

## COVID 4-H Static Judging Best Practices



To help safeguard the health and safety of our members and volunteers, the following guidelines have been developed to aid in the static judging or showcasing process for fairs.

### Preparing for Drop-off:

- Know the maximum number of individuals that can be in your space(s).
  - Identify current capacity for the spaces you intend to use and follow DHM's to restrict capacity.
  - Consider using an outdoors space for drop-off alleviating families having to enter the buildings.
  - Consider lowering entry limits per exhibitor to manage the volume of exhibits coming in.
- Create a plan that can ensure that no more than \_\_\_\_ people are in attendance. The number needs to include everyone (volunteers, parents, members, siblings, judges, etc.)
  - Schedule of events, create assigned times for drop-off and/or a plan for managing an open house style drop off (signage, volunteers to direct families or help manage number of people entering spaces at given times, etc.)
  - Ask one family member to be present at drop-off.
  - Encourage anyone entering the building to wear a mask.
  - Space tables, chairs, any exhibit space, etc. farther apart to ensure social distancing (at least 6 ft. apart but more is encouraged). Think about roping off exhibit spaces so visitors cannot touch any items.
  - Mark spaces in front of tables where people can stand to ensure distancing from the table and within the line.
  - Have a backup plan in place for families that may misunderstand assigned plan or need flexibility. This could be in the form of offering an email address or phone number to call if they need to request an exception.
- Provide clear signage to educate all families, judges and volunteers entering the space. Create and prepare any signs or documents that will be used at the event communicating procedures like, checking in, information for parents, expected times, reminders to wash hands/sanitize, etc. Printable signage can be found [here](#).
- Assign a volunteer to serve as the coordinator and traffic controller to redirect people as needed to comply with guidelines established.
- Label doors for drop-off locations, label tables where items can be dropped off and mark spaces with tape where you want people to physically distance if in lines or waiting at tables.
- Think about the flow of your space and where larger groups of people might gather, which doors or areas to close or leave open to create the desired flow through the building or space.
- Properly sanitize the space and all areas we plan to use. [Wipe down all common surfaces](#) as recommended by the Center for Disease Control (CDC). Tables, chairs, exhibit areas, restrooms and any other items you know in advance you will use.
  - Create a checklist for sanitizing these items and the space
  - Assign these duties to someone to continuously sanitize throughout your time in the space. At least every two hours is recommended for high traffic areas.
- Obtain enough proper PPE for all volunteers and staff that will need to use it.
  - Gloves for wiping down exhibits and judging.
  - Disinfectants and cleaners (Any EPA registered disinfectant will work- Clorox Wipes, Peroxide wipes. Look for the container to say kills coronavirus.)
  - Masks for those volunteering and judging.
  - Hand sanitizer for use by anyone in attendance.

- Soap stocked in the bathrooms.
- Communicate your plan with families including the drop off, judging/showcasing, and pick up process, how they will be protected with health and safety measures, how items will be sanitized providing a disclaimer so they can choose not to bring items they do not want sanitized, encourage them to wear masks at drop-off and encourage families, volunteers, staff and judges to stay home if they are exhibiting COVID-19 symptoms, have had contact with someone with COVID-19 positive test or symptoms or are at risk of exposure. This includes:
  - Considered at high risk themselves or if they live or work with individuals at high risk. (age 65+, are immunocompromised, or have other health factors identified by the CDC that increase risk if being exposed)
  - Exhibiting COVID-19 symptoms, which include fever or chills, cough, shortness of breath, fatigue, muscle or body aches, headaches, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea
  - Have had known contact with anyone with positive Covid-19 test or COVID-19 symptoms in the 14 days prior to the meeting

### **Project Drop Off:**

- Remind families, staff and volunteers of drop off expectations like maintaining appropriate distancing, what the check-in procedure will be and reducing the items in the room they touch.
- Have a “check-in” process in place and follow it - include: greeting/welcoming families, providing directions for where to check-in or leave items to ensure practicing social distancing, pointing out hand sanitizer or other PPE needed, and getting families/youth out of the space efficiently with limited exposure.
  - How will staff and volunteers be involved in directing traffic/moving projects/and assisting in moving people out of the space efficiently?
- If photographing items for a virtual showcase, have 1-2 people only taking photos of items and/or 4-H members. Consider having a step-and-repeat/backdrop for youth to stand in front of to take photos and keep it all to one predetermined space. Consider placing visual markers on floor in front of this backdrop to keep people properly spaced. Also use markers on floor in front of drop off spaces in building
- Have a schedule for families to follow so they do not all arrive at once. This can be done by giving them a timeslot based on the alphabet or allowing them to sign up for times.
- Have tables clearly labeled for drop off, one person sanitizing the exhibit (wearing proper PPE of gloves and a mask) and delivers the project where needed. Family should stand on marked spot 6’ from the drop-off table to ensure physical distancing. Consider- carts on hand to help move projects to the proper space and volunteer or staff to move the projects.
- To support safety practices, collect information ahead of time to avoid people having to wait in lines or share pens/paper. Allow online entry or send out cards or pre-entry forms in advance and ask families to have this filled out prior to arrival.
- Those touching or collecting entries should do a hand hygiene gel sanitization between families.

