Dear Troop Leaders,

Our offices will be closed from December 24- January 2\textsuperscript{nd}. During that time staff members will not be monitoring the customercare@gscnc.org or work emails, but our emergency contact number will be available: 1-888-288-1784. If an individual within your troop develops COVID within 10 days of participating in a Girl Scout in-person gathering, please send the template email located below to any participant families. If any individuals were in close contact, an additional email should be sent as a follow up. An email should also be sent to customercare@gscnc.org noting the following:

- Troop number; Troop leader name, email and phone
- The name of the COVID positive individual and parent name if a girl
- Timeline (when the Girl Scout gathering took place vs COVID testing
- If girls were masked and/or distanced
- 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

Recommended email for \textbf{COVID Notification} to troop families:

\textbf{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 there be a ten day pause on troop activities. Please follow the COVID guidelines put forth by the other organizations your daughter(s) participate in (i.e. school, sports, church, etc.). If your daughter was considered to be in close contact (within 6ft for 15 or more minutes) a follow up notification will be sent.

Please note that this COVID case has been reported to Council staff at Girl Scouts Nation’s Capital. If you have any questions on their COVID policy, please contact customercare@gscnc.org or Katie Steele at ksteele@gscnc.org. Council staff will respond after offices re-open on January 3\textsuperscript{rd}.

Recommended email for \textbf{Close Contact Notification}:

\textbf{Dear Girl Scout Family,}

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

As always, if you have questions or concerns regarding Nation’s Capital COVID policy reach out to customercare@gscnc.org or Katie Steele at ksteele@gscnc.org.