



COVID-19 RESPONSE GUIDELINES FOR ADMINISTRATIVE VOLUNTEERS

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Girl Scouts Nation's Capital COVID-19 Response Guidelines

Girl Scouts Nation's Capital members and staff adapted quickly to the challenges of COVID-19 by providing Girl Scout virtual experiences to our girls. Beginning August 15, 2020, we anticipate lifting the restriction on in-person gatherings and once again we need to adapt.

Safety is a cornerstone in Girl Scouting and the following timeline and guidelines are intended to keep our members and our communities safe. **We anticipate updating this information in response to any significant changes in our communities related to COVID-19; therefore, these guidelines are subject to future changes.**

Re-opening the Girl Scout Council

As of June 30, 2020, the Council is planning to re-open for in-person services and gatherings with the sequence below. This information is provided for planning purposes but may change if circumstance demand.

Date	Activity
Monday, July 6, 2020	Optional staff return to GS offices begins; remote work continues
Monday, July 6, 2020	GS Main Shop continues to process orders via phone 202-274-3312 and email gsshop@gscnc.org . Online shopping available at girlscoutshop.com
Saturday, July 18, 2020	Four camps (BW, PW, WI and WR) open for day use by families; all sites reserved.
Saturday, August 1, 2020	Reservations open for program kits
Friday, August 14, 2020	Suspension of in-person Girl Scout gatherings ends
Saturday, August 15, 2020	Virtual Girl Scout Kickoff - main session and workshops
Sunday, August 16, 2020	Virtual Girl Scout Kickoff - workshops
Monday, August 17, 2020	Visit Girl Scout offices by appointment only
Monday, August 17, 2020	Girl Scout Shop online and mail ordering continues. Pick-ups at GS Main Shop by appointment only
Monday, August 17, 2020	Visit Equipment Center by appointment only; deliveries of program kits to offices begins

Monday, August 17, 2020	In-person volunteer training resumes; lodges at all camps open for volunteer training @ 50% capacity
Saturday, August 22, 2020	Virtual SHARE Kickoff
Tuesday, September 1, 2020	Reservations open for camping equipment and flags
Tuesday, September 8, 2020	All GS Shops scheduled to reopen. Check website for updates/procedures.
Saturday, September 12, 2020	All camps open to troop camping
Monday, September 14, 2020	Camping equipment and flag deliveries to offices begin

Understanding Risk

The Four C's of Decision Making

As understanding of COVID-19 transmission grows, the CDC has identified three primary contributors to transmission – contact, confinement, and crowds.

- **Contact:** Proximity and interaction for an extended amount of time to other people increases risk.
- **Confinement:** Limited circulation of air increases risk.
- **Crowds:** Large group gatherings mean more people, more contacts and more potential sources of infection.

The guidelines in this document reflect the Council's approach to minimize these risk factors for our girls, families, volunteers, staff and our communities. Ultimately, it is a person's level of comfort with risk, weighing their own age and health status, life circumstances and general level of risk aversion or tolerance. This represents the fourth C – **choice**.

Adapted from *How to Navigate Your Community Reopening? Remember the Four C's*, by Roni Caryn Rabin, June 6 2020, NY Times.

Communication is Key

When deciding whether to host an in-person gathering, please consider the make-up and size of your troop or group, including possible attendees, their families, and their current comfort level with in-person activities. All members of the troop leadership team or service unit team must agree and adhere to Girl Scouts Nation's Capital guidelines before resuming in-person meetings. **We want to do our best to make sure all Girl Scouts, volunteers, and families feel included and safe throughout their Girl Scout experience.**

Transition to In-Person Gatherings

We recognize that our Council spans many jurisdictions with ever-changing COVID-related decisions. Thus, the Council adopted a stepped approach to guide a safe transition for our members in the coming months. These guidelines focus on in-person gatherings occurring within our Council boundaries.

Girl Scouts Nation's Capital Step I (*present until August 14, 2020*)

1. No in-person meetings/events/activities
2. Support virtual and family experiences

Girl Scouts Nation's Capital Step II (*transition on August 15, 2020*)

In-person troop meetings, field trips, and overnights/camping begins.

1. Members of the troop and/or service unit must agree and adhere to [COVID-19 Safety Guidelines](#) (see page 4-8) before resuming in-person gatherings.
2. Maximum of **50** people may be at an in-person **indoor** gathering.
3. Maximum **75** people may be at an in-person **outdoor** gathering.
4. Girl members should be in activity groups of no more than 15 total people (13 girls, 2 adults).
5. If dividing girls into smaller groups, recommend groups of two to three girls.
6. If attending a large event, girls should remain in the same group for the duration of the event.
7. Examples of gatherings that could meet criteria:
 - Troop meetings at regular meeting location, outdoor venue, or member home
 - Troop overnights/camping
 - Field trips in local community
 - Service unit team and leader meetings
 - Local committee meetings
 - Small service unit and association events
8. Examples of gatherings that may not meet criteria:
 - a. Events where girls/adults are in activity groups larger than 15 people
 - b. Girls and adults are grouped with girls from other troops/communities

Girl Scouts Nation's Capital Step III (*anticipate transition sometime after January 19, 2021*)

