



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 – May 14, 2021*)

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 (*May 15, 2021- to be determined*)

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 **75** people may be at an in-person **indoor** gathering.
 - a. Girl members should be in activity groups of no more than **25** total people.
3. Maximum **150** people may be at an in-person **outdoor** gathering.
 - a. Girl members may be in activity groups of **25** total people.
 - b. For Daisies and Brownies: **21** girls and **4** adults.
 - c. For Juniors and above: **23** girls and **2** adults

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 Summer 2021

The Council is excited to be able to gather in larger groups this 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 summer in-person events with capacity for up to **150 people outdoors and 75 indoors**. The Council is **hoping** to further relax gathering restrictions to allow for larger gatherings this fall. We continue to monitor local governments and hope they will continue to remove restrictions for gathering. 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.

COVID Vaccine and Vaccinated Members

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

Members who are fully vaccinated (defined as two weeks past their final COVID vaccine dose) and attending a Girl Scout in-person gathering are expected to meet the following criteria:

1. Free 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. Not isolating or in quarantine due to a positive COVID test or are concerned about potentially being sick with COVID.

Per CDC guidance, fully vaccinated individuals do not need to quarantine after known

exposure to COVID-19 or after travel.

Screen

The Council has established pre-screen health screening requirements for members who: are fully COVID-19 vaccinated (defined as two weeks past your final COVID vaccine dose), had a documented case of COVID-19 in the last three months, and non-vaccinated individuals.

All participants must be free of COVID-19 symptoms for 24 hours prior to gathering:
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.

Fully vaccinated members and members with documented COVID-19 case in last 3 months must also confirm the following:

- 1) I am fully vaccinated OR have recovered from a documented COVID-19 infection in the last 3 months.
- 2) I am not isolating or in quarantine because I have tested positive for COVID or am concerned about potentially being sick with COVID.

Non-vaccinated members must also confirm the following:

- 1) I have not tested positive for COVID in the last 10 days.
- 2) I am not, nor is anyone in the household waiting on the results of a COVID-19 test. This does not include pre-travel testing.
- 3) I have no known exposure to COVID-19 or been in close contact with a COVID positive individual in the last 10 days.
- 4) One of the following applies to me: (a) I have not traveled outside Delaware, District of Columbia, Maryland, Pennsylvania, Virginia, West Virginia in the past 10 days. OR (b) I did travel in my own vehicle and had limited interaction with people from outside of my household during the trip OR (c) I did travel and completed a 7-day quarantine and took a COVID test 72 hours after return from travel and received a negative test result

The CDC states that 10 days of self-quarantine can be replaced with a negative COVID test taken 3-5 days after travel and 7 full days of self-quarantine. This testing alternative satisfies criteria five (5) above.

Additionally, if a member travels in their own vehicle and has limited interaction with individuals outside of the household then quarantine is not required.

Quarantine is still required in cases where public transportation (bus, train, plane) is used and there is an overnight stay OR if there is an overnight stay and significant interaction with individuals who are not members of the household. Significant interactions include going out to dinner indoors, shopping, visiting areas with large crowds, etc.

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.
- Troop leaders (or event organizers) are required to retain all copies of the pre-screen form for 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).

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 snuggly 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 25 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).

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.

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 often more 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 25 people.
 - Daisies and Brownies: 21 girls, 4 adults
 - Juniors and above: 23 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 or 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.

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.
- 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 are available for troop camping. 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.** 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.

Sleeping Shelter 1

1. _____
2. _____
3. _____
4. _____

Sleeping Shelter 2

1. _____
2. _____
3. _____
4. _____

Sleeping Shelter 3

1. _____
2. _____
3. _____
4. _____

Sleeping Shelter 4

1. _____
2. _____
3. _____
4. _____

Sleeping Shelter 5

1. _____
2. _____
3. _____
4. _____

Sleeping Shelter 6

1. _____
2. _____
3. _____
4. _____

Sleeping Shelter 7

1. _____
2. _____
3. _____
4. _____

Sleeping Shelter 8

1. _____
2. _____
3. _____
4. _____

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: