

# COVID-19 Meeting Guidelines



The health and safety of all Extension participants, volunteers, guests, and professionals is the top priority of K-State Research and Extension. To help reduce the risks associated with the spread of COVID-19, the following guidelines from the Kansas Department of Health & Environment and the Centers for Disease Control (CDC) should be followed to protect yourself and others during any KSRE programs:

1. Be in compliance with local county health department COVID-19 guidance.
2. Stay home when sick and avoid contact with other people unless you need medical attention.
3. Follow common-sense steps such as washing your hands often and well; covering your coughs and sneezes; and cleaning and disinfecting.
4. If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol.
5. Avoid touching your eyes, nose, and mouth with unwashed hands.
6. Avoid close contact with people by staying at least 6 feet apart.
7. Face coverings are recommended at all times indoors and when in outdoor public settings where social distancing cannot be maintained.
8. [Wipe down all high touch surfaces](#) as recommended by the Center for Disease Control (CDC). Common surfaces include tables, counters, doorknobs, light switches, countertops, handles, phones, keyboards, toilets, faucets, chairs, etc.

KSRE professionals and volunteers should always monitor themselves first. Please do a self-assessment for COVID-19 symptoms each day before going to work. If you are experiencing 2 or more symptoms below, PLEASE STAY HOME and contact your supervisor or local office.

- Cough
- Fever over 100.4
- Muscle Pain
- Sore throat
- Headache
- Vomiting
- Diarrhea
- Shortness of breath, difficulty breathing or severe wheezing
- Pain or chest pressure
- Chills, or shaking with chills
- New loss of smell or taste, change in taste
- Blueish lips or face
- Lethargy, fatigue

**To help safeguard the health and safety of our people, the following guidelines should be followed for all face-to-face KSRE meetings or workshops.**

KSRE professionals and volunteers should consider the needs of their audience and make reasonable adjustments to programming to best engage learners with these guidelines.

Realizing that Extension clientele will have various levels of comfort with being in face-to-face situations during a pandemic outbreak, **no participant should be asked to participate in any manner that makes them feel uncomfortable or is unsafe.**

Then consider:

- Can the program be offered using a virtual platform?
- Are there participation options for families interested participating but concerned about the health/safety of their family?
- What precautions are you taking to minimize the participants' risk of exposure to COVID-19?
- Are all local public health guidelines being followed? Check with your local health authority.

## **BEFORE YOUR KSRE MEETING**

- I know the recommended number of attendees in the space I plan to use.
  - Ensure that no more than \_\_\_\_\_ people are in attendance. This number should follow the guidance of the current local Directive Health Measures.
  - The number needs to include everyone (volunteers, parents, members, siblings, guest speakers, etc.)
- Communicate to participants the public health etiquette to be practiced at Extension programs
  - Stay home if you have tested positive, are showing COVID-19 symptoms (see previous page), or had close contact with a person with COVID-19 in the last 14-days.
  - Stay home if you are considered at high risk or if they live or work with individuals at high risk. (age 65+, are immunocompromised, or have other health factors identified by the CDC that increase risk if being exposed)
  - Practice hand hygiene and respiratory etiquette:
    - Frequently wash hands with soap and water for at least 20 seconds. If soap and water is not readily available use hand sanitizer with at least 60% alcohol.
    - Cover cough and sneezes with a tissue or use the inside of your elbow.
  - Face coverings are recommended at all times indoors and when in outdoor public settings where social distancing cannot be maintained.
  - Maintain a 6-ft distance with others as much as possible.
- I have provided signage to educate those at my meetings
  - Create and prepare any signs or documents that will be used at the event communicating procedures like, checking in, information for parents, expected times, reminders to wash hands/sanitize, etc.
  - Utilize KSRE COVID Templates for signage.
  - Contact your local extension office for signage.

