

## COVID-19 In-Person Booth Guidance

It will be more important than ever to adhere to the standards of booth staffing. Adults should assure location managers that certain guidelines will be followed for girl and customer safety.

- Participants must follow GSHCC's [COVID-19 In-Person Cookie Program Guidance](#) when planning and determining adult and girl participation at cookie booths
- Do not participate in booth sales if they are feeling sick or experiencing any symptoms, such as fever, cough, shortness of breath, new loss of taste or smell
- Do not participate in booth sales if you do not feel safe doing so
- Due to the space generally allotted for booths and social distancing guidelines, it will be necessary to reduce the number of people at each booth.
  - No more than four (4) Girl Scouts and two (2) adult volunteers (two are required) should be at booths
- All participants are **required** to wear cloth face coverings that cover both mouth and nose when conducting in-person transactions.
  - Remind girls that Girl Scouts wear face coverings not only to protect themselves, but to protect others.
- Girls and customers must practice social distancing (at least six feet apart) while at booths
  - It may be helpful to bring painter's tape and mark the spot where customers should stand/wait
  - You may also want to have a receptacle (bin/basket/tray) transfer packages to customers. This will eliminate you placing cookies into the hands of your customers. Wipe receptacle with sanitizing wipe after each transaction
- Clean and disinfect frequently touched surfaces such as money boxes, mobile devices used for payment, tables, etc.
- Participants are expected to wash hands with soap and water for at least 20 seconds or use hand sanitizer prior to and after using common equipment and supplies, after each transaction, after using the bathroom, after blowing their nose, coughing or sneezing.
  - Use hand sanitizer with at least 60 percent alcohol
- Encourage customers to use touchless payment options, when available. Minimize cash handling and use credit cards and mobile devices where possible.
  - Print out your troop's QR code from Smart Cookies for easy transacting or have signage with your URL so customers can pay on their own device
  - If you are conducting the transaction on your own device, have the customer hold their card or set it down on the table to avoid handling the card
  - If customer entry is needed, use a stylus pen. Wipe the pen and device with a sanitizing wipe upon completion and use hand sanitizer

- When exchanging paper and coin money:
  - Do not touch your face afterward
  - Ask customers to place cash on the table rather than directly in your hand
  - Place money directly on the table when providing change back to a customer
  - Wipe the surfaces, money box, devices, etc. between customers
  - Sanitize hands after each transaction
- Troops are responsible for bringing their own supplies to cookie booths. Recommended supplies included but are not limited to:
  - Table
  - Marketing supplies, such as decorations, printed QR code for contactless transactions, cookie menu, etc.
  - Bags for customers (place all orders into bags to transfer to customers)
  - Receptacle for contact-free transferring
  - Hand sanitizer
  - Disinfecting wipes
  - Extra masks
  - Secure cash/check container
  - Trash bags
  - Stylus pen
  - [Booth Sale Worksheet](#)
  - Writing utensils
- Managers have the right to ask you to leave if their instructions are not followed or patrons are bothered
- Ensure the area is clean when you leave. Take all trash and recycling
- Consider Virtual [Cookie Share](#) donations instead of cash donations. GSHCC partners with Blue Star Mothers, food banks, blood drives, and other local organizations for donations
  - Virtual Cookie Share donations are not taken out of your troop's physical inventory
  - GSHCC handles distribution of product at the end of the cookie program; no inventory is provided to GSHCC by you, making these donations even more contactless for you and your customers