1. Members of the troop and/or service unit must agree and adhere to [COVID-19 Safety Guidelines](#) (see pages 4-8).
2. Maximum of **100** people may be at an in-person **indoor** gathering.
 - Girl members should be in activity groups of no more than 15 total people.
3. Maximum **150** people may be at an in-person **outdoor** gathering.
 - Girl members may be in activity groups of **25-30** total people.
4. If dividing girls into smaller groups, recommend groups of two to three girls.
5. If attending a large gathering, girls should remain in the same group for the duration of the event; limit contact with other troops/groups.
6. Examples of gatherings that may meet criteria:
 - Troop meetings at regular meeting location, outdoor venue, or member home
 - Field trips in local community
 - Troop overnights/camping
 - Service unit team and leader meetings
 - Local committee meetings
 - Service unit and association events
 - Training blitzes
7. Examples of gatherings that may not meet criteria:
 - Indoor events where girls/adults are in activity groups of larger than 15 people.
 - Girls are required to interact outside their own group/troop community

Girl Scouts Nation's Capital Step IV

Guidelines established based on significant positive changes to minimize transmission of COVID-19.

Girl Scouts Nation's Capital Step V

Guidelines established based on our new normal.

COVID-19 Safety Requirements

Members are required to follow all the guidelines below in order to attend any in-person Girl Scout gathering. Recommend that members unable or unwilling

to meet these guidelines seek to participate in virtual opportunities. Organizers of in-person meetings, trainings, and girl program activities are not required to provide an alternative virtual experience.

Health Requirements

All participants at in-person Girl Scout gatherings must meet these criteria:

1. **Have none of the following symptoms of COVID-19:** fever, cough, shortness of breath or difficulty breathing, chills, repeated shaking with chills, muscle pain, headache, sore throat, new loss of taste or smell, feeling feverish as well as acute gastrointestinal problems, such as nausea, diarrhea, and vomiting.
2. Have not had a fever over 100 degrees, without the use of fever reducing medications, within the last 48 hours.
3. Have not had a known exposure to COVID-19 or been in close contact with anyone that has tested positive within the last 14 days.
4. Have not traveled away from home for non-essential trips outside of District of Columbia, Maryland, Virginia, and West Virginia within the last 14 days.
5. Have not travelled on a cruise ship within the last 14 days.

Pre-screen and Contact Tracing

The Council has provided a pre-screen form. Required to use for all in-person Girl Scout gatherings to protect all attendees of meetings, trainings and girl program activities.

- Organizers are required to distribute pre-screen form in advance.
- All attendees are required to complete, sign and submit to the organizer the day of the gathering.
- All attendees must complete pre-screen form to participate.
- All organizers are required to retain all copies of the pre-screen forms for 90 days after the gathering.

If attendee develops symptoms or tests positive for COVID-19 after the event, Council staff need to be informed by contacting customercare@gscnc.org M-F or calling the emergency answering service at 703- 284-2332 on the weekends. Organizer will be required to provide original copies of all pre-screen forms to Council staff.

In the event of a confirmed COVID case, attendee contact information may be shared with local health department if required.

Parental Permission and Health History

The COVID-19 pre-screen form does not replace the Council's required parental permission, but the pre-screen form should be shared with families in advance so they can arrive with it completed.

[Parental Permission for Girl Scout Year](#)

[Parental Permission Single Activity Form](#)

[Parental Permission Multiple Activity Form](#)

The current Council [Girl Health History and Emergency Authorization Form](#) requests guardians to share information related to specific health needs of a girl. Guardians may share concerns related to COVID-19 risk when responding to the following:

- Explain any specific needs or accommodations required
- Explain any disabilities or chronic or recurring illnesses
- Explain any activities that are discouraged or limited by your child's physician

Wear Face Covering

Members are required to provide and wear a facemask or cloth face covering at all Girl Scout in-person gatherings that covers nose, mouth, and chin. Click here for the CDC guidelines on the [use of cloth face coverings to help slow the spread of COVID-19.](#)

Outdoors:

In an outdoor setting, girls and volunteers are expected to wear masks when outside unit/campsite or unable to maintain 6 feet of social distancing. If all members of the troop/group are comfortable, masks are not required when in unit/campsite if practicing social distancing.

If a member is unable or unwilling to wear a facemask, recommend participating in Girl Scouting virtually.

Hand Washing

All members expected to wash hands often with soap and water for at least 20 seconds, especially after going to the bathroom, before eating, and after blowing your nose, coughing, or sneezing.

Use hand sanitizer with at least 60% alcohol if soap and water are not available.

Use Social Distancing

All members are expected to social distance at in-person Girl Scout gatherings. Social distancing, also called “physical distancing,” means keeping space between people outside of the home. To practice social or physical distancing stay at least 6 feet (about two arms’ length) from other people and stay out of crowded places and avoid mass gatherings.

Maintaining social distancing, especially with younger girls is a challenge. Discuss issue with parents and determine group expectations.

Use of Gloves

Members are responsible for providing and wearing gloves when:

- Cleaning
- Serving food
- Distributing materials (program supplies, recruitment giveaways, etc.)

Recommend using latex free gloves to protect those with allergies or washable gloves to protect the environment.

Disinfect Surfaces and Objects

Troop/group is responsible for disinfecting high touch surfaces before and after gatherings. High touch surfaces include tables, light switches, countertops, handles, bathroom toilets/latrines and sinks/washstands.

