COVID-19 RESPONSE GUIDELINES
FOR TROOP LEADERS
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Girl Scouts Nation’s Capital COVID-19 Response Guidelines

Girl Scouts Nation’s Capital members and staff remain committed to providing our girls the consistency of Girl Scouts during these times of uncertainty. Whether gathering virtually or in-person, safety remains our cornerstone. Therefore, our COVID-19 Response Guidelines are focused on keeping our members and our communities safe. This information will be updated in response to any significant changes in our communities related to COVID-19; therefore, these guidelines are subject to future changes.

Understanding Risk

The Four C’s of Decision-Making

While our understanding of COVID-19 continues to grow, 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, the decision to return to in-person gatherings relies on 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**

We want to do our best to make sure all Girl Scouts, families and volunteers feel included and safe throughout their Girl Scout experience. When deciding to host an in-person gathering, please consider the make-up and size of your troop, including possible
attendees, their families, and their current comfort level with in-person activities. All members of the troop must agree and adhere to Girl Scouts Nation’s Capital safety requirements (see page 7) before resuming in-person meetings.

We recommend troop leaders hold a virtual parent meeting to discuss plans for the troop. The agenda may include the following:

- Discuss how Girl Scouts may fulfill girls’ current needs and interests
- Discuss opportunities to meet virtually and/or in-person
- Discuss everyone’s comfort with in-person gatherings for girls and adults
- Share Girl Scout Nation’s Capital COVID-19 safety requirements (see page 7)
- Discuss ways to help the girls successfully follow requirements.
  Wearing face coverings and social distancing may be a challenge for younger girls, so practicing with girls in advance will be important.

In-Person Gatherings

The Council adopted a stepped approach to guide safe gathering for the next year. We recognize that our Council spans many jurisdictions with ever-changing COVID-related decisions. Therefore, if local or state government guidelines are more restrictive than the Council guidelines, Girl Scouts are expected to follow the government’s guidelines (e.g., group size limits, mask use and travel restrictions).

**Girl Scouts Nation’s Capital Step I (March - August 14, 2020)**
1. No in-person meetings/events/activities
2. Support virtual and family experiences

**Girl Scouts Nation’s Capital Step II (August 15, 2020 – present)**
In-person troop meetings, field trips and overnights/camping permitted.
1. Members of the troop and/or service unit must agree and adhere to COVID-19 Safety Requirements (see page 7-13) to gather in-person.
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.
**Girl Scouts Nation’s Capital Step III (TBD)**

1. Members of the troop and/or service unit must agree and adhere to [COVID-19 Safety Requirements](#) (see pages 7-13).
2. Maximum of **100** people may be at an in-person *indoor* gathering.
   a. 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.
   a. 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.

**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.*

**Planning for Spring and Summer 2021**

*At this time, the Council remains cautiously optimistic that gathering in larger groups and travel will be possible this spring and summer.* However, guidance may be updated in response to any significant changes in our communities related to COVID-19; therefore, we recommend volunteers closely evaluate *cancellation policies* for any vendors the troop or service unit will be using.

**Large In-person Events**

We recommend planning spring in-person events with capacity for up to **75 people outdoors and 25 indoors**. This is based on a hope that local governments will continue to remove restrictions for gathering. The Council is *hoping* to transition to Step III and gatherings of **more than 100** by this summer. We continue to actively plan to *open* in-person sleep-away and day camps this summer.

**Troop Travel**

Troops must complete the [Troop Overnight and Travel Approval Form](#) if they are planning a trip of four nights or more or trips outside the continental United States for any length of time. When reviewing the form, service unit managers have been given the guidance below for spring/summer of 2021.
Domestic
Troops may travel in the United States for the spring/ summer of 2021. Troops are expected to research and plan to meet all safety requirements. Rates of infection, quarantining before and after trip, and requirements for COVID-19 testing and vaccines vary by state and venues.

International and Cruises
Troops may not travel internationally or on cruises for the spring/summer of 2021. GSUSA has postponed all international destinations until summer 2022.

COVID Safety Requirements
Members are required to follow all the guidelines below to attend any in-person Girl Scout gathering.

- If troop is hosting an in-person troop meeting or girl program activity, the troop leader(s) is not required to replicate as virtual experience.
- If families are uncomfortable with in-person gatherings, refer parent to Girl Scout virtual opportunities.
- If families are unable or unwilling to meet safety requirements, refer parent to Girl Scout virtual opportunities.
Screen

Health Requirements

All participants at in-person Girl Scout gatherings should 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 24 hours.

3. Participant or family member are not awaiting results of a COVID-19 test.

4. Have not had a known exposure to COVID-19 or been in close contact with anyone that has tested positive within the last 10 days.

