

Volunteer Limited in Person Youth Education Plan

The 4-H Youth Development program is the largest youth organization in the nation empowering young people with critical life skills, knowledge and experience benefitting them and their communities for a lifetime. In 2019, over 36,400 New Mexican youth participated in the nearly 2,000 instructional hours provided by NMSU Extension faculty. The majority of these instructional hours are provided during the summer months when youth are out of school.

For many 4-H members, participation in the 4-H program is their first introduction to NMSU and serves as a recruiting tool for our University. The research-backed 4-H experience assists in the development of young people who are four times more likely to contribute to their communities; two times more likely to make healthier choices; two times more likely to be civically active; and two times more likely to participate in STEM programs.

The 4-H Youth Development program is grounded in the belief that young people learn best by doing. Program participants complete hands-on projects in areas including science, health, agriculture and civic engagement, in a positive environment where they receive guidance from Extension faculty and adult volunteers. While a virtual setting may be practical in providing some 4-H education, a larger portion of the 4-H experience requires in person interaction between a youth member and an adult mentor.

The following proposal provides a statement of concern for the safety and health of youth clientele. Protocol is presented on managing sanitation, tracing of contacts, social distancing, and adhering to the Governor's guidance for summer youth programs as announced May 13, 2020.

Statement of Concern for Safety and Health of Youth Clientele

The health, safety and wellbeing of the NM 4-H youth and families is of the highest concern and priority in Cooperative Extension Service (CES) program delivery efforts. County faculty, staff, and adult volunteers understand providing in person, face-to-face educational opportunities and resources to youth in the county where they are enrolled in 4-H will be on a limited, one-on-one basis or in group settings not to exceed a total of eleven people (9:2 child to adult ratio). From the annual *Working with Minors* training: Regardless of ratio, always have at least two leaders/adults at all program activities. Please note: National Shooting Sports curriculum recommends no more than an 8:1 ratio when running a live fire line. When working with younger, less experienced youth, two leaders are recommended on the firing line with at least one adult certified in that particular discipline.

Youth participants will not be traveling back and forth across county lines and will work with the same adults throughout the duration of the workshop. When working with these audiences, county faculty, staff, and adult volunteers are committed to following directed social distancing, tracing of contacts, and sanitation protocol. County faculty and adult volunteers will be required to check state and local health department notices about transmission in the area and adjust program plans accordingly. County faculty will inform parents of youth participants on the need for additional actions (such as not attending or having additional restrictions). Parents will receive a fact sheet with guidelines from the New Mexico Department of Health and the CDC (see Appendix A). Parents will receive this fact sheet prior to the start of any youth activity.

Strict social distancing, tracing of contacts and sanitation guidelines will be outlined and adhered to in each programmatic delivery setting and with each audience member.

Standard Protocol for Working with Youth Audiences

- Post signs on how to stop the spread of COVID-19, properly wash hands, promote everyday protective measures, and properly wear a face covering (see Appendix B).
- Intensify cleaning, disinfection, and ventilation.
- Hand washing stations and hand sanitizer will be provided.
- Clean and disinfect frequently touched surfaces at least daily (e.g., door handles, sink handles, equipment, etc.). In facilities with drinking fountains, the fountain will be inaccessible.
- County faculty and adult volunteers will be required to provide proof of a negative COVID-19 test prior to the start of programming as outlined by the Governor's guidance for summer youth programs. Additional testing will be required if exposure to or show of symptoms of COVID-19.
- Participate in trainings regarding the proper use and disposal of PPE as well as COVID-19 safety and cleaning protocols before the program. County directors received training 5-28-2020 from the New Mexico Association of Counties (<https://rrnm.gov/4523/New-Mexico-Reopening-Plan>) County faculty received additional training via Zoom by New Mexico State University Health Specialists and the NMSU Southwest Border Protection and Emergency Preparedness Center. Prior to working with youth, adult volunteers will be required to participate in COVID-19 Safety Training: Working with Youth, presented by the CES (District Department Heads and State 4-H Interim Department Head).
- Adult volunteers must communicate all plans to provide youth education to county faculty for review and approval. The approval of these youth education plans will be documented.
- Provide verbal instruction to participating youth audiences regarding hygiene and safety protocols including proper hand washing, touching of face, covering mouth and nose when coughing/sneezing and social distancing. A script will be provided for each faculty member and adult volunteer to follow when instructing youth to ensure consistent and thorough hygiene and safety protocol message. (see Appendix C)
- Social distancing is required including maintaining a minimum of 6 ft distance between participants and spacing seating/desks to at least six feet apart.
- All participants will be required to wear masks. Youth will be instructed to bring their own masks.
- County faculty and adult volunteers will not be permitted to provide transportation for youth.
- From the *Working with Minors* training: Regardless of ratio, always have at least two leaders/adults at all program activities. Two adult volunteers are permitted to meet with up to nine youth (with exception of shooting sports which is an 8:1 ratio and requires at least one certified shooting sports leader in that particular discipline).
- Programs, activities, meetings must be held in controlled and well-ventilated public spaces or outdoor facilities. Examples include a backyard or public space such as a patio

at a community center or the fairgrounds where the volunteer can control who enters because the space is rented or reserved.

