COVID-19 RESPONSE GUIDELINES FOR TROOP LEADERS
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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, and 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.
In-Person Gatherings

The Council continues 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 5-10) 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 which include a pre-screen form.
   a. Members are not required to be vaccinated to participate in Girl Scout in-person gatherings.
   b. Members are required to wear masks regardless of vaccination status.
2. For in-person gatherings hosted by a Girl Scout troop, service unit, or association:
   a. Maximum of 75 people may attend an indoor gathering.
   b. Maximum of 150 people may attend an outdoor gathering.
   c. Girl members should be in activity groups of no more than 25 total people.
      For Daisies and Brownies: 21 girls and 4 adults. For Juniors and above: 23 girls and 2 adults.
3. For in-person gatherings sponsored by community organizations, businesses, and venues:
   a. Council spans a wide geographic area with different approaches to managing COVID-19.
b. Council provides flexibility for volunteers and parents to evaluate their personal risk tolerance for participating in large community events that exceed 75-150 people.

**Girl Scouts Nation’s Capital Steps IV - V**  
*Guidelines established based on improving community conditions and our new normal.*

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

**Council Offices**  
Council offices will reopen to the public September 7, 2021. No appointment is required but if you want to see a specific member of the staff, we recommend that you coordinate in advance of your visit.

**Connecticut Avenue Office hours**  
Monday – Friday 9 AM and 5 PM

**Satellite Offices**  
Monday, Tuesday, and Friday: 1 – 5 PM  
Wednesday and Thursday 9 AM – 5 PM

**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 100% capacity only.

**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 are open for troop use.
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

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.

NOTE: Per CDC guidance, fully vaccinated individuals do not need to quarantine after known exposure to COVID-19 or after travel.

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 (3) and (4) 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.

**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).

**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.**

**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

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 sleeping shelter or unable to maintain 6 feet of 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.

**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.

**Troop Meetings and Activities**

With planning and some adaptation, most typical Girl Scout in-person activities can be safe and fun. Troop leaders are responsible for using the Site Safety Checklist (see page 17) 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 troop meetings 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:
  
  o The private home must the home of registered, Council-approved volunteer.
  o Girls may not meet in a home where a registered sex offender lives.
  o Keep animals in a place that is separate from the meeting space.
  o 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.
  o 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.
  
  o Daisies and Brownies: 21 girls, 4 adults
  o 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.

**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 5-10) as well as these additional safety requirements.

**Sleeping Accommodations**

• 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 16).*

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**

- **Limit contact during the preparation and serving process.**
- If using buffet style, designate servers.
- 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

Version V: August 2021
Guidelines subject to change.
- 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.

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**Travel**

**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

**Trips**
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 current guidance for the school year.

**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 currently travel internationally or on cruises. GSUSA has postponed all international destinations until summer 2022.
## 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.*

<table>
<thead>
<tr>
<th>Sleeping Shelter 1</th>
<th>Sleeping Shelter 5</th>
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<tbody>
<tr>
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<td>4. _________________</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Sleeping Shelter 2</th>
<th>Sleeping Shelter 6</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. _________________</td>
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<td>2. _________________</td>
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<td>4. _________________</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Sleeping Shelter 3</th>
<th>Sleeping Shelter 7</th>
</tr>
</thead>
<tbody>
<tr>
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<tr>
<td>2. _________________</td>
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<td>3. _________________</td>
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<td>4. _________________</td>
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</table>

<table>
<thead>
<tr>
<th>Sleeping Shelter 4</th>
<th>Sleeping Shelter 8</th>
</tr>
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<tbody>
<tr>
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<td>1. _________________</td>
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<tr>
<td>2. _________________</td>
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<tr>
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<tr>
<td>4. _________________</td>
<td>4. _________________</td>
</tr>
</tbody>
</table>
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

<table>
<thead>
<tr>
<th>Check “Yes” or “No” for the following:</th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Are first-aid supplies and/or emergency facilities available?</td>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td>Are clean and sanitary toilets and hand-washing facilities available? Are they well-stocked with toilet paper and soap?</td>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td>Are telephones or other means of communication available? If using a mobile phone, does the area have good reception?</td>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td>Is adequate lighting available both inside the building and on the exterior grounds? Are pathways clearly lit?</td>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td>Is there at least one emergency exit in addition to the main entrance?</td>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td>Are the exits functioning, easily accessible, well-marked, and adequately lit?</td>
<td>□</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>
<td>□</td>
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<tr>
<td>Is access to clean drinking water available?</td>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td>Is a working fire extinguisher available?</td>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td>Are there working fire alarms, smoke detectors, and carbon monoxide detectors?</td>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td>Are all medications, chemicals, sharp objects, weapons, and other potentially dangerous items securely stored in a location that cannot be accessed by children? Are these items when securely stored also out of children's reach and eyesight?</td>
<td>□</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>
<td>□</td>
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<tr>
<td>Is the site well-ventilated and well-heated?</td>
<td>□</td>
<td>□</td>
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<tr>
<td>Are the building and grounds free of any hazards such as broken windows, walkways covered in ice, etc.?</td>
<td>□</td>
<td>□</td>
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<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>
<td>□</td>
</tr>
<tr>
<td>Are the building and grounds clean, sanitary, and free from debris?</td>
<td>□</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>
<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>Feature</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>
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<tr>
<td>Is there at least one fully accessible bathroom?</td>
<td></td>
<td></td>
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<tr>
<td>Is the entry-way easily accessible and free of obstacles and barriers?</td>
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<td></td>
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<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>
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<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