- Wear disposable gloves to clean and disinfect.
- Clean surfaces using a disinfectant that kills germs on surfaces.
- Allow surface to air dry.
- More frequent cleaning and disinfection may be required based on level of use.
- Enhanced precautions may be required if you are near or are part of a group that is particularly vulnerable to COVID-19 risks.

Throw away any materials used to wipe down surface areas in a trash receptacle. It is imperative that you do NOT flush any items down toilets or latrines.

For objects, recommend the following:

- Distribute one item to each participant to avoid sharing.
- Distribute several items within a single container (bag, box) to minimize contact.
- Shared items should be disinfected between uses.
- If difficult to disinfect, allow item to “rest” for 5-7 days between use.

Disinfectant

Use a household cleaner, or see the [EPA's list of effective cleaners](#) approved for use against COVID-19. Follow the manufacturer's instructions for all cleaning and disinfection products (e.g., concentration, application method and contact time, etc.).

Household bleach is effective against COVID-19. Check that the bleach is not expired and determine if appropriate on a given surface. Follow the manufacturer's instructions for application and proper ventilation. Never mix household bleach with ammonia or any other cleanser. Bleach solution effective up to 24 hours when properly diluted. To prepare a bleach solution, mix:

- 5 tablespoons (1/3rd cup) bleach per gallon of water or
- 4 teaspoons bleach per quart of water

Snacks and Meals

For troop and volunteer meetings, recommend no food served and request attendees eat before they arrive.

For trips more than three hours and overnights:

- **Best practice:** When using a water cooler, assign a designated person wearing gloves to fill individual's personal water bottles.
- Prioritize use of "grab-n-go" items that are pre-packaged.
- If meal requires serving, recommend one adult or camper with clean/sanitized hands serve everyone to limit contact with serving utensils; maintain physical distancing, wear a facemask and gloves.
- **Best Practice:** Avoid buffet style, salad bars, self-service, table, counter food service, and other configurations that require diners to use shared utensils.

More information about meal preparation in Troop Camping Meals and Large Meal Service sections (pages 16, 22).

Transportation

Families providing transportation to/from in-person gatherings provide the least risk.

Carpooling may occur based on the comfort level of the troop/group. If carpooling:

- recommend limiting driver and three passengers (4 people) to a vehicle
- disinfect vehicle's high touch areas before and after each trip
- driver and passengers wear masks for the entire trip
- windows are open to provide ventilation
- driver or troop leader retains list of vehicle occupants for 90 days

Girl and Adult Recruitment

The Girl Scout movement is as important as ever during the COVID-19 pandemic and special care must be taken to encourage new girls to become Girl Scouts. To support a robust recruitment season, various resources and trainings will be developed to support recruitment of girls into troops for the upcoming year. The following guidelines provide for a safe and effective fall recruitment season (through December 2020).

Recruitment Preparation

Training

To support Troop Organizers and Membership Specialists, the fall 2020 training will include:

- How to leverage social media for recruitment
- How to safely and effectively use alternative recruitment methods than in-person open houses or paper flyers
- How to run an effective virtual troop formation meeting

Service Unit Planning

Service Units should plan-ahead for recruitment:

- Plan for recruitment at a service unit team meeting prior to fall recruitment, including schedule of troop formation meetings and what opportunities exist within the service unit to share troop formation meeting information.
- Plan to recruit during two other critical recruitment periods: January 1 – February 28 (second chance recruitment) and April 1 – May 15 (extended membership).
- Membership Specialists should be included in this meeting and overall planning to assist in the process and answer questions.

Resources

The following resources will be available to Troop Organizers and Membership Specialists in preparation for fall recruitment:

- Standard, up-to-date social media templates, with customizable space for contact information and recommendations for where, when, and how to post
- Yard signs to post in neighborhoods and outside schools
- Posters with customizable space for contact information

- Videos including messaging on ‘why to join’ for use at recruitment tables or sharing on social media

Where possible, Troop Organizers and Membership Specialists will also have items to distribute, such as:

- Giveaway items such as pencils & stickers:
 - Masks and gloves must be worn when distributing at tables
 - Care must be taken to ensure giveaways pass through as few hands as possible
- Paper flyers:
 - Masks must be worn when preparing and during delivery.
 - Flyers should pass through the fewest number of hands possible, preferably being delivered by the staff member printing the flyers.
 - Flyers will be delivered in sealed bags (if possible, allow flyers to “rest” 7 days before using).

For all distributed items, staff and volunteers should follow guidelines set by the venue that is hosting the recruitment event.

Council-owned recruitment boards will not be loaned out for fall 2020 due to challenges cleaning the board between users. We encourage each service unit to purchase and create a recruitment board for their service unit to use.

Council-owned tablecloths may be loaned out but must be washed prior to returning to a Council office. Service units are encouraged to purchase a tablecloth to limit sharing of Council-owned tablecloths.

Collecting Interest Information

Collecting interest electronically should be the default for recruitment to limit multiple hands touching a sign-up sheet. To limit use of paper and pen to sign up for Girl Scout interest, staff will set up online forms to collect interest in each service unit and have families sign up using their phones or a shared laptop. Shared laptops should be wiped down between users.

Recruiting - Troop Standards and Expectations

As in the past, refer new families to the troop catalog to find troop options and to complete registration. Service unit volunteers and staff use regular procedures for

following up with families about registration and troop placement, with the hope of helping families join troops quickly.

Troop Size

Troop capacity requirements will remain at a minimum capacity of 12 girls for new troops formed.

