

COVID-19 GUIDANCE

FOR SERVICE UNITS OR TROOPS PLANNING GROUP OR MULTI-TROOP ACTIVITIES OR EVENTS

This checklist is designed to walk you through deciding when and how you can host group activities and events while following all applicable health and safety guidelines for your county. Service units and troop leaders will need to monitor information for their counties and local communities to know what stage of reopening their county is in. As long as local public health requirements are met, it is up to the service unit volunteers, troop leaders, parents, caregivers, and guardians whether you feel safe hosting any in-person activity or event.

1. Review applicable state and local health orders and requirements to confirm in-person group gatherings are allowed. Plan to monitor the requirements up to the day of the event, and be willing to cancel or change plans if the conditions change.

- Is the proposed location of your meeting or activity approved to be open for use or visitation?** At this time, GSHCC recommends meetings and activities be held outdoors as much as possible (GSHCC properties, public parks, and community buildings), and recommends against meeting indoors or at private homes.
- Does the location have appropriate space for social distancing, and restroom facilities to meet sanitation and handwashing needs?** Are you able to clean and sanitize the space and restrooms before and between uses?
- Are all the activities you propose permitted under your [counties current status](#)?** This includes the number of girls allowed to gather and ample space for your group to social distance as directed by your county or city.

2. Build your event plan to adhere to all local and county requirements and maximize girl and adult health and safety.

- Make a plan for girl transportation.** Only girls living in the same household may ride in a car together.
- Use the [COVID-19 Event Planning Worksheet](#)** when planning the logistics of your event to create a safe environment consistent with applicable health and safety guidelines.
- Always maintain the required social distancing, except when safety concerns dictate closer proximity.** Counties have set different social distance requirements. This sadly means no hugs, high-fives, or friendship circles. (Come up with a fun socially distanced way to greet each other and celebrate!)
- Minimize shared equipment or materials** and sanitize any must-have shared equipment between users.
- All attendees must bring their own food and drink** or provide single-serving food and drink. No shared food or beverage preparation or service is allowed.

- All attendees must bring and use their own facemasks and any other desired personal protective equipment (PPE)** appropriate for the activity. Facemasks must be worn at all times to protect everyone's health. Sharing PPE is prohibited.
- Make sure girls and adults wash hands frequently**, especially between touching high-contact areas, either with soap and water, or hand sanitizer with at least 60% alcohol if handwashing facilities are not available.
- Bring disinfecting supplies to clean all restroom facilities** upon arrival. Use signs or trainings to teach girls and volunteers how to minimize their exposure to surfaces and how to clean facilities after use, such as sanitizing faucets and door handles.
- Review the applicable rules and expectations** for preventing the spread of COVID-19 with all girls and volunteers attending. Plan a pre-event orientation/training for all event volunteers.

3. Communicate your plans with all attending volunteers, girls, and their families, so they know what to expect, and can help support the safety of the meeting.

- Share the applicable public health rules and expectations for attending the meeting**, including: no shared food or drink, practicing social distancing, transportation, and bringing their own facemasks and any other desired protective equipment. All caregivers should review GSHCC's [COVID-19 Guidelines for Participating in Girl Scout In-person Meetings or Events](#).
- Manage expectations about the risk of cancellation**. Have a contingency plan if you need to adapt event to changing conditions, whether that's cancelling, moving locations, or going virtual.

4. Use the [Council Screening Questions](#) and be clear that girls and families should plan to stay home if they:

- Are exhibiting any signs of illness such as sneezing, coughing, sniffles, have a fever, or are not feeling well.
- Have been exposed to a person with a confirmed or suspected case of COVID-19.
- Have been diagnosed with COVID-19 and not yet cleared as noncontagious by state or local public health authorities.

If you or your girl has a positive COVID-19 test following attendance at a Girl Scout meeting or event and has potentially exposed other attendees, contact GSHCC staff immediately, and our staff will work with you to communicate with the parents or other troop members to protect everyone's health, safety, and privacy. Please notify GSHCC through Customer Care at CustomerCare@GirlScoutsHCC.org or by phone at 800-322-4475. GSHCC staff will be responsible for:

- ▶ Confirming and tracing the positive tester
- ▶ Making a plan with the reporting volunteer to contact the families of anyone potentially exposed
- ▶ Notifying a facility or homeowner where the event occurred
- ▶ Alerting the department of health, where required

As the COVID-19 pandemic continues to evolve and new guidance and approvals for re-opening continue to emerge at the state and local levels, GSHCC will continue to update our guidelines. 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.