

# North Dakota 4-H Guidance

## COVID-19 Practice, Travel, & Contests/Events - 2021

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The 4-H COVID-19 Steering Committee for *contests* has developed the following guidance and recommendations as you begin to plan contest for the 2021 season. The main priority of event organizers should be the health and safety of their participants – all while keeping local, state, NDSU, and federal regulations and guidelines in mind.

This document contains no one-size-fits-all practice – COVID-19 creates different challenges depending on many factors, including size of event, geographic location, physical space, COVID-19 color risk category, and anticipated attendees. We have identified options to mitigate risks as you customize your COVID-19 plan. We want to emphasize these are guidelines. Local officials should be notified of your event, as they may have final jurisdiction on what is enforced in their county. Your continued resiliency to adopt safe practices is important.

**When advertising your contest, make sure to add this statement to your ad: It is important to understand that participation in in-person activities pose an unknown level of risk due to COVID-19. Participation is voluntary. NDSU Extension will take all reasonable measures, but cannot, at any level, assure protection from exposure.**

To guarantee inclusivity, explore virtual, hybrid, and face-to-face options when coordinating and planning your events, keeping in mind that some families may want to participate from a distance.

Ensure that you work with local jurisdictions that monitor local health criteria (number of cases reported, risk of transmission, level of community spread) and take necessary precautions to protect vulnerable populations to safely determine health guidance and mitigation measures for large gatherings and mass gathering events.

**NDSU Agricultural Affairs COVID-19 guidance takes precedence** for all Extension related events and activities.

This guidance may change given the fluidity of COVID-19. Thank you for your continued patience, flexibility, adaptation, resilience, and support as we charge forward ensuring we implement the safest ways to continue to serve our young people and their families during this time.



#### North Dakota 4-H Youth Development

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#### Contest Committee

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# General Guidance for Team Practice:

As you restart face-to-face 4-H contests and practice opportunities, please consider the following guidance to assist with planning, which is based on the COVID-19 color coded health guidance and [ND Smart Restart](#).

- 1. Common Sense and Personal Accountability** – Public health guidance cannot anticipate every unique situation. Take personal accountability to be informed and take actions based on common sense and wise judgment. Do your part as North Dakota 4-H from a civic standpoint, teaching the importance of community responsibility.
- 2. Protective Hygiene and Cleaning** – North Dakotans must continue to practice good hygiene and cleaning regimens to minimize the risk of the virus. These include, but are not limited to, the following:
  - a. Stay home when sick (**IF YOU OR A FAMILY MEMBER ARE SICK FOR ANY REASON - PLEASE STAY HOME!**)
  - b. Wash hands with soap and water for at least 20 seconds as frequently as possible
  - c. Use hand sanitizer after interactions with people or objects
  - d. Cough or sneeze into your sleeve or elbow, and not your hands
  - e. Clean high-touch surfaces (buttons, door handles, counters, etc.) regularly
  - f. Avoid touching your face
  - g. Green risk level – facial coverings strongly recommended when one cannot social distance
  - h. Refrain from hand shaking
- 3. Follow Guidance** – NDSU Agricultural Affairs guidance is where North Dakota 4-H should look to first. North Dakota 4-H will do its best to update guidance as NDSU Agricultural Affairs makes changes in accordance to the governor’s guidance. North Dakotans must strictly follow the health guidance of each color or risk backtracking and causing greater harm.

## NOTE:

- 4-H leaders have the right to enforce guidelines.
- Exceptions to the contest you are attending might be made. It is important you follow the guidelines set forth by the contest you and your 4-H team are attending.
  - Potential examples: hippology time slots, removing face covering for giving reasons or at the line for archery.
- Those with **PENDING COVID TESTS** as a result of either close contact or symptomatic should refrain from participating in practice, contests, or other face-to-face events and activities. If you were randomly tested at a mass testing event (and asymptomatic) you can still participate.