5. Have not traveled away from home or outside of Delaware, District of Columbia, Maryland, Pennsylvania, Virginia, or West Virginia boarders within the last 10 days.

Pre-screen and Contact Tracing

A COVID-19 pre-screen health form is required for all in-person Girl Scout gatherings to protect attendees at meetings, trainings and girl program activities. Troops and other groups can adapt the form to be in an electronic fillable format.

- All attendees are required to complete, sign and submit to the troop leader (or organizer of the gathering). Electronic or digital signatures are acceptable for electronic forms.
- All attendees must complete pre-screen form no more than 24 hours prior to gathering to participate.
- All troop leaders are required to retain all copies of the pre-screen forms 90 days after the gathering.

If attendee develops symptoms or tests positive for COVID-19 after the event, notify Council staff by contacting customercare@gscnc.org M-F or calling emergency answering service at 703-284-2332 on the weekends. Troop leader will be required to provide original copies of all pre-screen forms to Council staff. Contact information of a COVID positive attendee may be shared with local health department if necessary.

**COVID-19 prescreen form does not replace required parental permission form.**
COVID Testing
For individuals with symptoms who have tested positive and are directed to care for themselves at home, you may return to Girl Scout in-person gatherings under the following conditions:

- At least 10 days have passed since symptoms first appeared; AND
- 24 hours have passed with no fever without the use of fever-reducing medications; AND
- Other symptoms are improving (loss of taste and smell may persist for weeks or months after recovery and should not delay the end of isolation).

If you tested positive for COVID-19 but never had any symptoms, you may join Girl Scout in-person gatherings after 10 days have passed since the first positive diagnostic test.

If you test negative for COVID-19 after exposure, you may return to Girl Scout in-person gatherings on day 7 after receiving a negative test result (test must occur on day 5 after exposure or from first symptom, or later).

COVID Vaccine
Volunteers and girls are not required to have the COVID-19 vaccine in order to attend in-person Girl Scout gatherings.

Hand Hygiene

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.

For extended in-person gatherings such as camping, have plenty of hand sanitizer or access to wash stations. Anticipate needing 0.5 fl. oz. of sanitizer per girl and adult per day.

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.

Gloves are not recommended during food preparation. Volunteers and girls should wash hands and prep surfaces frequently to avoid cross contamination of food.

**Face Masks**

*Wear Face Covering*

Members are required to provide and wear a facemask at all Girl Scout in-person gatherings. It should be **two or more** layers of breathable fabric; it must cover the nose and mouth and fit the face snugly with no gaps. Gaiters may be used if they have two layers. Click here for the CDC guidelines on [wearing masks](#).

Face masks may be removed when eating, drinking, and sleeping.

**Outdoors**

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

**Cohorts**

Cohorts are small, stable groups of girls/adults that limit and protect their interactions with other cohorts. Cohorts should be no more than 15 individuals unless state or county guidelines are more restrictive. Programming should be designed to take place within cohort groups.

When camping, consider creating cohorts based on unit/sleeping assignments since masking is not possible when sleeping. Units/sleeping cabins should also consider eating together (another activity where masking is not possible).

**Sanitizing**

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.**

**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 to use 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 is 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

**Ventilation**
COVID-19 spreads between people more readily indoors than outdoors. When outdoors, the concentration of viral particles rapidly reduces with the wind, even a very light wind. When indoors, ventilation mitigation strategies help to offset the absence of natural wind and reduce the concentration of viral particles in the indoor air.

**Improve Ventilation**
CDC offers the following ventilation improvements to consider:
- When weather conditions allow, increase fresh outdoor air by opening windows and doors. Do not open windows and doors if doing so poses a safety or health risk (e.g., risk of falling, triggering asthma symptoms) to occupants in the building.
• Use fans to increase the effectiveness of open windows. Avoid placing fans in a way that could potentially cause contaminated air to flow directly from one person to another.
• Ensure ventilation systems operate properly and provide acceptable indoor air quality for the current occupancy level for each space.
• In homes and buildings where the HVAC fan operation can be controlled at the thermostat, set the fan to the “on” position instead of “auto,” which will operate the fan continuously, even when heating or air-conditioning is not required.

We have only listed a portion of CDC ventilation suggestions. Please visit CDC for a full list of ventilation considerations.

Social Distancing
All members expected to social distance at in-person Girl Scout gatherings. 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.

Snacks and Meals
For troop meetings, recommend that no food be served and request attendees to eat before they arrive. If girls do need a snack, each girl should bring her own snack and girls may not share food or drinks.