- Visitors (including nonparticipating family members) will not be permitted at the youth activity. Youth will be dropped off at scheduled, staggered times and picked up on a similar schedule at the end of the activity.
- No food will be provided or permitted during youth educational programming.
- Stagger arrival and drop-off times. Establish protocols to limit direct contact with parents as much as possible. Youth waiting to be picked up will be kept 6 feet apart. County faculty and adult volunteers will designate work space and standing space by marking off 6 foot distances.
- Interior doors and, where applicable, windows will remain open during the educational activity.
- Ensure adequate supplies to minimize sharing of high touch materials (equipment, supplies, etc.). Assign equipment to a single individual and clean and disinfect between use.
- Implement screening safely, respectfully, as well as in accordance with any applicable privacy laws or regulations. Parents will be asked to take their child's temperature prior to arriving at the program. If the child has a temperature greater than 100.4 F or has COVID-19 related symptoms, they must stay home.
- Plan for when faculty, adult volunteer, or child becomes sick. Provide parent/guardian of sick child with the CDC COVID-19 handout (see Appendix D). Provide information on how to prevent infecting other family members and when their child can return.
- Youth who become sick must be picked up immediately. For emergency situations, faculty or adult volunteers should call 911.
- In the event that the Department of Health contacts the Extension agent and informs them that a person diagnosed with COVID-19 is determined to have been in the building and poses a risk to the community, sign-in sheets that include all participants names and contact information will be provided.
- If county faculty, adult volunteers, or youth participant test positive, the program will be suspended and the office will be closed for enhanced cleaning and disinfection per the guidelines posted on <https://safety.nmsu.edu/covid-19-health-safety-resources-2/>
- A communications plan for staff, volunteers, children, and parents addressing anxieties associated with becoming sick will be provided (see Appendix E)
- All volunteers will sign a pledge/statement of understanding (see Appendix F)

Safety Measures for Employees and Volunteers

1. Do not allow sick employees or volunteers to work with youth. It is very possible for them to make other workers or youth ill due to the high levels of contagion observed with COVID-19. Employees and volunteers are encouraged to self-monitor and if feeling ill to notify supervisor or county faculty and not come into office or hold youth activity. If employees or volunteers become sick while working with youth, the program must be terminated and the employee or volunteer must go directly to their home.
2. Provide adequate hand washing supplies and sanitation materials.
3. Masks are required for use by employees and adult volunteers.

4. Employees and adult volunteers that schedule programs should be mindful of meeting places that allow for distancing and can be easily cleaned after use.
5. Volunteers are responsible for reporting positive cases of COVID-19 to county faculty. When reported, county faculty will work with the local Department of Health to determine next course of action. Each county office will be responsible for maintaining sign-in sheets for contact tracing and as regular protocol for Extension programming.
6. Continuity of business plan for the Extension offices following a triggering event will include a deep clean of office, isolation of employees and telework requirements to allow for the continuation of business functions.
7. All employees and adult volunteers must attend training on COVID-19 risk factors.

Packaging, Tools, Equipment, and Facilities

1. Regularly clean and disinfect areas and all surfaces that are frequently touched (door knobs, handles, keyboards, touch screens).
2. Work with appropriate personnel on what cleaning is being conducted for the training facilities. Counties can purchase additional supplies for hand washing and disinfectant, while working with the county janitorial staff on facility maintenance.
3. Regularly **clean and disinfect** supplies and equipment: Disinfecting equipment and supplies such as sewing machines, office/teaching supplies, projectors and other educational materials should be cleaned and disinfected after use.

How to clean and disinfect facility

Clean

- Wear disposable gloves to clean and disinfect.
- Clean surfaces using soap and water, then use disinfectant.
- Cleaning with soap and water reduces number of germs, dirt and impurities on the surface. Disinfecting kills germs on surfaces.
- Practice routine cleaning of frequently touched surfaces.
 - More frequent cleaning and disinfection may be required based on level of use.
- High touch surfaces include:
 - Tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.