## Green (Low Risk) COVID-19 County Designation







**Masks strongly recommended**  
*\*Local mask mandates take precedence*



**Maximum 300 ppl or 80% of max room occupancy**



**Extension events with >50 ppl require DD approval**



**Sanitize restrooms often**



**Advertise with risk statement**  
*It is important to understand that in-person activities pose an unknown level of risk due to COVID-19. Participation is voluntary. NDSU Extension will take all reasonable measures, but cannot, at any level, assure protection from exposure.*



**Food allowed. Lines should continue to social distance**  
*Boxed, served, or plated meals preferred*



**4-H club practice and meetings can meet face-to-face, virtual is acceptable**  
*Submit COVID safety plan to DD if more than 50 ppl attending*

# North Dakota 4-H Travel Guidance:

## IN-STATE

### Vehicle Travel:

- General restrictions for vehicle travel for volunteers and staff transporting 4-H'ers to activities/events:
  - Normal vehicle capacity is accepted
  - To reduce the risk of COVID transmission, vaccinations are strongly encouraged
  - Face coverings are strongly recommended
  - Disinfection of vehicle pre and post travel
  - Hand sanitizer should be available
- Volunteers have the authority to decide who rides in their vehicle.
- Employees who do not feel comfortable traveling in groups may discuss the situation and seek alternative solutions
- Please continue to notify your district director of your plans

### Lodging:

- Normal room capacity is now accepted

## OUT-OF-STATE

- Case by case
  - Submit: Destination, dates, names of those traveling, lodging and vehicle plans (#'s), and brief COVID safety plan you and your participants will adhere to
- District director and chair, Center for 4-H Youth Development, must sign off

## GENERAL TRAVEL

**First aid kit:** Not required. A first aid kit is a great item to include in your vehicle when traveling.

### Vehicle transportation:

- ND 4-H Motor Vehicle Policy regarding 15 passenger vans: *page 17*
  - NDSU Extension prohibits use of 15 passenger vans for transportation of youth participating in NDSU Extension programs. See **4.5.2.3**.  
[https://www.ndsu.edu/fileadmin/4h/Staff\\_Resources/Table\\_of\\_Contents\\_Policy\\_Manual\\_update\\_9.17.2018\\_.pdf](https://www.ndsu.edu/fileadmin/4h/Staff_Resources/Table_of_Contents_Policy_Manual_update_9.17.2018_.pdf)
- Approval process for state fleet vehicles
  - For parents and non-volunteers using a state fleet - make sure you fill out the form two weeks ahead of time when using state fleet.
  - [https://www.ndsu.edu/fileadmin/4h/Staff\\_Resources/StudentTravelApproval\\_01.pdf](https://www.ndsu.edu/fileadmin/4h/Staff_Resources/StudentTravelApproval_01.pdf)

**Printed health form:** This is not required. This resource is a useful tool to use while traveling so you are aware of the health history of the youth who are traveling with you. <https://www.ndsu.edu/fileadmin/4h/pb730.pdf>

**Accident illness insurance** – This is not required. A county may want to apply for the Special Risk Division Activity Report. COVID related incidence will not be covered under the normal American Income 4-H plan. COVID is covered under the Special Risk coverage that can be submitted online. Submit online prior to travel for your event.

<https://www.aillife.com/specialriskdivision/activityreport>

# General Guidance for 4-H Shooting Sports:



## Communicable Disease Strategy

We are all aware of the voluntary choice to participate in this activity. North Dakota 4-H Shooting Sports Program will make accommodations to protect participants, but cannot guarantee against being exposed to the virus. We require these strategies so everyone can feel safe to participate. Face covering and social distancing will be strongly encouraged to ensure a safe and healthy activity in adherence to local, state and federal recommendations.

4-H has a responsibility to follow state, national and university guidance and values the fourth H – Health to better living, as part of its pledge and creed, for the benefit of the individual and the community where the 4-H program is conducted. Indoor practices will take longer as attendees will be spread across a longer time frame due to the separation required. Clubs may need more volunteers to supervise additional sessions, with multiple practice times in a week, or schedule alternating groups.

