Section 4A: Masks  <a href="https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/summer">https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/summer</a>  ACA Field Guide for Camps (all aquatics, pages 33-36)  <a href="https://acacamps.box.com/s/7gkh9buu3ntssx2v38gajg4z94631lag">https://acacamps.box.com/s/7gkh9buu3ntssx2v38gajg4z94631lag</a></p>
<p>Singing/Cheering</p>	<ul style="list-style-type: none"> <li>• Should be held outdoors. If following cohorts, then you would want to continue to stay together during larger gatherings.</li> <li>• <b><i>If distancing isn't possible, then masks should be worn outdoors.</i></b></li> </ul>	<p>ACA Field Guide for Camps (cohort info, pages 62-65)  <a href="https://acacamps.box.com/s/7gkh9buu3ntssx2v38gajg4z94631lag">https://acacamps.box.com/s/7gkh9buu3ntssx2v38gajg4z94631lag</a></p>
<p>Sleeping Quarters &amp; Personal Belongings (indoor or outdoor)</p>	<ul style="list-style-type: none"> <li>• Limit participant's personal items to essentials only. Keep personal items separated from other participants.</li> <li>• Personal belongings should be limited to essential items plus a limited number of non-essential items.</li> <li>• Participants should keep their personal belongings organized and separate from other participants' belongings.</li> </ul>	<p>ACA Field Guide for Camps (pg. 30):  <a href="https://acacamps.app.box.com/s/7gkh9buu3ntssx2v38gajg4z94631lag">https://acacamps.app.box.com/s/7gkh9buu3ntssx2v38gajg4z94631lag</a></p>
<p style="text-align: center;"><b>General Recommendations</b>  (Reminders for youth/volunteers - things that may slip people's mind)</p>		
<ul style="list-style-type: none"> <li>• When indoors, masks must be worn regardless of physical distancing (except for when sleeping).</li> <li>• Times when people may forget to wear a mask and may need a reminder: <ul style="list-style-type: none"> <li>○ When walking between your room/cabin/bed to the bathroom</li> <li>○ When done eating and sitting and talking</li> <li>○ When getting up to get more food or put away dirty dishes</li> <li>○ When transitioning from outdoors to indoors</li> </ul> </li> </ul>		



**Additional considerations when planning for camp**

- Ensure adequate supplies are available, including masks, hand sanitizer, cleaning supplies, etc.
- Consult with Camp Nurse/Health supervisor about supplies needed for COVID prevention and assessment, including rapid test kits, etc.
- Clean and disinfect all high touch areas extending 12 feet in all directions including the entire bathroom and any common or activities areas, as well as handrails, exterior door entry handles, cabinet handles, and restroom door handles, as well as crafting tools or sports equipment.