Disinfect

- Recommend use of [EPA-registered household disinfectant external icon](#). Follow the instructions on the label to ensure safe and effective use of the product. Many products recommend:
 - Keeping surface wet for a period of time (see product label).

- Precautions such as wearing gloves and making sure you have good ventilation during use of the product.

Always read and follow the directions on the label to ensure safe and effective use.

- Wear skin protection and consider eye protection for potential splash hazards
- Ensure adequate ventilation
- Use no more than the amount recommended on the label
- Use water at room temperature for dilution (unless stated otherwise on the label)
- Avoid mixing chemical products
- Label diluted cleaning solutions
- Store and use chemicals out of the reach of children and pets

You should never eat, drink, breathe or inject these products into your body or apply directly to your skin as they can cause serious harm. Do not wipe or bathe pets with these products or any other products that are not approved for animal use.

See [EPA's 6 steps for Safe and Effective Disinfectant Use external icon](#)

- Diluted household bleach solutions may also be used if appropriate for the surface.
 - Check the label to see if your bleach is intended for disinfection and has a sodium hypochlorite concentration of 5%–6%. Ensure the product is not past its expiration date. Some bleaches, such as those designed for safe use on colored clothing or for whitening may not be suitable for disinfection.
 - Unexpired household bleach will be effective against coronaviruses when properly diluted.
Follow manufacturer's instructions for application and proper ventilation. Never mix household bleach with ammonia or any other cleanser.
Leave solution on the surface for at least 1 minute.

To make a bleach solution, mix:

- 5 tablespoons (1/3rd cup) bleach per gallon of room temperature water
OR
- 4 teaspoons bleach per quart of room temperature water
- Bleach solutions will be effective for disinfection up to 24 hours.
- Alcohol solutions with at least 70% alcohol may also be used.

APPENDIX A

How to Protect Yourself & Others from COVID-19

Source: (<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>)

Know How It Spreads

- There is currently no vaccine to prevent coronavirus disease 2019 (COVID-19).
- **The best way to prevent illness is to avoid being exposed to this virus.**
- The virus is thought to [spread mainly from person-to-person](#).
 - Between people who are in close contact with one another (within about 6 feet).
 - Through respiratory droplets produced when an infected person coughs, sneezes or talks.
 - These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
 - Some recent studies have suggested that COVID-19 may be spread by people who are not showing symptoms.

Everyone should wash their hands often

- [Wash your hands](#) often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, **use a hand sanitizer that contains at least 60% alcohol**. Cover all surfaces of your hands and rub them together until they feel dry.
- **Avoid touching your eyes, nose, and mouth** with unwashed hands.

Everyone should avoid close contact

- **Avoid close contact with people who are sick, even inside your home.** If possible, maintain 6 feet between the person who is sick and other household members.
- **Put distance between yourself and other people outside of your home.**
 - Remember that some people without symptoms may be able to spread virus.
 - [Stay at least 6 feet \(about 2 arms' length\) from other people](#).
 - Do not gather in groups.
 - Stay out of crowded places and avoid mass gatherings.
 - Keeping distance from others is especially important for [people who are at higher risk of getting very sick](#).

Cover your mouth and nose with a cloth face cover when around others

- You could spread COVID-19 to others even if you do not feel sick.

- Everyone should wear a [cloth face cover](#) when they have to go out in public, for example to the grocery store or to pick up other necessities.
 - Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask without assistance.
- The cloth face cover is meant to protect other people in case you are infected.
- Do NOT use a facemask meant for a healthcare worker.
- Continue to keep about 6 feet between yourself and others. The cloth face cover is not a substitute for social distancing.
- Masks should effectively cover nose and mouth.

Cover coughs and sneezes

- **If you are in a private setting and do not have on your cloth face covering, remember to always cover your mouth and nose** with a tissue when you cough or sneeze or use the inside of your elbow.
- **Throw used tissues** in the trash.
- Immediately **wash your hands** with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

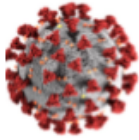
Clean and disinfect

- **Clean AND disinfect [frequently touched surfaces](#) daily.** This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks.
- **If surfaces are dirty, clean them.** Use detergent or soap and water prior to disinfection.
- **Then, use a household disinfectant.** Most common [EPA-registered household disinfectants](#) will work.

