

COVID-19 GUIDANCE

EVENT PLANNING WORKSHEET

Go/No-Go Decision Making

- Check the COVID-19 restrictions and guidelines for your county to confirm all proposed activities are allowed. Continue to monitor public health requirements up to and including the day of the event as circumstances for individual counties can change rapidly and impact the permissibility of your plans.
- Establish timelines for decision-making. What is the deadline for making the final “go/no-go” decision on whether to proceed with the event?
- Determine if the proposed program or elements of the proposed program can/should be rescheduled for Spring 2021 or beyond.
- Decide if the program can be run virtually, either as the first plan to avoid risks and challenges from in-person, or as a contingency plan if changed circumstances require cancellation.
- Identify key stakeholders, such as vendors and facilities operators, as well as event registrants to communicate decisions or changes in plans.
- Communicate clearly and regularly with all stakeholders.
- Focus on flexibility and customer service to ensure a positive and successful experience for girls, families, and volunteers.

Site Assessment

- Whenever possible use open-air venues rather than indoor spaces.
- Confirm that the venue space is large enough to enable all attendees to maintain 6 feet of distance from each other throughout the event.
- Identify pinch points where distancing will be difficult: walkways, access to restrooms, etc.
 - ▶ Make a plan to manage these areas to ensure social distancing.
 - ▶ When appropriate, establish a “one-way” system for moving through “pinch point” spaces.

Social Distancing

- Develop touchless registration and payment options.
- Use alternatives to sign in/sign out sheets.
- Avoid creating lines for activities or registration (by offering staggered arrival/departure times, for example).
- Use markings on the ground, physical barriers, or guides to promote physical distancing.
- Identify high-demand or high-touch locations and make plans for extra monitoring and cleaning during the event.
- Develop a low-touch method for distributing materials or food (eg: adults with gloves hand out pre-packaged snacks, or participants pick up packaged/bagged items from a table).
- Consider how you can minimize mixing of groups of girls by establishing stable cohort groups of girls who stay together throughout the event.
- Come up with a fun socially distanced way to greet each other and hold ceremonies or celebrations.

Health and Safety

- Establish a wellness check-in process. Consider utilizing the [attendee screening form](#).
- Provide ample hand washing stations.
- Provide hand sanitizer in all activity areas.
- Plan for extra cleaning and disinfecting of high-touch areas.
- Plan for disinfecting all bathrooms prior to the event and provide instructions and supplies for girls and adults to disinfect bathrooms themselves after each use.
- Use signage about social distancing, wearing masks, and washing hands to help volunteers and girls follow rules and stay safe.
- Hold a specific training/orientation for event volunteers on health and safety protocols for the event.

Food

- Plan to have participants bring their own prepared food, snacks, and drinks.
- No group food preparation or cooking is allowed.
- If food is to be provided, provide only single portion, packaged foods.
- No shared or self-serve style food or beverages.

Equipment & Materials

- Try to have enough program materials for each participant to have their own supply.
- Minimize shared equipment or materials and sanitize any must-have shared equipment between users.

Volunteer Training in advance and/or day of should cover:

- ▶ Arrival and departure procedures.
- ▶ Bathroom and high touch location disinfection protocols, including safe and appropriate use of disinfectants.
- ▶ Specific areas that require special attention to manage physical distancing.
- ▶ Signage and materials available to promote social distancing.
- ▶ Site hazards.
- ▶ Why masks and social distancing are vital, and tips on managing mask and social distancing requirements with girls and adults.
- ▶ Signs and symptoms of COVID-19, and procedures should someone become ill or exhibit symptoms during the event.

For more information on COVID-19 permitted activities and restrictions, please visit our [GSHCC COVID-19 webpage](#). If you have questions as you consider your options and plans, please contact GSHCC Customer Care at CustomerCare@GirlScoutsHCC.org or by phone at 800-322-4475.