

# **COVID-19 Response: Service Unit Presentation for Troop Leaders**

**Fall 2020**





2020 Date	Activity
<b>Saturday, August 1</b>	Reservations open for program kits
<b>Friday, August 14</b>	Suspension of in-person Girl Scout gatherings ends
<b>Monday, August 17</b>	<ul style="list-style-type: none"><li>• Visit Girl Scout offices by appointment only</li><li>• Girl Scout Shop online and mail ordering continues. Pick-ups at GS Main Shop by appointment only</li><li>• Visit Equipment Center by appointment only; deliveries of program kits to offices begins</li></ul>
<b>Tuesday, September 1</b>	Reservations open for camping equipment and flags
<b>Tuesday, September 8</b>	All GS Shops scheduled to reopen. Check website for updates/procedures.
<b>Saturday, September 12</b>	All camps open to troop camping
<b>Monday, September 14</b>	Camping equipment and flag deliveries to offices begin



**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.



**Choice:** A person's level of comfort with risk, and life circumstances.



**We want to do our best to make sure all Girl Scouts, volunteers, and families feel included and safe throughout their Girl Scout experience.**

- Troop leadership team or service unit team must agree and adhere to Girl Scouts Nation's Capital guidelines before resuming in-person meetings.
- Consider the make-up and size of troop group.
- Consider current comfort level with in-person activities – this requires a conversation.

# Parent Meeting a Must



**Host virtual parent meeting to discuss plan for upcoming year.**

**Discuss:**

- How Girl Scouts may fulfill girls' current needs and interests
- When to meet virtually and/or in-person based on girls' school schedule(s)
- Everyone's comfort with in-person gatherings for girls and adults
- Share Girl Scout Nation's Capital COVID-19 safety requirements (see page 4)
- Discuss ways to help the girls successfully follow requirements.
- Identify at least two or three (2-3) specific dates for troop to meet virtually and/or in-person

# COVID-19 Response Guidelines



**Goal: Support a safe return to Girl Scout in-person gatherings.**

Council staff management team developed guidelines based on information from:

- CDC
- EPA
- State governments of Maryland, Virginia and West Virginia
- District of Columbia government
- Girl Scouts of the USA
- Sister Girl Scout councils
- American Camping Association

Updates and revisions made in response to any significant changes in our communities related to COVID-19.



## Available Resources

- ***COVID-19 Response Guidelines for Troop Leaders***
  - Reference for troop planning
- ***COVID-19 Guide to Girl Scout Gatherings***
  - Handout to give caregivers with overview of new safety precautions
- ***COVID-19 Health Pre-Screen form***
  - Fillable by troop leader, family
  - Verify health status and source for contact tracing
- **COVID-19 FAQ sheet**

All can be found on COVID-19 learning path on gsLearn

# COVID-19 Response Guidelines



## Contents includes:

- Reopening timeline
- Decision making background and guidelines
- New safety guidelines
- Sections specific to:
  - Volunteer Training
  - Troop Meetings and Activities
  - Product Program
  - Outdoor Program







**Step I:** Was in effect until August 14<sup>th</sup>

- No in-person meetings/events/activities
- Support virtual and family experiences

**Step II:** Transitioned on August 15, 2020

**Step III:** Anticipate transition after October 31, 2020

**Step IV:** Guidelines established based on significant positive changes to minimize transmission of COVID-19.

**Step V:** Guidelines established based on our new normal.



1. Members of the troop and/or service unit must agree and adhere to **COVID-19 Safety Guidelines** before resuming in-person gatherings.
2. Maximum of **50** people may be at an in-person **indoor** gathering.
3. Maximum **75** people may be at 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.
6. If attending a large event, girls should remain in the same group for the duration of the event.



