



INSTITUTE OF AGRICULTURE, NATURAL RESOURCES & EXTENSION

University of Alaska Fairbanks
Youth Development Programs



University of Alaska Fairbanks Institute of Agriculture, Natural Resources and Extension Youth Development Programs (IANRE YDP) leadership recognizes that each community has a different context, and thus, some programs may choose to operate under more strict guidelines than set forth in Phase B. This policy is the benchmark for club and youth development program operations.

This policy is to be followed by all 4-H/FFA volunteers and staff who wish to have face to face programs. If the program occurs during school hours and in a school district facility, the more restrictive policies and protocol apply.

Regarding Phase B: Please note, UAF and IANRE YDP will continue to monitor the situation and may modify guidance as conditions change.

If you, as a program leader for 4-H/FFA programs decide to hold face to face programming under Phase B, the policies below will take effect.

TERMS

A **group** includes the number of people actively participating in the programming (including any participating staff, volunteer, youth, parents, siblings, etc.).

A **family unit** includes individuals living together as a family unit.

A **non-participant** is someone who is on site, observing, but is not active in the group. This person must practice social distancing and be at least 6 feet from the active group at all times.

Personnel refers to staff or volunteer leading the youth development program (YDP)

Program or YDP refers to any face-to-face youth development program similar in nature over a period of time.

BEFORE ANY REGISTRATION FOR IN-PERSON PROGRAMMING

- All personnel must complete COVID-19 Phase B Training and fill in the [attendance form](#).
- All personnel must receive a 100% passing score on Phase B Training Quiz (link found in attendance form).
- A [Phase B Mitigation Form](#) must be completed and approved for each program before registration may begin.
 - Plan for a turn around time of 72 hours.
- Registration for your program will be required, no drop-ins allowed:
 - Please encourage registration for longer periods (multiple weeks versus one week) to minimize mixing of participants
 - Any attendees who come from out-of-state or have recently traveled out-of-state, will be required to follow current State of Alaska quarantine mandates prior to participation after arriving in the community.

BEFORE MEETING

Number of people at meetings

- Ensure there will be no more than 10 people per group at any program
 - Example: If there are 2 volunteers, there may only be 8 other participants per group.
- Building capacity may not be over 25%
- If there will be more than one group in the program, ensure no mixing of children between groups once established.
- Personnel should avoid moving between groups whenever possible.
 - If this is unavoidable, personnel must wash their hands between interactions with the different groups and disinfect any common items or spaces.

Meeting Locations

- All programs should be held outside whenever feasible.
- Programs with physical exertion and loud activities should take place outdoors.
- Excursions such as bike rides and hikes, are allowable so long as groups do not inter-mix and social distancing guidelines are adhered to.

Getting Prepared

- Each program must have an approved hard copy of the COVID-19 Mitigation Plan on site along with any other written safety, sanitization, and physical distancing protocols (specific to COVID-19).
 - This plan will be provided to each leader as a pdf, following form submission and program approval.
- Each program must ensure adequate supplies for the number of children in each group to minimize the sharing of high-touch materials to the extent possible (ex. Art supplies).

- If there are not enough high-touch materials for each child, personnel must ensure materials are disinfected between uses and that children wash their hands before and after using share supplies.
- Each program must maintain an adequate supply of disinfectant, hand sanitizer and paper towels. These will be supplied in COVID-19 Kit. Contact your district agent with questions.
- Cleaning and disinfecting will be done with commercial disinfectant spray, Clorox wipes, or if necessary, a homemade diluted bleach solution (1/3 cup bleach to 1 gallon water).
 - Routinely clean all common surfaces. Common surfaces include tables, doorknobs, light switches, counter-tops, handles, sinks, phones, keyboards, toilets, faucets, chairs, toys, etc
- Post entryway signage from COVID-19 Kit stating clearly that any person with symptoms consistent with COVID-19 may not enter the premises
 - When a program has daily access and permission for public space use (such as parks or playgrounds), appropriate signage will be displayed.
- Space tables, chairs, shooting points, etc. farther apart to ensure social distancing (at minimum 6 feet apart)
- Assigned seats are required for all sit-down activities.

DURING MEETING:

Arrival/Pickup & Attendance/Screening

- Personnel should provide for staggered arrival, drop off times, and limit direct contact with parents, guardians, or family members as much as possible.
- During Drop-Off, personnel must complete an attendance/screening questionnaire via hard copy or google form, one person at a time, using their own pen or electronic device.
 - If using a hard copy form, a copy must be provided to the district office within 24 hours of meeting.
 - These lists must include everyone who was at the meeting (participants and non-participating individuals: including youth members, personnel, parents, siblings, guests).
- If a participant answers yes to any screening questions, they may not participate in the program.
 - Before returning, they must be symptom free for 72 hours before they can participate.

Symptomatic Participants

- No youth will participate if symptomatic (cough, shortness of breath/trouble breathing, runny nose, fever aches/pains, vomiting/diarrhea, chills) or within 72 hours after a fever breaks.
- Personnel should communicate to parents/guardians the importance of keeping youth home when they are sick.
- Youth who become symptomatic during activity or meeting will be isolated from the rest of the group until they can be picked up.

Symptomatic Volunteers

- No personnel, displaying symptoms of COVID-19 (cough, shortness of breath/trouble breathing, runny nose, fever aches/pains, vomiting/diarrhea, chills or fever) will provide services to youth.

- Symptomatic or ill personnel may not report to work on that day or within 72 hours of fever breaking

Hygiene Protocols & Social Distancing

- Personnel must model and explain health guidelines to all participants, in an age appropriate manner at the beginning each meeting time.
 - Example: Lessons on hand-washing, face coverings, coughing & sneezing
 - CDC offers posters for kids:
<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/index.html>
 - Example: Personnel should model social distancing, creating space, and avoiding unnecessary touching, in an age-appropriate manner.
- Personnel must wash hands frequently using hot water and soap. If soap and water are not readily available, the program must supply hand sanitizer with at least 60 percent alcohol.
- Personnel should require and supervise frequent handwashing or use of hand sanitizer, if handwashing is not available, by the youth.
 - This includes upon entry into the facility, before and after an activity, and at a minimum, on an hourly basis.
- Face coverings shall be worn by all personnel and participants over the age of 2:
 - In ALL indoor settings at all times
 - Outdoors whenever a 6 foot distance between individuals cannot be continuously met.
 - Closer than 10' for activities which require physical exertion
- Face coverings may be removed for a short time when necessary, such as when playing a musical instrument.
- Participants will have a face covering on their person at ALL times.
- The face coverings will cover the mouth and nose.

Equipment Sharing

- There will be no sharing of equipment, except between immediate family members. This includes all equipment in the 4-H Shooting Sports and Horse programs.

Food & Beverage

- No food or beverages shall be provided or shared during your program.
- If a cooking club is meeting, each youth shall have their own ingredients to prepare their own dish. It is recommended that cooking clubs meet via Zoom.

AFTER MEETING:

Post Meeting Clean-Up

- Personnel should disinfect after program meetings using disinfectant spray found in the COVID-19 Kit.
 - Plan to take fifteen minutes after everyone has left to wipe down all frequently touched surfaces with a disinfectant spray or bleach solution.

Exposure Response

In the event a YDP participating family, volunteer, or staff member reports a positive test of COVID-19, participants who may have been exposed to positive cases shall be informed ASAP. This shall pertain to any participant in close contact with the affected person in the 48 hours prior to them developing symptoms.

VOLUNTEER ROLE:

- If a volunteer tests positive or is made aware of a positive case of a participant, they should provide district staff with case information.
 - **No information about the case should be shared with anyone else.**
- In the event of a positive COVID-19 case, for locations personnel manages: Personnel will immediately clean and disinfect all surfaces with disinfectant spray, Clorox wipes or a dilute bleach solution (1/3 cup bleach to 1 gallon water).

STAFF ROLE:

- If Staff is made aware of a positive COVID-19 case within program, take the following steps:
 - Notify State YPD Staff of positive test results.
 - Notify Public Health in the area of the program.
- Contact the participants who may have come in close contact with the infected individual, but do not give out any personal information. Follow Steps below.
State the following when contacting YPD participants:
 - Someone in your group tested positive.
 - Be mindful and observe for any signs of illness.
 - You must quarantine for 14 days, as mandated by the State of Alaska.
 - You may or may not be contacted by the Department of Health and Human Services.
- **No information about the case should be shared with anyone other than those listed above.**

ALL PARTICIPANTS:

- COVID-19 positive cases: volunteers/ participants are encouraged to utilize the UAF COVID-19 Environmental Health Services and Risk Management Tracking Form if having participated in a YDP regardless of on or off campus.
 - Please consider any meeting space a “UAF Facility” for the purpose of completing this form.
 - <https://docs.google.com/forms/d/e/1FAIpQLSe9nQ1Lk0pUggEXDbFsSrZHiRI4UGWBhkBDU7cuEx4NnyeZtg/viewform>

SPECIAL CIRCUMSTANCES (Camps, Horse, Livestock)

- Bussing: If applicable, create social distance between children on school buses and vans where possible. Children should be seated in every other row with one child per seat. When boarding

and exiting vehicles, maintain six feet of distance between children. Transportation should not be provided to individuals who are not associated with the program.

- Cafeteria or Group Dining Room (Camps): if typically used, meals should be in classrooms instead where possible. Personnel must plate each child's meal individually so that multiple children are not using the same serving utensils
- Animals should be stalled/groomed at least 6' away from another and near the member's group to prevent mixing of groups.
- Horse/Livestock: Do not share tack/leads and avoid touching other participants' tack/leads.