



Cornell Cooperative Extension

NYS 4-H Youth Development

4-H Meeting Guidance and Best Practices

June 2020

The purpose of this document is to support local discussion and decision making regarding 4-H programming, club meetings and other programs during the upcoming period of gradual re-opening.

4-H activities that fall with Agriculture exhibits and training have already been specifically mentioned at the State level as [allowable in phase one](#).

Organizers conducting these types of activities must, per the NYSDOH:

1. Comply with all NY Forward, Phase One "[Non-food Related Agriculture Summary Guidelines](#)".
2. Read and affirm the detailed guidelines for non-food agriculture.
3. Develop and implement a safety plan.

In addition to following the NYSDOH guidelines **all participants** must sign the "[Volunteer Assumption of Risk Form](#)" shared with CCE Association Executive Directors on June 10, 2020.

4-H Group Meeting Best Practices

1. Designate a CCE Educator who will be responsible for sharing these best practices with volunteers who will be allowed to hold CCE meetings to ensure that proper procedures are being followed.
2. The number of people in attendance of any meeting may not exceed the number permitted by the phase of reopening for your region. (ie. Phase 3 should be no more than 25 people at a meeting) The number includes total of leaders, members, parents, speakers, etc. Attendance should be taken for accountability and documentation of meeting size.
3. Social distancing procedures include the following Best Practices:
 - The wearing of masks by all participants **OR**
 - Maintaining 6-foot distances between participants without touching of any kind
 - Hold meetings outdoors whenever possible, or in a public or CCE space. Meetings should not take place in private homes.
 - Hand sanitizer should be available at all times.
 - The meeting time should be limited to no more than 1.5 hours.
 - Only single serve, commercially prepared, food and drink should be provided.Participants are welcome to bring their own water (clearly labeled with their name) for hydration.
4. There will be youth and families who are not comfortable meeting in person at this time. It is critical that these decisions are respected and that there is no pressure applied, or opportunities withheld, due to a decision not to participate.

These recommendations are based on the best available guidance at this time and are subject to change as new information becomes available. Additional Guidance can be obtained from the NYSDOH, the local health department and the CDC.