### **Examples of gatherings that could meet criteria:**

- Troop meetings at regular meeting location, outdoor venue, or member homes
- Troop overnights/camping
- Local field trips
- Service unit team and leader meetings
- Local committee meetings

### **Examples of gatherings that may not meet criteria:**

- Events where girls/adults are in activity groups larger than 15 people
- Girls and adults are grouped with girls and adults from other troops/communities

# State and Local Government Guidelines



**If local or state government guidelines are more restrictive than what is outlined in our Council guidelines, follow the government guideline.**

## **Examples** (as on August 6, 2020)

- State of West Virginia: in-person gatherings of 25 or less people
- District of Columbia: masks must always be worn – indoors and outdoors
- Prince George's County, MD: in-person gatherings of 50 or less people



- Members are **required** to follow all safety guidelines in order to attend any in-person Girl Scout gathering
- Recommend that members unable or unwilling to meet these guidelines seek to participate in virtual opportunities.
- Organizers of in-person meetings, trainings, and girl program activities **are not required** to provide an alternative virtual experience.

## Requirements include:

- Health Requirements
- Pre-screen and contact tracing
- Wearing facemask/cloth face cover
- Handwashing
- Social distancing
- Use of gloves
- Disinfecting surfaces and objects
- Snacks and Meals
- Transportation





- **COVID-19 pre-screen health form available on GSCNC-forms page**
  - Online fillable form for download and emailing
  - Share with families before gathering as part of the permission process
- Required for **all in-person Girl Scout gathering** -- meetings, trainings and girl program activities.
- All attendees are required to complete, sign and submit to participate.

# COVID-19 Health Pre-Screen Form



## Girl Scout Nation's Capital Gathering COVID-19 Health Pre-Screen

### Event Information

Event: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_  
Location: \_\_\_\_\_  
Submit to: \_\_\_\_\_ at \_\_\_\_\_ after \_\_\_\_\_  
(Name) (email or physical location for paper form) (submit between day/time for email or upon arrival for paper form)

*Pre-screen completed no more than 24 hours prior to the gathering. Form required for every participant/attendee.*

### Dear Girl Scout Family:

To protect our members and keep our communities healthy and safe, participants at all Girl Scout gatherings (troop meetings, activities, trainings, etc.) are required to meet health requirements, wear a face covering, wash hands and use social distancing. Please review the statements below and sign form to verify participant meets all health requirements.

Participant Name: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_

1. I have not experienced any of the following symptoms in the last 14 days.

- Fever
- Cough
- Shortness of breath or difficulty breathing
- Chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell
- Nausea
- Vomiting
- Diarrhea

2. I have not had a fever over 100 degrees, without the use of fever reducing medications, within the last 72 hours.  
3. I have no known exposure to COVID-19 or been in close contact with anyone that has tested positive in the last 14 days.  
4. I have not travelled outside the Greater Washington Region in the past 14 days.

The below signature(s) indicates that participant meets all health requirements and will adhere to all Girl Scout gathering safety precautions.

Participant/Guardian Signature: \_\_\_\_\_ Date: 7/30/2020 2:47 pm  
*(Guardian signature required if participant is 17 and younger)*

### For Event Organizer Use (Optional)

Group Assignment: \_\_\_\_\_  
Unit Assignment: \_\_\_\_\_  
Transportation: \_\_\_\_\_

July 29, 2020

## Section 1: Troop leader

- Complete with details for every in-person gathering and collection process
- Save information
- Send form to caregivers

## Section 2: Caregiver

- One form for every member of household attending gathering
- Complete no more than 24-hours before gathering
- Save information
- Email or print copy for leader to receive

## Section 3: Troop leader

- Optional
- Record participation details – carpool, group assignment, sleeping accommodation





## Participants at in-person Girl Scout gatherings must meet criteria:

- 1. Symptom free:** 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. No fever:** Have not had a fever over 100 degrees, without the use of fever reducing medications, within the last **48** hours.
- 3. Decreased risk of exposure within last 14 days:**
  1. Have not had a known exposure to COVID-19 or been in close contact with anyone that has tested positive
  2. Have not traveled outside of District of Columbia, Maryland, Virginia, and West Virginia
  3. Have not travelled on a cruise ship



We have the responsibility to have information for contact tracing in the event that attendee develops COVID-19 symptoms or tests positive after a gathering.

