The health and safety of all 4-H 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 transportation to 4-H activities:

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).

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 symptoms, PLEASE STAY HOME and contact your supervisor or local office.


**To help safeguard the health and safety of our people, the following guidelines should be followed for all face-to-face transportation efforts for Kansas 4-H.**

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.**

**BEFORE YOUR TRANSPORTATION DAY**

- Communicate to participants the public health etiquette to be practiced at Extension programs
- Communicate that participants need to bring a pen or pencil, necessary equipment (example clip board...) and something to keep them occupied while waiting before or after the trip
- Print participation forms when traveling
- Provided signage to educate on proper etiquette while traveling.
  - Create and prepare any signs or documents that will be used during traveling in communicating procedures like, checking in, information for parents, expected times, reminders to wash hands/sanitize, etc.
☐ I know the recommended number of attendees in the vehicle(s) I plan to use.
  - The trip (meaning bus or entire caravan – meaning a group of vehicles following each other traveling to a common destination in the same timeframe and route) was planned with Kansas 4-H adult to youth ratios that follow ACA industry standards. Masking is recommended when traveling w/ others and there is not sufficient ventilation.
  - The number includes everyone (volunteers, parents, members, siblings, guest speakers, etc.)

*The following is what Kansas 4-H Youth Development recommends for adult to child ratios for events.

<table>
<thead>
<tr>
<th>Age Group</th>
<th>Day Participants</th>
<th>Overnight Participants</th>
</tr>
</thead>
<tbody>
<tr>
<td>5-6 year old participants</td>
<td>1:6</td>
<td>N/A</td>
</tr>
<tr>
<td>7-8 year old participants</td>
<td>1:8</td>
<td>1:6</td>
</tr>
<tr>
<td>9-14 year old participants</td>
<td>1:10</td>
<td>1:8</td>
</tr>
<tr>
<td>15-19 year old participants</td>
<td>1:12</td>
<td>1:10</td>
</tr>
</tbody>
</table>

**PREPARING VEHICLES FOR TRANSPORTATION**

☐ Open vehicle windows appropriately for ventilation and properly sanitized the inside of the vehicle
  - Wipe down all high touch surfaces as recommended by the Center for Disease Control (CDC).

**WHEN EVERYONE ARRIVES**

☐ Remind participants of transportation expectations (i.e. proper masking, reducing the surfaces 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, collect information and ask participants not to pass papers and share pens.
    - Take attendance. Be sure to write down the names of EVERYONE traveling with you and the date. File this, and any other attendance lists, in an easy to find location.

**DURING THE TRIP**

☐ The trip (meaning bus or entire caravan – meaning a group of vehicles following each other traveling to a common destination in the same timeframe and route) was planned with Kansas 4-H adult to youth ratios that are in compliance with ACA industry standards. Masking is recommended when traveling w/ others and there is not sufficient ventilation.
  - Ensure a protocol is in place and followed for use of any type of equipment. This may require a plan for sanitizing equipment/spaces between uses.
  - Reduce the amount of necessary touching of shared equipment/materials.
    - Discourage handshakes, hugs or other signs of greeting that violate physical distancing.
    - Limit sharing of items that are difficult to clean, sanitize, or disinfect.
  - Practice good hygiene: cough or sneeze into your elbow; avoid touching mouth, nose, and eyes.
  - If possible, maintain physical distance by maximizing distance between yourself and others.
  - Wear a mask while riding in the vehicle.
  - If re-boarding the vehicle, sit in the same seat, or your assigned seat, each time.
  - When exiting, remove all belongings and discard all waste.
    - Circulate outdoor air, when possible, by opening windows.

**AFTER THE TRIP**

☐ I have a plan in place for youth who have not yet left the space.
  - Provide proper space and 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.
  - Properly disinfected the entire space utilized and properly prepared it to be used again.
    - Wipe down all common surfaces with a disinfectant as recommended by the CDC.

**SUMMARY**

Personal 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. If you have any questions, please contact your local extension office.