

# 2021 Achievement Day Guidelines



We recognize that traditional Achievement Days will not be possible but we hope that clubs will attempt to celebrate their members and their accomplishments from the past year. We have taken the time to put together some guidelines that all clubs will be expected to follow. In some cases, these may be stricter than Public Health guidelines. We trust that our clubs, members, volunteers, and 4-H families understand the importance of following the guidelines and ensuring that we are protecting ourselves and those around us. We will continue to follow Public Health guidelines and will advise of any changes that may happen for those planning events. We encourage clubs to be creative and we are here to help navigate the planning process. If you have any questions or for additional information please reach out to Administrative Director, Rayanne Frizzell [rfrizzell@pei4h.ca](mailto:rfrizzell@pei4h.ca)

\*Updated June 14, 2021  
Guidelines are subject to change\*



## ORGANIZED GATHERINGS

- As an organized gathering, the event can not happen at a personal dwelling. If at a personal dwelling it must meet the personal gathering guidelines (currently 20 people plus your household)
- Farms hosting an Achievement Day of 50 people will have to complete an operational plan and have it on site. Personal dwellings can not be used for any part of the event. Any club intending to use a farm as an Achievement Day host must submit their Operational plan to Rayanne 7 days prior. Template is available here: <https://www.princeedwardisland.ca/en/publication/covid-19-operational-plan-template>
- Masks are mandatory for participants while at event - inside or outside
- Covid Screening & Tracing must take place. Clubs should request pre-registration of attendees to be sure of attendance numbers. Clubs should attempt to keep overall attendance to the smallest number of attendees as possible. While Achievement Day is often a community celebration, this is not the year to have additional people. Clubs may want to consider how to reach a broader audience - i.e. a Zoom link could be provided to those who are not in attendance. The Provincial 4-H office has a Zoom account and would be willing to work with clubs to facilitate the hosting on Zoom.
- Ensure enhanced cleaning & disinfection of shared areas/surfaces.
- Ensure hand washing stations or hand sanitizing products are available and accessible.
- Print and post signage outlining policies and procedures such as:
  - Physical distancing expectations,
  - Hand hygiene,
  - Respiratory etiquette (coughing and sneezing)
  - Cleaning and disinfection practices and expectations.
- Print and post signage to notify individuals that they should not attend if they have symptoms of COVID-19.
- Shared equipment/utensils is limited and if must happen, are disinfected between each use.

## [IF] SERVING FOOD

- Do not have self serve buffets; do not share utensils
- For private gatherings that are not licensed, for food & drinks:
  - Seated service is strongly recommended
  - Ensure that anyone who is preparing and/or dispensing food performs hand hygiene before and after
  - Served buffets are permitted, provided:
    - \* The server frequently practices hand hygiene, wears a non-medical mask, and is screened for symptoms of COVID-19
    - \* Those in the line-up are six feet from the food, or there is a sneeze guard in place or food items are wrapped,
    - \* The line-up is 6 ft away from any individuals seated or otherwise partaking in the gathering,
    - \* Congestion and mixing at the served buffet is minimized (e.g. one group/table at a time), and
    - \* People being served wear a non-medical mask.
  - Self serve food or drink stations are permitted, provided:
    - \* Food items are individually wrapped
    - \* Hand washing facilities or alcohol-based sanitizers are within easy reach of the station
    - \* Signs are posted at the self-serve station, to remind people to wash or sanitize their hands before touching self-serve food, drink or other items, and to maintain a two metre distance from other patrons,
    - \* Any high touch surfaces are frequently cleaned and disinfected
    - \* Congestion at the station is minimized (e.g. one group/table at a time),
    - \* People serving themselves wear a non-medical mask
    - \* Any utensils for personal use should be oriented with the handle out for pick-up without touching eating surfaces