For trips, more than three hours and overnights which require snacks or meals:
• While preparing and serving food, maintain physical distancing, wear a facemask and gloves.
• Prioritize use of “grab-n-go” items that are pre-packaged.
• **Limit contact during the preparation and serving process.** For instance, assign a designated person wearing gloves to fill individual’s personal water bottles or serving food. Avoid buffet style, salad bars, self-service, table, counter food service, and other configurations that require diners to use shared utensils.
• 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 girls and adults at that table.

Transportation
Families providing transportation to/from in-person gatherings provides the least risk.
Carpooling may occur based on the comfort level of the troop/group. If carpooling:

- recommend limiting driver with two persons per row of seats to a vehicle (4 people for car and 6 for a minivan)
- 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
- Troop leader retains list of each vehicle’s occupants for 90 days

**Volunteer Training**

For the convenience and safety of our volunteers, we offer extensive online tutorials and live virtual training in addition to in-person offerings:

**Classes with a virtual or in-person option:**

- Program Level Basics
  - Includes an online pre-requisite
  - Two-hour interactive portion of program level classes via in-person or “live” virtual training
  - All new and bridging troop leaders expected to complete required program level training by December 31, 2020.
- Enrichment courses (offerings will vary)
- First Aid (also includes an online pre-requisite)

**Classes with required in-person class:**

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

**Troop Meetings and Activities**

**Troop Capacity**: Troop requirements remain at a minimum capacity of 12 girls for new troops formed.
**Virtual Troop Meetings**
- Existing troops may choose to meet virtually through June 2021
- Virtual meeting will need to be added to description on troop catalog
- Welcoming new girls and their families is extremely important when the only contact is virtual – plan multiple activities with girls and parents to begin building relationships.
- Resources in gsLearn:
  - More than 100 troop meeting templates to assist troop leaders in helping girls earn badges and Journeys that they have selected.
  - Additional meetings in gsLearn for Daisy, Brownie, and Junior troops to transition from virtual to in-person meetings with masking and social distancing.
  - Additional virtual troop meetings offered on topics such as cookies, Thinking Day, and more to help troops that are fatigued while providing support for troop leaders.

**Virtual Girl Scout Troops**
The Council created a new virtual troop option in 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.

**In-person Troop Meetings and Activities**
With planning and some adaptation, most typical Girl Scout in-person activities can be safe and fun. We encourage volunteers to share any additional creative ideas during service unit meetings or on Rallyhood. Here are some recommendations to consider.
Gathering Location

- **Park, sports field, camp**: outdoors settings offer the least risk and oftenmore space to social distance
- **Large gather spaces**: access to fellowship halls, conference rooms, cafeteria, and gyms may be limited but, it is always worth asking. Provide copy of Girl Scout COVID-19 Safety Requirements to demonstrate your commitment to safety.
- **Private Homes**: While, the Council does not recommend holding troopmeetings in private homes, we understand this may be the only option during the COVID environment. If meeting in a private home, meet standards listed below:
  - The private home must the home of registered, Council-approved volunteer.
  - Girls may not meet in a home where a registered sex offender lives.
  - Keep animals in a place that is separate from the meeting space.
  - Homeowners should consider any personal insurance implications. The homeowner should ask their personal homeowner’s insurance carrier if there are any insurance concerns with troop meetings at the home.
  - Weapons must be out of view and in a locked space. Medication, cleaning products, or any poisonous substance must be stored in a secure space out of sight, preferably.

Small Girl Groups

- Maintain groups of no more than 15 people (13 girls, 2 adults).
- Girls should remain in the same group for the duration of the event.
- All members of a larger troop may gather at same time but divide into smaller groups for activities.
- If girls are cooperating on a task, recommend groups of no more than two to three girls.
- Assign girls to patrols. Patrols, a Girl Scout tradition, provide opportunities for leadership and are ideal for working on longer-term projects.

Program Supplies

- Use gloves for distribution and preparation if appropriate.
- Distribute one item to each participant to avoid sharing.
- Distribute several items within a single container (bag, box) to minimize contact.
- Disinfect shared items between uses.
Product Program

Product Program offers both digital and in-person opportunities for girls to earn money for their dreams. There are strategies for safe order taking and delivery in both the Fall Product and Cookie programs designed to keep girls and supporters safe, while maximizing success. Visit Cookies Volunteers section of website for details.

Outdoor Program

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 Requirements (see page 7-13) as well as these additional safety requirements.

Sleeping Accommodations

The Council adjusted the capacity of all glen shelters and platform tent on our properties to four (4) per structure.

- Recommend access to sleeping structure limited to only individuals assigned; avoid having groups of campers visit other campers in sleeping shelters.
- Create a sleeping roster with names of campers and adults sleeping in each shelter. Troop leader retains for a minimum of 90 days after the camping trip. (sample form on page 22).

When renting of using your own tents, the recommendation is sleeping at 50% of the manufacturer recommendation for the tent.

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 11)
**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.