## Safety, Health, & PPE Requirements:

- a. **IF YOU OR A FAMILY MEMBER ARE SICK FOR ANY REASON - PLEASE STAY HOME!**
- b. **Current FACE COVERING guidelines must be followed WHILE PARTICIPATING in practice, an activity, or match and ADHERE TO CURRENT PHYSICAL DISTANCING GUIDELINES while on the premises.** Youth will not be required to wear masks while actively shooting on the line for safety reasons. If masks are required, they must be put back on before leaving the shooting line.
- c. Everyone will observe a six-foot distance. Coaches will verbally instruct as appropriate with “HANDS-OFF” instruction and rely on youth to make adjustments. If someone attempts to approach closer than six feet, use the outstretched hand signal to back off.
- d. Limit the number of people at the activity. Family members who might accompany participants should be kept to only a necessary presence, such as instructional help or activity management.
- e. Have a list of attendees and schedule that they adhere to. Consider having youth in the same positions each practice in case there is a need for tracing.
- f. Individuals must not co-mingle on the location or anywhere on the premises. Youth participants, instructors, and parents need to avoid unnecessary and close contact with others **and follow the face covering and physical distancing guidance.**
- g. In some cases, we are guests in the facilities. The use of those facilities may depend on our plan of how we conduct ourselves. Each shooting position and target will be a minimum of six feet apart. Coaches will need extra time on the range for target changes, wipe down of loaner equipment and target face, and shooting station (air rifle) between practice times. Beginner shooters with a helper may need more space. The use of facilities may be limited such as bring your own water and no bathroom use.
- h. The club or activity host will provide access to hand sanitizer and masks to use before, during, and after the activity. Clubs are not required to purchase all PPE necessary, but to have it available if needed. The cost can be included in club fees.
- i. We are required to inform everyone that “NDSU Extension works with university officials responsible for monitoring the COVID-19 pandemic and determining event guidelines. Participation in face-to-face activities poses an unknown level of risk for participants.” Conditions associated with the pandemic may result in postponement or cancellation of the activity.

## Arrival/Departure Procedures:

- a. Youth should plan to arrive 10 minutes before practice or activity starts, bringing all necessary equipment into the facility, wearing PPE. When unpacking equipment, youth must physically distance.
- b. When you have completed your practice session, loaner equipment (arrows, bows, guns) to be cleaned should be placed in a location away from other equipment. The shooter should not take more than a few minutes to do this. Other youth will pack up their equipment and leave. Youth and other adults should not linger at the site.

Consequences for not following healthy guidelines may mean suspension of our shooting sports program.

If there are questions, contact: [Adrian.Biewer@ndsu.edu](mailto:Adrian.Biewer@ndsu.edu) or [Karla.Meikle@ndsu.edu](mailto:Karla.Meikle@ndsu.edu).

# General Guidance for 4-H Contest/Events:

## Contest Preparation

- Participants sign-up virtually to participate (judgingcard.com, 4-HOnline, email, etc.).
  - Coaches and volunteers traveling with team should be listed so event managers know potential attendance for the event.
  - Know limits on attendants given the risk of COVID in the event location.
  - Spectators may or may not be allowed depending on COVID risk capacity guidelines at the time of the event.
- Sick participants will be asked to stay home.
  - Consider virtual options for those who cannot attend to ensure inclusivity.
- All tables and restrooms are to be cleaned and disinfected before and after each contest/event.
- **Face coverings are required/strongly recommended (depending on current risk level)** by all those attending and helping until otherwise directed. Some events may have exceptions written into their guidance.
  - For example:
    - Archery – removal of mask when shooting
    - Communication arts or giving reasons – removal of mask when presenting (ensuring judges are masked and at an 8-foot or 10-foot distance when possible)
- Families/household units should not mix when possible.
- Social distancing of at least 6 feet apart at all times should be upheld (post social distancing signs and ground parkers where needed).
- Hand sanitizer and disinfecting wipes should be available and placed in visible areas (post signs).
  - Encourage teams to bring their own hand sanitizer/wipes.
- Participants bring their own supplies to eliminate sharing of equipment (clipboard, pencils, etc.)
- Time slots may be used to mitigate large groups of participants at a given time (see time slot sign-up sheet)
  - Teams/participants can sign up for a time to participate.