Existing troops that are meeting only virtually in fall 2020 will include in their troop description in the troop catalog to be clear to new families.

In-Person Troop Formation Meetings

To accommodate as many girls and families as possible, troop formation meetings should be held virtually. In areas with lack of access to internet, in-person troop formation meetings may be held and should follow guidelines:

- All protocols set by the meeting venue should be followed.
- Tables, chairs, and other surfaces should be wiped down by volunteers before the meeting begins and once the meeting ends.
- Meeting location should allow for appropriate levels of physical distancing for the expected number of attendees.
- Masks must be worn by all participants (hosts & attendees). Hand sanitizer should be available to all attendees.
- Care should be taken to limit multiple people touching resources such as Girl Scout Guides, Journey books, uniforms, etc.
- Materials that are touched by multiple people should be wiped down after the formation meeting.

Virtual Girl Scout Troops

The Council will create a new virtual troop option for fall 2020 for *new* troops.

- This troop option has regular meetings virtually **only**, and participates in Fall Product, Cookies, and at least two (2) outdoor activities between August and July.
- While girls from anywhere in the council can join, the troop will be part of the service unit where the troop leaders live.
- Troop *must* be a single program level to support a strong Girl Scout experience and open to any girl of that level.
- Girls in the troop are eligible to attend service unit or association events on their own if their troop is not participating. This troop will be listed in the catalog as 'Virtual Troop XXXXX'.

- Troop leaders must attend service unit meetings and meet all service unit requirements.

Service Units should educate leaders on welcoming new girls into troops and how to include them virtually. Troop Leaders should follow up with families joining their troop in a timely manner to ensure girls join in meetings shortly after registering.

Virtual Troop Formation Meetings

To accommodate as many girls and families as possible, troop formation meetings should be held virtually. The following guidelines will support an effective troop formation meeting:

- Each service unit should plan two (2) troop formation meetings in the fall per level.
 - If technology allows, a larger formation meeting with the ability to break out into smaller rooms for troop formation is preferred, provided there are enough volunteers & staff present to ensure one experienced Girl Scout adult is in the breakout room to answer questions and guide the conversation.
- A standard form will be developed for parents to indicate interest and RSVP for the formation meeting – one form per Service Unit to allow volunteers to access results and organize troops.
- The Troop Formation PowerPoint and script will be updated for fall 2021.

Success of New Troops

Getting a new troop started is a process, and starting a troop virtually adds some additional challenges. Therefore, newly formed troops will be supported in the following ways:

Meeting scripts & activities

- Six initial meetings for new Daisy, Brownie, and Junior troops will be developed and scripted for new troops. Four meetings will be written for virtual use and will prepare the girls for girl-led in-person meetings.

Service Unit Welcome and Integration

- Service units should identify volunteer(s) who are comfortable with virtual meetings and can serve as a mentor for new troops. This may or may not be the Welcome Specialist, as not all Welcome Specialists are current troop leaders.

- Service Unit Managers will follow up with volunteers not taking training through gsLearn.
- Service Unit teams should be proactive in reaching out to new leaders regularly.
- Membership specialists will have bi-weekly check-ins with new troop leaders, either by phone, email, or other method, to ensure troop start-up process is going smoothly and work through any challenges.

Banking Processes

- Service unit money managers are critical to managing individual troop accounts for the 5,000 troops in our council and will continue to act as signers on accounts where possible.
- Service units should resume opening bank accounts as usual, provided volunteers are following social distancing protocol and wearing masks.

The Council explored options to open bank accounts remotely, but currently banking regulations require in-person signatures. Some banks are offering to open accounts and allowing a delay in coming into a branch. This may be the best option for volunteers concerned about an in-person visit to the bank.

Volunteer Training

Virtual Training

In an effort to minimize contact and risk to our volunteers, we will be offering live virtual trainings in addition to in-person classes.

- The in-person portion of the program level classes will be shortened to two hours.
- Offer both in-person and virtual versions of these courses.
- Other required courses hosted virtually when possible.
- Skills-based classes such as Cookout and Campout and First Aid will still have an in-person component that cannot be duplicated online.
 - Volunteers with health concerns should refrain from volunteering for roles that require this training until the spring 2021.

Classes with the virtual or in-person option:

- Program Level Basics (also includes an online pre-requisite)
- Required training for administrative volunteers (offerings will vary)
- Enrichment courses (offerings will vary)

Classes with required in-person class:

- Cookout and Campout (also includes an online pre-requisite)
- First Aid (also includes an online pre-requisite)
- Basic Cookout
- Lightweight Camping
- Backpacking
- High Adventure (archery, kayak, canoe, high/low ropes)

Classes that will be completely online:

Domestic and International Travel

Staff offered enrichment tutorials

In-person Training

All in-person classes, including required program level classes, enrichment skills, first aid etc. may resume August 17. At that time, volunteer educators may offer in-person classes that adhere to the guidelines below.

COVID-19 Safety Guidelines

- Educators and volunteers follow related COVID Safety Guidelines including disinfecting, facemasks, social distancing and personal hygiene. (see pages 4-8)
- All shared equipment/tools disinfected before, after class, and between participant uses.
- Limit shared equipment to one group where possible. For example, if participants are learning to tie knots, ideally each patrol would have their own set of ropes.

