Youth Development

Educational Kits Protocol

Safety protocol for Youth Development staff assemble and distribute educational kits.

When completing an exemption request include dates and times for purchasing supplies and assembling and distributing kits, along with methods of distribution.

### Staff will:

1. **Secure safety materials** for purchasing, assembling and distributing kits: face masks, plastic gloves, hand sanitizer and disinfectant wipes or spray for cleaning surfaces.
2. **Purchase kit supplies.** If going to store, wear a face mask, practice social distancing, and use hand sanitizer.
3. **Assemble kits** using safety practices.
	1. Hygiene - wash hands for a minimum of 20 seconds prior to and after kit assembly.
	2. Sanitation - wear gloves and mask when assembling; disinfect surfaces before and after assembly.
	3. Practice social distancing; stay a minimum of 6 feet apart from others..
	4. Label kits for individual units (e.g. family, 4-H member) to prevent cross-contamination.
4. **Distribute kits.**
	1. Mail kits if there is a budget (e.g., ask RD about county budget; mailing built into registration; Federation/Council support; program partner).
	2. Designate a pick-up location (e.g., local Extension office).
		1. Provide [safety instructions](https://www.health.state.mn.us/diseases/coronavirus/prevention.html) below to participants who will access and monitor the pick-up location (email, verbal, post at location).
		2. Social distancing - schedule pick-up/drop-off times to limit interactions.
		3. Hygiene - provide hand sanitizer at location.
		4. Sanitation - disinfect surfaces before/after each pick-up.
	3. Drive-through pick-up. Stagger times for each household to pick-up kit.
		1. When family arrives, they will stay in the vehicle. The kit will be placed into the vehicle. Surfaces will be disinfected.
		2. All people involved in this activity will remain a minimum of 6 feet apart during pick-up.
		3. Staff/volunteers will wear face masks and plastic gloves when distributing.

Adapted from Rebekah Donner, 4-H Extension Educator, Mahnomen County