**Troop Camping Meals**
It is important that girls remain responsible for the planning and preparation of meals. 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 11)*
- 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
- Prioritize use of “grab-n-go” items that are pre-packaged.
- **Limit contact during the preparation and serving process.** For instance, assign a designated person wearing gloves to fill individual’s personal water bottles or serving food. Avoid buffet style, salad bars, self-service, table, counter food service, and other configurations that require diners to use shared utensils.
- If each camper is preparing her own meal (foil dinners, pizza bagels etc.), recommend the individual eating the meal prepares the 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.

Safe Dishwashing
The steps in dishwashing covered in Cookout/Campout training and very important 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.

**Council Camp Properties**
At Council camp properties, glen shelters, platform tents, and hammock units were made 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. Currently, lodges and covered wagons are not available for overnight troop rental, but lodges are available for volunteer training and day use at 50% capacity only. We anticipate allowing overnight use of lodges by troops at Step IV. *(see page 6)*

**High Adventure**
If your troop plans to participate in a high adventure activity at one of our camp properties, you must review and adhere to our revised COVID guidelines which can be found on the [About Camp](#) page of our website. Our Challenge Courses will be opening for troop use this spring.

**Equipment Center**
Program kits, camping equipment, and flags are available for use for the new Girl Scout year.

Equipment Center staff will disinfect items with EPA approved cleaner and deliver to designated offices while wearing disposable latex-free gloves. The Council delivery van will receive an interior deep clean once a week.

An adult member must **disinfect the contents of the container upon delivery and prior to return.** *(see page 11)* Program kits, camping equipment, and flags will **rest for 72 hours** which further reduces the risk of contact exposure.
### Sleeping Roster

**Campsite:**
**Dates:**
**Number of attendees:**

*Complete this roster by filling in the first and last name of each attendee in the sleeping shelter they are assigned to.*

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<tr>
<th>Sleeping Shelter 1</th>
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<th>Sleeping Shelter 3</th>
<th>Sleeping Shelter 4</th>
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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:

<table>
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<th>YES</th>
<th>NO</th>
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<tr>
<td>Are first-aid supplies and/or emergency facilities available?</td>
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<tr>
<td>Are clean and sanitary toilets and hand-washing facilities available? Are they well-stocked with toilet paper and soap?</td>
<td>☐</td>
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<tr>
<td>Are telephones or other means of communication available? If using a mobile phone, does the area have good reception?</td>
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<td>Is adequate lighting available both inside the building and on the exterior grounds? Are pathways clearly lit?</td>
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</tr>
<tr>
<td>Is there at least one emergency exit in addition to the main entrance?</td>
<td>☐</td>
</tr>
<tr>
<td>Are the exits functioning, easily accessible, well-marked, and adequately lit?</td>
<td>☐</td>
</tr>
<tr>
<td>Are the main entrance and emergency exit(s), and the route to access these exits, free of any blocks and barriers?</td>
<td>☐</td>
</tr>
<tr>
<td>Is access to clean drinking water available?</td>
<td>☐</td>
</tr>
<tr>
<td>Is a working fire extinguisher available?</td>
<td>☐</td>
</tr>
<tr>
<td>Are there working fire alarms, smoke detectors, and carbon monoxide detectors?</td>
<td>☐</td>
</tr>
<tr>
<td>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?</td>
<td>☐</td>
</tr>
<tr>
<td>Are the building and grounds safe and secure and able to control access from unwanted visitors?</td>
<td>☐</td>
</tr>
<tr>
<td>Is the site well-ventilated and well-heated?</td>
<td>☐</td>
</tr>
<tr>
<td>Are the building and grounds free of any hazards such as broken windows, walkways covered in ice, etc.?</td>
<td>☐</td>
</tr>
<tr>
<td>If there are pools and/or hot tubs on the site, is access to them locked when they are not being used?</td>
<td>☐</td>
</tr>
<tr>
<td>Are the building and grounds clean, sanitary, and free from debris?</td>
<td>☐</td>
</tr>
<tr>
<td>Is the site large enough to safely accommodate all participants and effectively hold a meeting and/or event?</td>
<td>☐</td>
</tr>
</tbody>
</table>
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:

<table>
<thead>
<tr>
<th></th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is there a route of travel that does not require stairs and is at least 3 ft. wide?</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Do doors have at least a 32” clear opening?</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Is there at least one fully accessible bathroom?</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Is the entry-way easily accessible and free of obstacles and barriers?</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Do curbs on the route have curb cuts at driveways, parking lots, and drop-off places?</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Are there accessible parking spaces available?</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Does the fire alarm system have audible signals and flashing lights?</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>

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:

This form is available online at http://www.gscnc.org/service_unit_forms.html
Last Updated: February 2013