Training Space

- Council offices (on a limited basis) and camp lodges will be available for volunteer training beginning August 17. (*capacity chart for lodges available July 6, 2020*)
- Educators are encouraged to use outdoor spaces to conduct classes whenever possible as they provide a lower risk of transmission. This can include our camps, or other appropriate outdoor spaces council staff or volunteers identify.
- If indoors, set class size at a maximum of 50% occupancy for the room/building the training uses.
- Ideally, groups are small, and stay together with minimal mixing with other groups (like patrols in CO/CO).
- At Council camps, overnight capacity of glen shelters and platform tents is reduced; lodges and cover wagons are closed for overnight use. Updated chart in VE 2020.

- Participants may bring tents if they do not wish to share space, or if there are not adequate sleeping accommodations.
- Food prep for Cookout & Campout and other outdoor skills classes will follow the Troop Camping Meal Preparation guidelines (see page 16).

Outdoor Program and Camp Properties

Take advantage of the healing power of nature – getting outdoors, being in nature, and moving our bodies is good for everyone! However, even when outside, it is important to follow [COVID-19 Safety Guidelines](#) (see page 4-8) as well as these additional safety guidelines.

Council Camp Properties

At Council camp properties, glen shelters, platform tents and hammock units will be available to use on September 12, 2020 for troop camping (reservations resumed on June 15, 2020). Only one troop/group reservation per weekend per site allowing the site to “rest” for a minimum of five days.

Currently, lodges and covered wagons are not available for troop rental. We anticipate allowing overnight use of lodges at Step IV. (see page 4)

Camp lodges will be available for volunteer training beginning August 17. Lodge capacity will initially be 50%. The percentage may change depending on the Council’s transition step. (*capacity chart for lodges available July 6, 2020*)

Sleeping Accommodations

The Council adjusted the capacity of all glen shelters and platform tents to four (4) per structure.

- Recommend access to sleeping structure is only for individuals who reside in the sleeping structure; avoid having groups of campers visit other campers in sleeping shelters.
- Troop leaders should create a **sleeping roster** with names of campers and adults sleeping in each shelter. The roster should be kept on file for a minimum of 90 days after the camping trip.

Sleeping Position

In structure, position campers head-to-toe or toe-to-toe to maximize distance between heads and faces. For bunk beds, position the head of the camper in one bed opposite the position of the camper in the adjacent bunk. If possible, create four to six feet of space between beds.

Bedding

Recommend that campers bring bedding (e.g. sheets, pillows, blankets, sleeping bags). Wash and dry in a mechanical air dryer once home. Keep each camper's bedding separate during transport.

Where applicable, disinfect provided mattress before and after use. (see page 7)

Personal Belongings

Personal belongings should be limited to essential items plus a limited number of non-essentials items. Campers should keep personal belongings organized and separate from other campers. Campers should not share personal belongings including bedding.

Shared Bathrooms

Recommend troops/groups use the latrine/bathroom facilities in their units. If unit shares a latrine with another site, assign and label the latrines/bathrooms upon arrival.

- Wash hands with soap and water for at least 20 seconds before and after work and breaks; after using the bathroom, blowing nose, coughing, sneezing, or touching frequently touched surfaces; and before preparing food.

Troop Camping Meals

It is important that meals remain the responsibility of girls to plan and prepare. In advance of the troop camping weekend, review all safety procedures with campers and discuss how to prepare for safe meal service.

When using a kaper chart, recommend the number of campers/volunteers per kaper is no more than four people. (3 girls/1 adult)

Safe Cooks

When preparing and serving food, girls and volunteers:

- Must wash hands with soap and water for at least 20 seconds before and after food preparation and serving; after using the bathroom, blowing nose, coughing, sneezing, or touching frequently touched surfaces.
- If soap and water are not available to wash hands, use an alcohol-based hand sanitizer.
- Must wear gloves and facemasks/cloth face coverings while preparing meals.

- Maintain a physical distance and increased spacing from other food preparation campers whenever possible.

Safe Surfaces

- For a clean food contact surface, recommend covering picnic tables with a tablecloth able to disinfect between uses. (see page 7)
- For non-food contact surfaces, clean and disinfect frequently touched surfaces (e.g. picnic tables, benches) before every meal or at least three times a day.
- If hard non-porous surfaces are visibly dirty, clean them with detergent or soap and water before disinfecting.
- Girls should remove and dispose of gloves immediately after cleaning and disinfecting or when visibly soiled and immediately [wash hands](#).

Safe Seating

Prioritize and make available outdoor seating areas ideally with 6 feet of physical distance; aim to decrease the density by as much as half. For example, if a table typically seats six, seat only three campers at that table.

Safe Meal Preparation and Service

- **Best practice:** When using a water cooler, assign a designated person wearing gloves to fill individual's personal water bottles.
- Prioritize use of "grab-n-go" items that are pre-packaged.
- If each camper is preparing her own meal (foil dinners, pizza bagels etc.), recommend the individual eating the meal prepares it using Safe Cook guidelines above.
- If cooking s'mores or other items that require each girl to be in the fire circle and share cooking utensils, sticks etc., it is important that girls maintain social distancing and disinfect cooking utensil between each individual use.
- If meal requires serving, recommend one adult or camper with clean/sanitized hands serve everyone to limit contact with serving utensils; maintain physical distancing, wear a facemask and gloves.
- **Best practice:** Discontinue use of condiment dispensers. Offer condiment packets alongside the prepared meal.
- **Best practice:** Remove decorative objects and materials from tables and counters to allow for effective cleaning and sanitation.