## Contact Tracing documents:

- Pre-Health Screen form
- Rosters of activity groups/patrols/units/trainings
- Carpool Rosters
- Sleeping Rosters (overnights)

**One troop leader is responsible for retaining documents for 90-days.**



**If an attendee develops COVID-19 symptoms or tests positive after a gathering and chooses to share information, organizer is expected to:**

- Immediately, contact Council staff  
M-F: contact Customer Care at [customer care@gscnc.org](mailto:customer care@gscnc.org) /202-237-1670  
Weekends: call emergency answering service at 703-284-2332
- Provide original copies of pre-screen health forms for all attendees and any additional contact tracing documents to Council staff.

**Pre-Health Screen does not replace the Council's required parental permission and health history forms.**



- **Everyone at Girl Scout gathering must wear face covering over nose, mouth and chin.**
  - Includes caregivers dropping off/picking up girls
- Members required to provide own facemask or cloth face covering.
- CDC guideline link can be shared with attendees for clarity
- Outdoors
  - Everyone expected to wear masks when outside unit/campsite or unable to maintain 6 feet of social distancing.
  - If all members of the troop/group are comfortable, masks are not required when in unit/campsite if practicing social distancing.



## **Handwashing**

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.
- If soap and water are not available, use hand sanitizer with at least 60% alcohol.

## **Use of Gloves (latex free, washable)**

Members are responsible for providing and wearing gloves when:

- Cleaning
- Serving food
- Distributing materials (program supplies, recruitment giveaways, etc.)



## **All members expected social distant at in-person Girl Scout gatherings.**

- Stay at least 6 feet from other people
- Stay out of crowded places and avoid mass gatherings.

Maintaining social distancing, especially with younger girls is a challenge. Discuss issue with parents and determine group expectations.



**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.
- 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.**



Use a household cleaner approved for use against COVID-19.

- Link provide for [EPA's list of effective cleaners](#)

Household bleach is effective against COVID-19.

- Bleach solution **effective up to 24 hours** when properly diluted.





**For troop and volunteer meetings, recommend no food served and request attendees eat before they arrive.**

- **New:** Bag snack/meal acceptable with no sharing; prepared at home.

**For trips more than three hours and overnights:**

- When using a water cooler, assign a designated person wearing gloves to fill individual's personal water bottles.
- Prioritize use of “grab-n-go” items that are pre-packaged.
- If meal requires serving, recommend one adult or camper with clean/sanitized hands serve everyone

More information about meal preparation in Troop Camping Meals sections (pages 13-15).



**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 limit driver and three passengers (4 people) to a vehicle
- 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 vehicle occupants for 90 days



**Safety guidelines create new costs for masks, gloves, disinfecting supplies, additional food and program materials.**

- Appropriate troop expenses
- Financial assistance troop dues may cover these expenses for individual girls



# **Volunteer Training**

**Page 8**

- **Virtual Training**
- **In-person Training**



## Program Level Classes

- Online prerequisite remains
- In-person portion of the program level classes shortened to two hours.
- New “live” virtual training available to satisfy in-person requirement.
- Both options offered this fall.

## Skills-based Classes

- Cookout and Campout and First Aid will still have an in-person component that cannot be duplicated online.
  - Volunteers with health concerns should refrain from volunteering for roles that require this training until the spring 2021.

**Domestic and International Travel:** new online class now available



- **May resume August 17.**
- **Follow all required COVID-19 Safety Guidelines**
  - All shared equipment/tools disinfected before, after class, and between participant uses.
  - Limit shared equipment to one group where possible.
- **Classes with required in-person session:**
  - Cookout and Campout
  - First Aid
  - Basic Cookout
  - Lightweight camping
  - Backpacking
  - High Adventure



# **Troop Meetings and Activities**

- **Virtual Troop Meetings**
- **Virtual Girl Scout Troops**
- **In-person Troop Meetings and Activities**



