


girl scouts
nation's capital



COVID-19 RESPONSE GUIDELINES FOR TROOP LEADERS

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Girl Scouts Nation's Capital COVID-19 Response Guidelines

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

In-person gatherings require the following:

1. Members of the troop and/or service unit must agree and adhere to [COVID-19 Safety Requirements](#) which include a **pre-screen form for non-routine troop meetings**.
 - a. Members are not required to be vaccinated to participate in Girl Scout in-person gatherings.
2. **Masking is optional** for all in-person events if there are no county or state mask mandates in place.
 - a. Troop leaders and event organizers may not require masks as a condition of attendance at Girl Scout gatherings.
3. All group size restrictions are lifted.

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 are open. 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. Please call ahead to make sure staff are available to help you.

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, all sites are available for troop camping.

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.**

Screening

The Council has established pre-screen health requirements for all members. There is no distinction between vaccinated or un-vaccinated individuals which follows CDC guidance.

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

fever, cough, nasal congestion, 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.

All participants at an in-person gathering must not have tested positive for COVID-19 in the 5 days prior to the event. Members must complete their isolation period of 5

days if there was a positive COVID test.

All participants must also confirm the following:

- 1) I am not in isolation because I am concerned about potentially being sick with COVID.
- 2) I am not waiting on the results of a COVID-19 test. This does not include pre-travel or routine testing.
- 3) If I have been exposed to COVID in the last ten (10) days, I am following CDC safety precautions to the best of my ability.

COVID Testing

For individuals **who have tested positive for COVID** (regardless of vaccination status) and are isolating at home, you may return to Girl Scout in-person gatherings under the following conditions:

- **At least 5 days** have passed since testing positive; AND
- Have no symptoms or your symptoms are resolving; AND
- No longer have a fever

Per CDC recommendation, if an individual has COVID symptoms but has a negative PCR test, the individual should still refrain from Girl Scout in-person activities until 5 days have passed since the onset of symptoms.

Pre-screen and Contact Tracing

Completing and submitting a pre-screen form is **not required for routine troop meetings** where only one troop is in attendance. Pre-screen forms are also **optional for adult volunteer meetings**. Screening forms should continue to be collected when multiple troops meet and for larger events hosted by service units and associations. Gathering organizers must still report any COVID exposure to all families in attendance. See “Reporting” section for further guidance.

Troops and other groups can adapt the screening form to be in an electronic fillable format.

- All attendees are required to complete and submit the form to event organizer. 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 15 days after the gathering.

If an attendee at a service unit or association event tests positive for COVID-19 after

attending, notify Council staff by contacting customercare@gscnc.org M-F or calling emergency answering service at 1-888-288-1784 on the weekends.

Troop Leaders do not have to notify Council staff if an individual tests positive for COVID after a troop meeting. See “Reporting” section, for more details on family notifications.

COVID-19 prescreen form does not replace required parental permission form.

Face Masks

Masks are optional at all indoor and outdoor in-person Girl Scout gatherings if there are no county or state mask mandates in place. Wearing a mask is the decision of each individual and family. Troop leaders and event organizers may not require masks as a condition of attendance at Girl Scout gatherings.

If an individual is exposed to COVID, we suggest following CDC guidance to wear a mask for ten (10) days after exposure: <https://www.cdc.gov/coronavirus/2019-ncov/your-health/if-you-were-exposed.html>.

Ventilation

If indoors in a poorly ventilated space or in a crowd, it is recommended to open windows and doors to increase airflow and ventilation.

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
- recommend windows are open to provide ventilation
- Troop leader retains list of each vehicle’s occupants for 15 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. Service Unit Managers will consider the following guidance when

approving trips.

Domestic

Troops **may** travel in the United States. 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.

Cruises

Troops **may** currently go on cruises. It is the troop's responsibility to be aware that the virus spreads easily between people in close quarters aboard ships. CDC does recommend testing no more than three (3) days prior to travel.

International Travel

Girl Scouts Nation's Capital service units may approve troop international travel for Spring and Summer that meets the Council's guidelines as detailed on the [Troop Overnight and Travel Approval Form](#).

In addition, volunteers and families are responsible for knowing and complying with all COVID safety requirements in transit and for destination arrival and departure. CDC guidance for international travel can be found here:

<https://www.cdc.gov/coronavirus/2019-ncov/travelers/international-travel-during-covid19.html>

It is strongly recommended that there is a clear understanding in writing by volunteers and families of all cancellation policies for planned travel, accommodations, and activities.

CDC has a risk level assessment by destination; consider monitoring:

<https://www.cdc.gov/coronavirus/2019-ncov/travelers/map-and-travel-notice.html>

Reporting

If an individual develops COVID within **five** days of participating in a Girl Scout in-person gathering, please send the template email (or a modified version) that is located below to any participant families. Please note that we do not want to share the personal information of the individual who tests positive to maintain their privacy. If any individuals were in close contact, an additional template email (or a modified version) email should be sent as a follow up.

If a COVID notice is sent to families after a service unit or association event, please notify Council staff by sending an email to customercare@gscnc.org noting the following information:

- Troop number; Troop leader name, email, and phone
- The name of the COVID positive individual and the parent name if individual is a minor
- Timeline (when the Girl Scout gathering took place vs. COVID testing)
- The nature of the activities (stationary, lots of movement/running around; include if it was a SU event or other non-regularly scheduled troop meeting)
- Number of girl and adult participants

Troop Leaders do not need to notify Council staff if a member tests positive after a troop meeting.

Recommended email for **COVID Notification** to troop families:

Dear Girl Scout Families,

We have been notified that a participant at our last Girl Scout in-person event has tested positive for COVID. At this time, it is recommended that troop members wear a mask to any Girl Scout gathering that takes place within the next ten (10) days. Please follow the COVID guidelines put forth by the other organizations your child participates in (i.e. school, sports, church, etc.). If your Girl Scout was in close contact (within 6ft for 15 or more minutes) a follow up notification will be sent.

If you have any questions on Girl Scouts Nation's Capital COVID policy, please contact customercare@gscnc.org.

Recommended email for **Close Contact Notification**:

Dear Girl Scout Family,

As noted in the previous email related to COVID, this email is a follow-up to notify you that your child was in close contact with an individual who tested positive after our last in-person Girl Scout event. Please monitor your child for signs of COVID.

As always, if you have questions or concerns regarding Nation's Capital COVID policy reach out to customercare@gscnc.org.