Safe Dishwashing

The steps in dishwashing are covered in Cookout/Campout training and it is very important to complete the third step of sanitizing with liquid bleach.

Supplies:

- 3 tubs/dishpans appropriate for the size of your dishes
- Liquid dishwashing detergent
- Hot water
- Liquid chlorine bleach
- Sponge for dishwashing, scrub brush, scraper
- Gloves (recommended when washing shared cooking ware)
- Plastic bag

Process:

1. Scrape all dishes
 2. Polish with paper towel until dishes “look” clean
 3. Tub One: **Wash** in warm, soapy water (Very little soap needed in small wash bins.)
 4. Tub Two: **Rinse** in hot, clear water. (Hot is relative to what girls can handle!)
 5. Tub Three: **Sanitize** using 1 Tablespoon liquid chlorine bleach per gallon of tepid water
 6. Place clean dishes in drip bag
 7. Hang on drip line to dry
- Remember to strain dishwater when emptying, dish tubs to capture any food items.
 - **Best Practice:** Renew bleach after washing four (4) sets of dishes. For shared cookware, use a newly prepared Tub Three, the bleach tub.

Equipment Center

Program Kits

The Doubleknot reservation system opens August 1 to reserve program kits. Deliveries of program kits begin the week of August 17.

Program kit containers disinfected with an EPA approved cleaner for use against COVID-19. Program kits delivered to designated office by a staff wearing disposable latex-free gloves. The Council delivery van will receive an interior deep clean once weekly.

Upon delivery, a member **disinfects the contents of the container and prior to return** with an EPA approved cleaner for use against COVID-19. (see page 7) Program Kits will rest for 72 hours, hence further reducing the risk of contact exposure.

Camping Equipment and Flags

The Doubleknot reservation system opens September 1 to reserve camping equipment and flags. Deliveries of camping equipment and flags begins the week of September 14.

Camping equipment and flags will be disinfected with an EPA approved disinfectant spray for use against COVID-19. Delivery of camping equipment and flags made to designated office by a staff wearing disposable latex-free gloves. The Council delivery van will receive an interior deep clean once weekly.

Camping equipment and flags will rest for 72 hours, hence further reducing the risk of contact exposure.

Product Program

Product Program will move enthusiastically forward in the coming year. Strategies for safe order taking and delivery in both programs will keep girls and supporters safe, while maximizing success.

There are so many unknowns as we move into the fall and beyond. Our goal is to be just as successful in the 2020-2021 Product Programs as we have been in the past: while adjusting to our new normal.

If we all just follow the themes, we will do GREAT! Fall Product in 2020 is **Bravely Be!** and Cookies in 2021 is **We Got This!** Product Program will succeed!

Digital Ordering

Both Fall Product and the Cookie Programs offer the ideal social distancing order taking opportunity with the M2media digital platforms.

- **Set up Account:** Every girl should set up digital accounts in both programs.
- **Girl Delivery:** There is a period of digital order taking that offers girl delivery of orders with both programs.
- **Gather Emails:** Encourage girls to gather email addresses for all of their potential supporters, girls will be able to take orders, and payment, while maintaining social distancing.
 - Girls only have to add their supporters once.

- Fall Product and Digital Cookie account use the same login and password.
 - All of their supporters contact info will be in their Fall Product and Digital Cookie accounts.
- **Workplace Sales:** Girls should consider using the digital platforms for workplace sales. With permission, girls should send an email to their parents' co-workers. Product will easily be delivered by the Girl Scouts' "delivery service," her supportive caregivers.
- **Other Promotion Channels:** If digital ordering is not possible, girls can turn to phone calls, social media and text messaging to contact potential customers, while maintaining social distancing. Any interaction with supporters must include masks and, possibly, gloves.
- **Porch Pixies:** Girls can be "Porch Pixies," with a drop and go delivery plan for their supporters' orders. Delivery and money handling are important aspects of the program, but families should help to ensure their daughters remain safe.

Cookie Booths

Securing cookie booth locations is an important aspect of the Girl Scout Cookie Program. Booth sales are 16-20% of the program. Service unit cookie managers will contact locations, as they have in the past, to develop as many locations as possible. The response of retail businesses is unknown at this point. Retail business may be hesitant to allow sidewalk solicitations. As of now, Walmart has suspended all solicitation requests with no indication if others will follow suit.

Cookie Booth Staffing

It will be more important than ever to adhere to the standards of booth staffing. Adults should understand that we have assured location managers of all stores with booth sale sites that these guidelines will be followed:

1. Before you Arrive
 - Please eat before you arrive. Food and drinks should never be consumed at a booth sale.
 - Dress for the weather. Most locations are outside.
2. When you Arrive
 - Arrive at your sale location on time, not more than five minutes early.
 - Check in with the store manager before you set up. Thank them for the opportunity and identify the adult in charge during your shift.
 - If a troop is already selling at the site, let them know you are there. Please make the transition smooth. Never involve store management in a cookie booth dispute.

- If management asks you to set up in a certain place, do not argue with their request. Stay within the area.

