

April 5, 2021

Post Rock District 4-H Club Leaders,

I hope the beautiful weather was a great start to your April. I am happy to share an update to the KSRE covid-19 process. It is important to remember 4-H is a program of K-State Research and Extension, and KSRE is part of Kansas State University. This affiliation brings many benefits to the local 4-H and extension programs, and it also requires our local programming to follow KSRE policies and practices, including those related to covid-19 mitigation.

**In-Person Review Process:** I have been informed that the in-person activity review process does not need to continue for meetings, events, and activities with less than 50 group size, including all individuals involved as a participant, volunteer, etc. This means that most club-level activities will be able to be planned and facilitated without a risk management plan submitted for review. When the in-person review process was put in place by KSRE Administration in December 2020, they said it could be up for review and revised if deemed appropriate at the end of March/start of April, but that until we received information on a change in process, to plan as if the process is in place for the foreseeable future. I find the change in process encouraging! If you are planning a meeting, event, fundraiser, or other activity that will involve 50 or more people, please reach out to me at nrhoades@ksu.edu or 785-378-3174 to complete the risk management planning steps necessary with KSRE Administration.

**Covid-19 Protocols:** The following covid-19 protocols are still in place for ALL group sizes, even without a risk management review process needed. These are minimum requirements; you are welcome to plan more restrictive requirements as appropriate.

- Face Coverings/Masks are required to be worn over nose and mouth by all youth and adults present at the in-person component, for both indoor and outdoor gatherings.
- Meet in a space large enough so that physical distancing can be consistently practiced by all parties not living in the same household.
- Adequate hand washing/sanitizing options are available.
- Sanitize frequently touched surfaces before, during, and after appropriately.
- Communicate an RSVP deadline. If virtual RSVPs are received, you can incorporate a hybrid delivery plan. If no one requests virtual participation, you do not need to provide it. If there is a request after the deadline, please provide accommodations as you are able.
- Virtual participants must be able to fully engage in all activities and discussions and not simply just be asked to observe what is going on in-person.
- When food is involved (pre-packaged, buffet, being prepared, sold, etc.) all individuals (paid or unpaid) need to wear a face mask, sanitize frequently, and practice food safety practices.
- Communicate expectations in advance, asking those not able or willing to comply to utilize the virtual participation option.

**4-H Feedback Survey:** 4-H members, families, club leaders, and project leaders are welcome to complete the 4-H Feedback Survey available at: [bit.ly/PRD4-HFeedback](https://bit.ly/PRD4-HFeedback). Feedback provided by April 8 will be shared with the Post Rock District Board. The feedback will also assist staff with 4-H youth development programming and management. *As you share this survey link with your families, I encourage you to remind all to provide feedback in an objective, respectful manner. The 4-H Code of Conduct is important during all situations, for adults and youth involved in the program.*

We will continue to reach out if there are additional changes to the KSRE covid-19 processes and protocols. I want to emphasize that we are here to discuss your questions, plan appropriate programming, and brainstorm engagement ideas. We are committed to helping you have meaningful and fun events and meetings within the protocols.

Thank you,



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