- **Existing troops may choose to meet virtually in fall 2020**

- Virtual meeting will need to be added to the description on troop catalog

- **New this Fall:**

- New troop meeting series for Daisy, Brownie, and Juniors to prepare girls for a safe return to in-person gatherings
  - Includes five virtual meetings – 4 troop and 1 parent meeting
  - Script to help girls plan an in-person meeting or field trip
  - Help girls to budget, do Fall Product and decide on badges
- gsLearn will house all virtual troop meetings/scripts (customizable!), other trainings, and resources for participating in Girl Scouts virtually
- Volunteer Toolkit will include information to help leaders deliver fun, interactive virtual troop meetings





- **The Council will create a new virtual troop option for fall 2020 for NEW troops.**
  - Troop has regular and only virtual meetings and must participate in two girl programs that can be done virtually: Fall Product, Cookies
  - Troops can be virtual for 3 months at a time and change back to not totally virtual as girls and families decide.
  - While girls can join from anywhere in the Council, the troop will be part of the service unit (SU) where the troop is recruited if new or their current SU if not new.
  - Troop must be a single program level
  - When possible, girls may attend SU or association events on their own if troop is not participating
  - Troop will be listed in the catalog as “Troop XXXXX- Virtual” And if troops decide not to be virtual in the future, they KEEP their troop number!
  - Troop Leaders must attend SU meetings and meet all SU requirements.



Recommendations to make in-person meetings as safe and fun as possible

## **Small Girl Groups**

- Maintain groups of no more than 15 people – 13 girls, 2 adults
- Girls should remain in the same group for duration of the event
- Safety equipment and social distancing must be observed
- With larger troops, patrols meet in-person with whole troop gathering virtually

## **Gathering Locations:**

- Park, sports field, camp, grocery store community space
- Large gathering spaces (ex: fellowship halls, cafeteria, gyms)
- Private homes
  - If having troop meetings at a private home is the only option, follow standards outlined in COVID Response Guidelines troop leader edition, page 10
- Girl Scout Camps
  - Monday – Thursday for day use; FREE; use the regular camp reservation system on our website
  - Outside pavilions and sites with glen shelters available
- Girl Scout DC and Kingstowne, VA offices
  - Contact Membership Coordinator in each office to reserve



# **Product Program**

**Pages 11-12**

- **Digital Ordering**
- **Cookie Booths**



## **Fall Product and the Cookie Programs offer the ideal social distancing order taking opportunity**

- One platform = two programs
- Girls at all levels should set up digital accounts in both programs.
- Both offer girl delivery of orders - Porch Pixie delivery
- Enter customer emails once
- Phone calls, text messages, social media alternative channels



## **Booth sales are important to part of girls' experience**

- Booth sales are 16-20% of the program.
- Service unit cookie managers expected to contact locations to develop as many locations as possible.
- Response of retail businesses is unknown at this point.
- Cookie booth etiquette more important than ever for positive customer and retailer experience.



# **Outdoor Program & Camp Properties**

**Page 12- 16**

- **Sleeping Accommodations**
- **Personal Belongings**
- **Shared Bathrooms**
- **Troop Camping Meals**
- **Sleeping Roster**



## Available for Troop Camping

- Glen shelters, platform tents and hammock units available on September 12, 2020
  - Reservations resumed on June 15, 2020
  - Max 4 people per shelter
  - One troop/group reservation per weekend per site
- Hope to open lodges for troops for winter camping



- **Sleeping Accommodations**

- Sleeping roster – retain for 90 days
- Sleeping position (head to toe; toe to toe)
- Bedding- keep each camper's bedding separate during transport.

- **Personal Belongings**

- Campers should not share personal belongings

- **Bathrooms**

- Use latrine in assigned unit/campsite
- If sharing latrine with another group, use signage to designate for each troop's assignment





## **Current CO/CO training is good. Minor modifications.**

- Safe Cooks
- Safe Surfaces
- Safe Seating
- Sales Meal Prep and Service
  - Intent - minimize individual contact with food items, serving platters and utensils, condiments
- Safe Dishwashing
  - Increase frequency of changing final bleach rinse from 8 to 4 sets of dishes
  - Use fresh bleach rinse for cookware