Monitor Your Health

- **Be alert for symptoms.** Watch for fever, cough, shortness of breath, or [other symptoms](#) of COVID-19.
 - Especially important if you are [running essential errands](#), going into the office or workplace, and in settings where it may be difficult to keep a [physical distance of 6 feet](#).
- **Take your temperature** if symptoms develop.
 - Don't take your temperature within 30 minutes of exercising or after taking medications that could lower your temperature, like acetaminophen.
- Follow [CDC guidance](#) if symptoms develop.

What you should know about COVID-19 to protect yourself and others



Know about COVID-19

- Coronavirus (COVID-19) is an illness caused by a virus that can spread from person to person.
- The virus that causes COVID-19 is a new coronavirus that has spread throughout the world.
- COVID-19 symptoms can range from mild (or no symptoms) to severe illness.



Know how COVID-19 is spread

- You can become infected by coming into close contact (about 6 feet or two arm lengths) with a person who has COVID-19. COVID-19 is primarily spread from person to person.
- You can become infected from respiratory droplets when an infected person coughs, sneezes, or talks.
- You may also be able to get it by touching a surface or object that has the virus on it, and then by touching your mouth, nose, or eyes.



Protect yourself and others from COVID-19

- There is currently no vaccine to protect against COVID-19. The best way to protect yourself is to avoid being exposed to the virus that causes COVID-19.
- Stay home as much as possible and avoid close contact with others.
- Wear a cloth face covering that covers your nose and mouth in public settings.
- Clean and disinfect frequently touched surfaces.
- Wash your hands often with soap and water for at least 20 seconds, or use an alcohol-based hand sanitizer that contains at least 60% alcohol.



Practice social distancing

- Buy groceries and medicine, go to the doctor, and complete banking activities online when possible.
- If you must go in person, stay at least 6 feet away from others and disinfect items you must touch.
- Get deliveries and takeout, and limit in-person contact as much as possible.



Prevent the spread of COVID-19 if you are sick

- Stay home if you are sick, except to get medical care.
- Avoid public transportation, ride-sharing, or taxis.
- Separate yourself from other people and pets in your home.
- There is no specific treatment for COVID-19, but you can seek medical care to help relieve your symptoms.
- If you need medical attention, call ahead.



Know your risk for severe illness

- Everyone is at risk of getting COVID-19.
- Older adults and people of any age who have serious underlying medical conditions may be at higher risk for more severe illness.



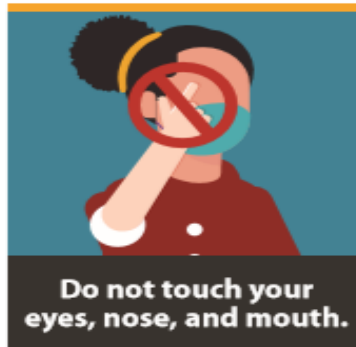
CS314837A 06/01/2020

[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/2019-ncov-factsheet.pdf>

Stop the Spread of Germs

Help prevent the spread of respiratory diseases like COVID-19.



[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

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<https://www.cdc.gov/coronavirus/2019-ncov/downloads/stop-the-spread-of-germs-11x17-en.pdf>

▲ Tips to Help Youth Prevent the SPREAD of COVID 19

- Wash your hands often with soap and water for 20 sec. (sing the birthday song :)
- Always wash your hands after you have been in a public place (such as a store or a park), or after blowing your nose, coughing, or sneezing. Throw used tissues in the trash and immediately wash your hands.
- If soap and water are not available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.
- Don't touch your eyes, nose, and mouth with unwashed hands.
- Avoid close contact with people who are sick, even inside your home.
- Stay at least 6 feet from others. This is about two arms' length.
- Do not gather in groups. Stay out of crowded places and avoid mass gatherings. This includes at a friend's house, parks, restaurants, shops, or any other place.
- Cover your mouth and nose with a cloth face covering. The cloth face cover is meant to protect other people in case you are infected. You could spread COVID-19 to others even if you do not feel sick.
- Even while wearing a face cloth, practice social distancing of keeping 6 feet between yourself and others. The facemask is not a substitute for social distancing.

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BE BOLD. Shape the Future.
**College of Agricultural, Consumer
and Environmental Sciences**
Cooperative Extension Service

10 things you can do to manage your COVID-19 symptoms at home

Accessible Version: <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>

If you have possible or confirmed COVID-19:

- 1. Stay home** from work and school. And stay away from other public places. If you must go out, avoid using any kind of public transportation, ridesharing, or taxis.



- 6. Cover your cough and sneezes.**



- 2. Monitor your symptoms** carefully. If your symptoms get worse, call your healthcare provider immediately.



- 7. Wash your hands often** with soap and water for at least 20 seconds or clean your hands with an alcohol-based hand sanitizer that contains at least 60% alcohol.