3. During your Booth Sale

- Due to the space generally allotted for booths, it will be necessary to reduce the number of people at each booth. No more than 2 Girl Scouts and 2 Adult Volunteers should be at booths. Troops can schedule “shifts” to give as many girls (and adult volunteers) the opportunity to sell at booths.
- Make safety a priority. Never leave your booth unattended; always have two adults at the booth. Girls should never be left alone. The troop is responsible for safeguarding the money and inventory.
- Remember to abide by any specific requirements identified on your current sign-ups print out. The SU cookie booth coordinator that arranged the booth opportunity has listed anything you need to know there specified by the management.
- Booth sales must not interfere with the business’ activity, including the flow of its customers/patrons. Managers have the right to ask you to leave if their instructions are not followed or patrons are bothered.

4. At the end of your Booth Sale

- Ensure the area is neat and clean when you leave. Take all trash and recycling.
- Leave on time. Thank the store manager and let them know you are heading out.
- Leave as a group. Each girl should be picked up by her parent/guardian before you leave (regardless of the girl’s age).

Appendix A – Large Meal Service

Volunteers assisting with meal preparation for large groups referred to as **staff** in this section. It is important to note that all standard food preparation and servsafe guidelines still apply.

Staff Procedures

Staff Pre-screen

- Ask all staff to pre-screen and stay home if they have any symptoms.
- If a staff reports symptoms during the weekend, remove them from meal prep and consider sending them home immediately.
- Staff should self-screen and assess their symptoms prior to starting work each day.

Staff Personal Hygiene

- Ensure staff properly trained on hand washing and control procedures.
 - Wash hands with soap and water for at least 20 seconds before and after work and breaks; after using the bathroom, blowing nose, coughing, sneezing, or touching frequently touched surfaces; and before preparing food.
- Provide staff with access to soap and clean running water, disposable gloves, and facemasks. If soap and water are not available to wash hands, use an alcohol-based hand sanitizer.
- **Best practice:** Use a fingernail brush during handwashing.
- Ensure staff wear clean clothes and wear appropriate and clean footwear; do not wear watches, bracelets, or rings.
- **Best practice:** Wear disposable gowns and/or an apron.

Social Distancing

- Maintain a physical distance and increased spacing from other food preparation workers whenever possible.
- Meal preparation staff should limit their overall interactions with large groups during the weekend event.

Food Preparation

Existing best practices for food preparation and storage apply. Coronavirus is not foodborne, but food service workers who are infected can transmit the virus to others. Follow the four key steps to food safety: **Clean, Separate, Cook, and Chill.**

- **Best practice:** Even while wearing gloves, use clean utensils, such as tongs, spoons, etc., instead of gloved hands to prepare food as much as possible.

Cleaning and Disinfecting Food Contact Surfaces

- Use soap or detergent and water to wash food contact surfaces (i.e., dishware, utensils, trays, food preparation surfaces, and beverage equipment) then rinse after use.
- **Best practice:** Disinfect food contact surfaces before food preparation. See link to EPA list on page 7 and select product safe for food contact surfaces.
- Let dishware and equipment air-dry; do not dry with towels.
- Ensure that dishwasher machines are operating within the manufacturer's specifications with appropriate water temperatures, detergents, and sanitizers. The Council will provide access to commercial dishwashers at Coles Trip, Potomac Woods and Winona service unit encampments and core camps.

Cleaning and Disinfecting Non-Food Contact Surfaces.

- Clean and disinfect non-food contact surfaces in the kitchen and dining areas commonly touched surfaces (e.g., counters, tables, chairs, coffee pot handles) daily.
- Clean and disinfect condiment dispensers as frequently as practicable.
- **Best practice:** Discontinue use of condiment dispensers. Offer condiment packets or small containers alongside the prepared meal.
- **Best practice:** Clean and disinfect commonly touched surfaces before and after each use.
- If hard non-porous surfaces are visibly dirty, clean them with detergent or soap and water before disinfecting.
- Disinfect hard non-porous surfaces using EPA recommended products or diluted household bleach products.
- Remove and dispose of gloves, facemasks, and gowns/aprons (if applicable) immediately after cleaning and disinfecting or when visibly soiled.
- Immediately after cleaning and disinfecting (and before taking breaks), wash hands using soap and water for at least 20 seconds. If a handwashing station is not available, disinfect hands using alcohol-based hand sanitizer.
- Staff should change into a clean set of clothes prior to starting meal prep.

Indoor Eating

Seating

- **Prioritize, encourage, and make available outdoor seating areas.**
- Expand the dining space or increase the number of dining spaces to allow diners to maintain physical distance. Encourage physical distance and increased spacing.
- In general, aim to decrease the occupancy density by as much as half. For example, if a table typically seats eight, use only four seats at that table. Set a reasonable occupancy limit.
- If possible, offer multiple mealtimes in an expanded window in order to decrease the number of diners in the dining area at a time. Clean and disinfect the dining area between mealtimes.
- **Best practice:** Clean and disinfect the dining area before and after each use.
- Encourage campers to sit with their troop/campsite while maintaining physical distancing of six feet apart from campers in other campsites.

Dining Room Set-up

- **Best practice:** Post signs reminding diners of the guidelines such as washing hands, maintaining social distance, using assigned seats, etc. Provide these resources in additional languages and in illustrations as needed.
- Make stations available for campers to wash their hands with soap and water prior to eating. Station dispensers of alcohol-based hand sanitizer at the dining hall entrance.
- **Best practice:** Remove decorative objects, flyers, and materials from tables and counters to allow for effective cleaning and sanitation.
- **Best practice:** An individual's personal water bottle should not be refilled in the kitchen area.
- Station an adult at water coolers to refill water bottles. All personal water bottles CLEARLY labeled with the camper's name.
- Leave garbage can lids open in both the kitchen and dining area unless they are equipped with foot-actuated lids. Note that some states may require closed refuse containers in the kitchen.