## Day of Contest

### **IF YOU OR A FAMILY MEMBER ARE SICK FOR ANY REASON - PLEASE STAY HOME!**

- Face coverings required/strongly recommended (depending on current risk level).
- Seating should be appropriate to accommodate social distancing.
- Marks on ground/wall to help participants identify proper social distancing should be used (i.e. tape on ground marking 6-foot distances).
- Repeated announcements to ensure social distancing, sanitizing often, and not to congregate should be performed.
- Sanitizing –
  - Restrooms will need to be cleaned in two-hour intervals depending on current COVID guidance.
  - High touched surfaces should be sanitized often (door knobs, tables, etc.).

## Registration at Contest:

- Participants should be screened for temperature and asked if they are or have experienced any COVID symptoms within the last few days.
- Participants should plan to arrive 10 minutes early.
- Participants will remain at least 6 feet apart when registering.
- Person checking in participants should wear a face covering (depending on current risk level and guidance).
- Packets should be provided to include scorecards, agenda, and other items for the contest for each team.

## During Contest:

- Participants will present demonstrations/public speaking/reasons/etc. at least 8 feet away from audience if face covering is removed.
- All participants and judges will be asked to stay at least 6 feet apart and use current face covering guidance.

- Any tables used by presenters will be disinfected before the next presenter.
- Food samples should not be offered to the judge unless current COVID guidance allows for this during your event.
- Capacity of participants in rooms/buildings will be strictly enforced to the current COVID risk color guidance when that county is hosting an event.
  - For example: when in the yellow (moderate) risk level 50% room capacity or 100 people maximum are allowed. When in green (low) risk level 75% room capacity or 200 people maximum are allowed.
- A schedule and list of attendees/roster is good practice in case there is a need for COVID tracing.
- The club or activity host will provide access to hand sanitizer and masks to use during the duration of the event. Please ensure sanitizing material is located in visible locations.
- No sharing of equipment such as water bottles, pens, pencils, clipboards, etc.
- Stations should be set up to maintain current social distancing guidelines and eliminate high touch items.
- Encourage participants to NOT touch items during the contest (mounts, photos, samples, or other items on display).

### Food

- Local health guidelines should be followed. Box lunches may or may not be allowed given the level of COVID health risk at the time of the event.
- Follow current guidelines at the time of the contest for allowable food options.

\_\_\_\_\_  
 (Name) Local health officer

### Awards

- Awards may be handed to participants/families in packets or announced virtually at a designated time, depending on current guidance at the time of the contest.
- Awards can be mailed to teams post contest as another option.
- Make sure participants and coaches remain in their pods. Participants can stand for recognition if the current COVID guidelines are more strict, instead of walking past several people.
- Photos should be as individuals or with teams/pods only, depending on current COVID guidelines.

**Consequences for not following healthy guidelines may mean not being able to participate in the event.**

I give my approval of this plan of procedures for conducting the North Dakota 4-H \_\_\_\_\_ Contest.

\_\_\_\_\_  
 NDSU Extension Agent's Signature (Host Agent)

\_\_\_\_\_  
 District Director - NDSU Extension (Host D.D.)

## Contest Time-Slot Form

Time	Attendees	Team Name	Attendees	Team Name	Total # of Contestants
9 a.m.					
9:30 a.m.					
10 a.m.					
10:30 a.m.					
11 a.m.					
11:30 a.m.					
12 p.m.					
12:30 p.m.					
1 p.m.					
1:30 p.m.					
2 p.m.					
2:30 p.m.					
3 p.m.					

**(color code as needed)**

# Signature Example Sheet for Event Approval

Completed by NDSU Extension Stark/Billings County Staff

\_\_\_\_\_  
Date \_\_\_\_\_  
Extension Agent

\_\_\_\_\_  
Date \_\_\_\_\_  
Extension Agent

## Reviewed and Approved By

\_\_\_\_\_  
Date \_\_\_\_\_  
Stark Billings County 4-H Council President

\_\_\_\_\_  
Date \_\_\_\_\_  
Stark County Parks Director

\_\_\_\_\_  
Date \_\_\_\_\_  
Southwest District Health Unit

\_\_\_\_\_  
Date \_\_\_\_\_  
Stark County Emergency Manager

\_\_\_\_\_  
Date \_\_\_\_\_  
Dickinson State University

\_\_\_\_\_  
Date \_\_\_\_\_  
NDSU Extension, West District Director