### **Exhibit Judging and Display:**

- Consider displaying items by family group to allow for a smoother pick up process and not roaming the exhibit space.
- If displaying for public entry, consider roping off where items are displayed so any public entering the space can see them but not touch.
- Consider asking judges to wear PPE such as gloves while judging projects however good hand hygiene using gel sanitizer between exhibits and not touching face is a good practice.
- Remind judges and volunteers of best practices for maintaining social distancing, hand sanitizing/washing, location of restrooms, etc.

- Consider not attaching ribbons or comment sheets directly to the project. Instead you could make family packets to send home at pickup.

### **Project Pickup:**

- Remind families, staff and volunteers of pick up expectations like maintaining appropriate distancing, what the check-out procedure will be and reducing the items in the room they touch.
- Have a “check-out” process in place and follow it - include: greeting/welcoming families, providing directions for where to check-out or pickup items to ensure practicing social distancing, pointing out hand sanitizer or other PPE needed, and getting families/youth out of the space efficiently with limited exposure.
  - How will staff and volunteers be involved in directing traffic/moving projects/and assisting in moving people out of the space efficiently?
- Have a schedule for families to follow so they do not all arrive at once. This can be done by giving them a timeslot based on the alphabet or allowing them to sign up for times.
- Have any tables used clearly labeled for pickup, one person sanitizing the exhibit (wearing proper PPE of gloves and a mask) and delivers the project where needed.
- Those touching or collecting entries should do a hand hygiene gel sanitization between families.

### **After Project Pickup:**

- Properly disinfect the entire space utilized and properly prepared it to be used again. [Wipe down all common surfaces](#) with a disinfectant as recommended by the Center for Disease Control (CDC).
- Think about the additional spaces that may have been used such as bathrooms, walkways, trashcans, any panels/additional buildings or equipment, door knobs/handles, etc. and ensure all are cleaned and disinfected properly.

## Additional Considerations:

**Identify projects you could limit or not include for 2020** due to low ability to sanitize:

- Foods
- Horticulture items (to mitigate food waste)
- Large items that require a lot of people to bring in and display
- Items families may not want to have wiped or sprayed.

## What about food projects that are sold or families take home?

Foods or other consumables, such as horticulture exhibits, cake or pie auction items, etc., should not be sold to change hands.

## Can we still judge 4-H Foods projects?

Foods projects can be entered and judged but only without tasting of the food. See Governor's task force county fair recommendations [here](#).

**Should you provide food to volunteers and judges during check-in and judging times?** At this time we recommend only serving pre-packaged food or snacks to volunteers or judges. Good options for this are: have volunteers pack a lunch, adjust your times so your judging falls before or after lunch times, order box lunches or individually packaged takeout lunches from local caterer or restaurant. If you do plan to serve food during your entry day, review and follow the current DHM and the governor's guidelines regarding serving food at these events.

## Summary of Guidelines

The health and safety of all 4-H members, volunteers, parents, guests, and staff is the top priority of Nebraska 4-H. To help reduce the risks associated with the spread of COVID-19, the following guidelines from the Nebraska Department of Health and the Centers for Disease Control (CDC) should be followed to protect yourself and others during all 4-H programs and fair events:

1. Stay home when sick and avoid contact with other people unless you need medical attention.
2. Follow common-sense steps such as washing your hands often and well; covering your coughs and sneezes; and cleaning and disinfecting.
3. If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol.
4. Avoid touching your eyes, nose, and mouth with unwashed hands.
5. Avoid close contact with people by staying at least 6 feet apart.
6. Wear cloth face coverings in public settings where social distancing is difficult to maintain.
7. [Wipe down all common surfaces](#) as recommended by the Center for Disease Control (CDC). Common surfaces include tables, counters, doorknobs, light switches, countertops, handles, phones, keyboards, toilets, faucets, chairs, etc.

For more resources to help make Covid-19 modifications, please go to <https://myextension.unl.edu/covid-19>.

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