Meal Service

- **Best Practice:** Avoid buffet style, salad bars, self-service, table, counter food service, and other configurations that require diners to use shared utensils.
- Prioritize use of "grab-n-go" services (i.e., boxed meals), in which meals are pre-packaged.

- Encourage campers to maintain physical distancing between themselves and others while in line for their meals.
- **Best practice:** If using a line system to pick up meals, place decals on floors six feet apart to denote where to stand while in line. (i.e., blue painters' tape)
- During family service, encourage an adult (with clean/sanitized hands) to serve everyone from the table's serving dishes.

Campers and Staff at Meals

- Campers should wash hands with soap and water for 20 seconds or use alcohol-based hand sanitizer upon entry to the dining area or immediately prior to eating.
- Avoid touching frequently touched surfaces such as handles, doorknobs, tables, and counters as much as possible.
- When retrieving food, avoid touching items and putting them back.
- Maintain physical distance and increased spacing between yourself and others whenever possible.
- Sit with or near the same individuals each meal and/or in the same seat if possible.
- Cover your cough or sneeze using good cough and sneeze etiquette. If using a tissue or napkin, throw it away and wash hands immediately.
- Avoid touching your eyes, nose, and mouth.
- **Best practice:** Use utensils rather than hands to eat as much as possible.

Site Safety Checklist



Site Safety Checklist

This form is required for meetings in non-public buildings and is recommended as a planning tool for identifying locations for events. This form is due to the Service Unit Manager prior to meeting in a non-public building.

Troop Leader/Event Organizer: _____ Phone: _____ E-mail: _____

Name of Site: _____ Site Address: _____

Is this site in a public building such as a: public or private school place of worship Other (specify) _____

Is the site in a non-public building such as a: private home private business building

SITE INFORMATION

Check "Yes" or "No" for the following:

YES NO

Are first-aid supplies and/or emergency facilities available?	<input type="checkbox"/>	<input type="checkbox"/>
Are clean and sanitary toilets and hand-washing facilities available? Are they well-stocked with toilet paper and soap?	<input type="checkbox"/>	<input type="checkbox"/>
Are telephones or other means of communication available? If using a mobile phone, does the area have good reception?	<input type="checkbox"/>	<input type="checkbox"/>
Is adequate lighting available both inside the building and on the exterior grounds? Are pathways clearly lit?	<input type="checkbox"/>	<input type="checkbox"/>
Is there at least one emergency exit in addition to the main entrance?	<input type="checkbox"/>	<input type="checkbox"/>
Are the exits functioning, easily accessible, well-marked, and adequately lit?	<input type="checkbox"/>	<input type="checkbox"/>
Are the main entrance and emergency exit(s), and the route to access these exits, free of any blocks and barriers?	<input type="checkbox"/>	<input type="checkbox"/>
Is access to clean drinking water available?	<input type="checkbox"/>	<input type="checkbox"/>
Is a working fire extinguisher available?	<input type="checkbox"/>	<input type="checkbox"/>
Are there working fire alarms, smoke detectors, and carbon monoxide detectors?	<input type="checkbox"/>	<input type="checkbox"/>
Are all medications, chemicals, sharp objects, weapons, and other potentially dangerous items securely stored in a location that can not be accessed by children? Are these items when securely stored also out of children's reach and eyesight?	<input type="checkbox"/>	<input type="checkbox"/>
Are the building and grounds safe and secure and able to control access from unwanted visitors?	<input type="checkbox"/>	<input type="checkbox"/>
Is the site well-ventilated and well-heated?	<input type="checkbox"/>	<input type="checkbox"/>
Are the building and grounds free of any hazards such as broken windows, walkways covered in ice, etc.?	<input type="checkbox"/>	<input type="checkbox"/>
If there are pools and/or hot tubs on the site, is access to them locked when they are not being used?	<input type="checkbox"/>	<input type="checkbox"/>
Are the building and grounds clean, sanitary, and free from debris?	<input type="checkbox"/>	<input type="checkbox"/>
Is the site large enough to safely accommodate all participants and effectively hold a meeting and/or event?	<input type="checkbox"/>	<input type="checkbox"/>

SITE ACCESSIBILITY

In order for the site to be fully accessible for girls and adults with disabilities, all of the features below must be in place.

Check "Yes" or "No" for the following:

YES NO

Is there a route of travel that does not require stairs and is at least 3 ft. wide?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Do doors have at least a 32" clear opening?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Is there at least one fully accessible bathroom?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Is the entry-way easily accessible and free of obstacles and barriers?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Do curbs on the route have curb cuts at driveways, parking lots, and drop-off places?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Are there accessible parking spaces available?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Does the fire alarm system have audible signals and flashing lights?	<input type="checkbox"/>	<input checked="" type="checkbox"/>

If you checked "No" to any of the above, explain why and what you will do to ensure the safety of the girls and adults using this site:

Fillable PDF of the document can be found online at:

https://www.gscnc.org/content/dam/girlscouts-gscnc/documents/SUM%20Rally%20Files%20Transfer/Site_Safety_Checklist.pdf