## **SHOULD YOU HAVE FOOD AT YOUR MEETING?**

- If providing food at an event, provide pre-packaged boxes or bags for attendees instead of a buffet or family-style meal.
- If doing a food preparation demonstration:
  - Do not allow participants to help at this time, encourage them to view demonstration from a 6-foot distance.
  - Educator should wear a mask and gloves at all times during preparation.
  - Taste tests should be packaged by the person demonstrating into individual, single-use containers and the demonstrator should provide the taste test to each class participant to decrease potential of cross-contamination.

## **PREPARING FACILITIES FOR A KSRE MEETING**

- I have ensured the size of the room or facility is large enough to allow for the number of expected attendees and to allow for social distancing.
  - This should be in accordance with current guidelines of the local Health and Human Services Dept.
  - Keep in mind what would be developmentally appropriate for the ages in your club. For instance, clover kid age level youth may have more of a challenge understanding distancing and sanitizing.
  - Space tables, chairs, shooting points, etc. farther apart to ensure social distancing (at least 6 ft.).

- Provide access to restrooms or hand-washing stations with soap, hand sanitizer with at least 60 percent alcohol, paper towels, tissues, disinfectant wipes, cloth face coverings, and no-touch trash cans as feasible.
- I have properly sanitized the space and all areas we plan to use.
  - Wipe down all high touch surfaces as recommended by the Center for Disease Control (CDC). See number 7 in the previous guidelines.

## **WHEN EVERYONE ARRIVES**

- I reminded participants of meeting expectations like maintaining appropriate distancing and reducing the items in the room they touch.
  - Have a “check-in” process in place and follow it - include providing hand-washing location, hand sanitizer, & directions for where to wait until activity starts to ensure practicing social distancing.
- To support safety practices, I collected information and I did not ask participants to pass papers and share pens.
  - Take attendance. Be sure to write down the names of EVERYONE that attended and the date. File this, and any meeting attendance list, in an easy to find location.

## **DURING THE KSRE MEETING**

- The meeting was planned and formatted to allow for social distancing and limiting potential exposure.
  - Maintain social distancing (6 feet), and the length of time they are close to each other throughout the meeting or activity.
  - Ensure a protocol is in place and followed for use of any type of equipment. This may require planning of sanitizing equipment between uses. This is especially important for shared equipment like sewing machines, firearms, clippers, pencils, crayons, etc.
  - Reduce the amount of necessary touching of shared equipment/materials.
    - Important to provide individual pens/pencils for sign-in and any handouts already compiled for each participant.
    - Whenever possible, group participants/volunteers from the same household together.
    - Discourage handshakes, hugs or any other signs of greeting that violate physical distancing.
    - Limit sharing of items that are difficult to clean, sanitize, or disinfect.
  - Circulate outdoor air when possible.

## **AFTER THE KSRE MEETING**

- I have a plan in place for participants who have not yet left the space.
  - For example, provide activities for individual youth to do while awaiting their pick-up. These could be handouts, games, etc, that do not involve contact with each other.
- I have properly disinfected the entire space utilized and properly prepared it to be used again.
  - Think about the additional spaces that may have been used such as bathrooms, walkways, trashcans, any panels/additional buildings or equipment, etc. and ensure all are cleaned and disinfected properly.
  - Wipe down all common surfaces with a disinfectant as recommended by the Center for Disease Control (CDC). See number 8 from the page one guidelines.

## **SUMMARY**

Your health and that of others is of utmost importance and as such some engagement may be minimized at the request of a KSRE staff and/or volunteers based on a health concerns associated with COVID-19.

By following the above best practices, we hope to offer more opportunities for youth to interact face-to-face, within the parameters provided by your county health officials. If you have any questions, please contact your local extension office.

**Kansas State University Agricultural Experiment Station and Cooperative Extension Service**

K-State Research and Extension is an equal opportunity provider and employer. Issued in furtherance of Cooperative Extension Work, Acts of May 8 and June 30, 1914, as amended. Kansas State University, County Extension Councils, Extension Districts, and United States Department of Agriculture Cooperating.

*(Document layout and content adapted by permission from COVID 4-H Meeting Guidelines courtesy of Nebraska 4-H)*

May 2021