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:

1. Stay home when sick and avoid contact with other people unless you need medical attention.
2. Follow common-sense steps such as washing your hands often and well; covering your coughs and sneezes; and cleaning and disinfecting.
3. If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol.
4. Avoid touching your eyes, nose, and mouth with unwashed hands.
5. Avoid close contact with people by staying at least 6 feet apart.
6. Wear cloth face coverings at all times when in public settings and outdoors.
7. 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 required when traveling w/ others.
- 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 required when traveling with others.
- 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.