Wording to use for an email or letter to participants prior to the program or meeting

Thank you for your interest in participating in the upcoming \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 4-H Program!

Please know that we are excited to begin to host in person educational opportunities throughout our program and in doing so there are a few new safety measures that must be taken. Please read through this letter carefully and then prepare to have fun; learn new things and set an example of practicing the 4th “H” HEALTH, together for our communities!

First and foremost, if you are not feeling well such as having a fever, sore throat, cough, runny nose, muscle aches, new changes in taste and smell or shortness of breath please stay home. If you have come in contact with anyone with COVID-19 within the last 14 days, please stay home. In addition, if you have an underlying medical condition or are advanced in age please protect yourself by refraining from participation in this and other programs and activities.

**UW-Madison Division of Extension faculty, staff and volunteers may require that program participants leave a program, based on health concerns associated with COVID-19.**

During this program participants will be asked to wear protective face coverings, and a supply of disposable masks will be available for those who do not bring theirs. This is required for enclosed spaces or outside if 6 feet social distancing is not able to be followed at all times. Individuals who cannot wear a face covering due to medical concerns must notify staff or volunteers during the registration process.

This paragraph depends on the situation and numbers for inside or outside, etc. [Parents or others dropping off participants in this program are asked to remain in their vehicle unless absolutely necessary. Once you leave your vehicle, you will be asked to sign-in as a participant. This ensures that we follow CDC guidelines regarding contact tracing in the unfortunate incident of a positively reported COVID-19 case. Please follow the recommended drop-off and pick-up times indicated by this group.]

Finally, we would like to remind all participants to practice good hygiene by avoiding touching their face, mouth, nose, and eyes, and covering coughs and sneezes. Everyone will be required to wash their hands or use hand sanitizer when they arrive and prior to leaving. Thank you for helping to take care of your health for better living and the health of our club, community, country and our world!