- 3. Get rest and stay hydrated.**



- 8. As much as possible, stay** in a specific room and **away from other people** in your home. Also, you should use a separate bathroom, if available. If you need to be around other people in or outside of the home, wear a facemask.



- 4. If you have a medical appointment, call the healthcare provider** ahead of time and tell them that you have or may have COVID-19.



- 9. Avoid sharing personal items** with other people in your household, like dishes, towels, and bedding.



- 5. For medical emergencies, call 911 and notify the dispatch personnel** that you have or may have COVID-19.



- 10. Clean all surfaces** that are touched often, like counters, tabletops, and doorknobs. Use household cleaning sprays or wipes according to the label instructions.



[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

Talking with Children about Coronavirus Disease

Source: <https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/talking-with-children.html>

Children may worry about themselves, their family, and friends getting ill with COVID-19. Parents, family members, school staff, and other trusted adults can play an important role in helping children make sense of what they hear in a way that is honest, accurate, and minimizes anxiety or fear.

Tips for talking to children

- **Remain calm.** Remember that children will react to both what you say and how you say it. They will pick up cues from the conversations you have with them and with others.
- **Reassure children** that they are safe. Let them know it is okay if they feel upset. Share with them how you deal with your own stress so that they can learn how to cope from you.
- **Make yourself available to listen and to talk.** Let children know they can come to you when they have questions.
- **Avoid language that might blame others** and [lead to stigma](#).
- **Pay attention to what children see or hear** on television, radio, or online. Consider reducing the amount of screen time focused on COVID-19. Too much information on one topic can lead to anxiety.
- **Provide information that is truthful and appropriate** for the age and developmental level of the child. Talk to children about how some stories on COVID-19 on the Internet and social media may be based on rumors and inaccurate information. Children may misinterpret what they hear and can be frightened about something they do not understand.
- **Teach children everyday actions** to reduce the spread of germs. Remind children to wash their hands frequently and stay away from people who are coughing or sneezing or sick. Also, remind them to cough or sneeze into a tissue or their elbow, then throw the tissue into the trash.
- **If school is open, discuss any new actions that may be taken** at school to help [protect children and school staff](#).

Facts about COVID-19 to discuss with children

Try to keep information simple and remind them that health are working hard to keep everyone safe and healthy.

What is COVID-19?

- COVID-19 is the short name for “coronavirus disease 2019.” It is a new virus. Scientists and doctors are still learning about it.
- Recently, this virus has made a lot of people sick. Scientists and doctors are trying to learn more so they can help people who get sick.
- Doctors and health experts are working hard to help people stay healthy.

What can I do so that I don't get COVID-19?

[You can practice healthy habits](#) at home, school, and play to help protect against the spread of COVID-19.

What happens if you get sick with COVID-19?

- COVID-19 can look different in different people. For many people, being sick with COVID-19 would be a little bit like having the flu. People can get a fever, cough, or have a hard time taking deep breaths. Most people who have gotten COVID-19 have not gotten very sick. Only a small group of people who get it have had more serious problems.
- If you do get sick, it doesn't mean you have COVID-19. People can get sick from all kinds of germs. What's important to remember is that if you do get sick, the adults at home will help get you any help that you need.

If you suspect your child may have COVID-19, call the healthcare facility to let them know before you bring your child in to see them.

APPENDIX F

**New Mexico State University COVID-19
VOLUNTEER Safety Commitment**

To minimize the risk to public health presented by the spread of COVID-19 while performing VOLUNTEER work for New Mexico State University (NMSU), students, staff, faculty, and volunteers are expected to adhere to the public health protocols and the following:

Please initial after reading each sentence.

_____ I will limit my exposure to COVID-19 by maintaining social distancing guidelines professionally and personally.

_____ I will wear the appropriate cloth face covering or personal protective equipment and practice proper handwashing techniques frequently.

_____ I agree to closely monitor my health and will not enter an NMSU building or any other building or location where youth programming/meetings are held, or participate in face to face activities if I feel sick or if I develop or display symptoms of COVID-19.

_____ I agree to decontaminate work surfaces, equipment, and supplies at the beginning and ending of youth programs and activities.

_____ I agree to follow all NMSU guidelines to protect public health.

_____ I agree to report positive COVID-19 cases to the county faculty member at the Extension office.

_____ I understand that failure to follow these expected behaviors would be detrimental to public health efforts and could impact by ability to serve as an NMSU 4-H volunteer.

_____ I confirm that I have read the COVID-19 Working with Youth Limited in Person training materials.

Signature: _____ Date: _____