

In-Person Troop Meetings & Activities

Updated COVID-19 Guidance for Volunteers

Edition Date: 11/19/2020

This guidance is being provided as of the Edition Date above when a vaccine is not available. Girl Scouts of Southern Illinois may modify this guidance, from time-to-time as circumstances change.

The council is following the local and state mandates as well as guidance from GSUSA in the case of COVID-19. Girl Scouts encourages volunteers, parents and guardians to take all reasonable precautions to limit potential exposure for girls, volunteers and families. The safety, health and well-being of our members is our first priority.

In response to the State of Illinois' Tier 3 Mitigations going into effect on Friday, November 20th, all indoor service unit and troop activities should cease at that time. Service units and troops may transition to a virtual format or can hold outdoor meetings in groups of 10 participants or less. Any in-person, outdoor meetings will require face masks to be worn by all participants.

Tier 3 Mitigations have been put in place for the state of Illinois to combat the resurgence of COVID-19. Tier 3 builds on the Resurgence Mitigation Plan first released in July to suppress the spread of the virus and ensure our hospitals do not become overrun. This tier aims to limit gatherings and encourages people to stay home to the greatest extent possible.

*To strengthen **guidance** already in place, Girl Scouts of Southern Illinois will now require that an attendee COVID-19 pre-screening form be completed prior to attending all in person troop meetings and activities. This has been put in place to ensure all attendees are healthy, have not experienced symptoms that are associated with COVID-19 in the previous 72 hours, that they have not knowingly been in contact with someone that has exhibited symptoms or has been confirmed positive with COVID-19 and that they have not been to high risk geographical regions particularly those regions that require a 14-day quarantine period.*

Table of Contents

Updated COVID-19 Guidance for Volunteers.....	1
Preparation for Girl Scout Events:	3
General Health Minimum Guidelines to Return to Girl Scout Activities	3
Face Coverings.....	5
Troop Meeting Size.....	5
Group Guidelines.....	5
Physical Space.....	5
Troop Meeting Space.....	6
Troop Meetings in the Home.....	6
Cookie Program.....	6
First Aid Supplies.....	7
Disinfecting/Cleaning	7
At the beginning of a Girl Scout Event	8
In the Event of Potential Exposure	8
What are Girl Scouts of Southern Illinois Staff Doing?.....	8
Participant and Spectator Log.....	10

These guidelines are for day-of events only. Overnight events and Troop Travel are currently prohibited. All guidelines should be followed in conjunction with [Safety Activity Checkpoints](#).

Preparation for Girl Scout Events:

- Prepare and distribute guidelines to parents/guardians to allow them time to familiarize themselves with the guidelines as well as explain the rules and guidelines to the girls prior to their Girl Scout activity.
- Every participant attending a Girl Scout in-person activity or event, including troop meetings, programs and recruitment events, must sign an [Assumption of Risk, Release, and Waiver of Liability, and Indemnity Agreement in Relation to COVID-19](#). **This waiver must be signed one time and covers all in-person activities for 1 year.**
 - **For Minors:** [Assumption of Risk, Release, and Waiver of Liability, and Indemnity Agreement Relating to COVID-19](#)
 - **For Adults:** [Assumption of Risk, Release, and Waiver of Liability, and Indemnity Agreement Relating to COVID-19](#)
 - If you have already signed a paper version of the waiver, please send it by mail to the Glen Carbon office C/O Customer Care or email a scanned copy to CustomerCare@gsofsi.org. You may also dispose of the paper waiver and sign a new one digitally predating the waiver with your original sign date.
 - Recruitment events are to use paper copies of the waivers for all participants who are not existing members. If a member attends a recruitment event and needs to sign a waiver please direct them to the Girl Scouts of Southern Illinois website to sign a digital copy. Following the recruitment event paper waivers should be mailed to the Glen Carbon office C/O Amanda Moore OR scanned and e-mailed to amoore@gsofsi.org.
- Prior to attending **each** in-person activity or event all participants must fill out a COVID-19 Pre-Screen form.
 - [COVID-19 Pre-Screen Form](#)
 - COVID-19 Pre-screen forms are to be filled out no sooner than 72 hours prior to the event.
 - These forms are to be collected by leaders and kept with health history forms for 8 weeks following the in-person event or activity.
 - Should a case of COVID-19 arise, leaders will be asked to provide COVID-19 Pre-Screen Forms to Kelley Young, CFAO. She can be contacted at kyoung@gsofsi.org or 618-307-3604. All information will be treated confidentially and only shared with those on a need to know basis.
- Be familiar with answers to [frequently asked questions and common](#) misconceptions related to the COVID-19 pandemic.
- Identify anyone who might be at a [higher risk for complications related](#) to COVID-19, and encourage and support them in taking additional precautionary measures including consultation with their healthcare provider.
- **Best practice:** Provide information on several communication platforms, such as Facebook Groups, texting, and phone calls to distribute information to participants.

General Health Minimum Guidelines to Return to Girl Scout Activities

- **All participants and spectators attending event/meeting must sign an Assumption of Risk, Release, and Waiver of Liability, and Indemnity Agreement Relating to COVID-19.**
 - For Minors: [Assumption of Risk, Release, and Waiver of Liability, and Indemnity Agreement Relating to COVID-19](#)
 - For Adults: [Assumption of Risk, Release, and Waiver of Liability, and Indemnity Agreement Relating to COVID-19](#)
- **All participants and spectators attending event/meeting must fill out a COVID-19 Pre-screen Form no sooner than 72 hours prior to attending.**
 - [COVID-19 Pre-Screen Form](#)
- Face masks must be worn if you are within six feet of others (exceptions can be made for people with medical conditions or disabilities that prevent them from safely wearing a face covering).
- Social distance of at least six-feet should be maintained between individuals who are not from the same household. Any activities that do not allow for six-feet of distancing should be suspended.
- Hand-washing capability or hand sanitizer must be available to everyone to allow for frequent hand washing with an adequate supply of soap and paper towels and/or disinfectant/hand sanitizer.
- If practical, before participating in the activity, organizer takes the temperature of each participant using a thermometer (infrared / thermal camera preferred, touchless thermometers permitted).
 - Anyone with a temperature of 100.4°F or above will not be permitted to remain on site.
- No indoor meetings or gatherings should occur at this time.
- Transportation: Individual parents should drop-off/pick-up their own girls from outdoor meetings. Carpooling and public transportation should be avoided, where possible, to maintain social distancing.
- As practical, parents dropping off or picking up wait at designated drop-off/pick-up areas and arrive during a designated time window.
- Spectators are not permitted unless required for parental supervision or non-household members are able to social distance from participants and from one another.
- Avoid personal contact. No hugs, handshakes, “high-fives” and even activities like the friendship circle or squeeze can transmit COVID-19 from person-to-person. Refrain from these gestures for the time being.
- Create a safe way for girls and volunteers to greet and end meetings instead (like tapping elbows).
- Participants should
 - wash hands with soap and water or use hand sanitizer before and after participating
 - bring their own source of water for drinking
 - avoid touching facility accessories
 - use their own equipment as much as practical
 - place personal belongings at least six-feet away from others’ personal belongings

Face Coverings

- Remind girls that Girl Scouts wear face coverings (masks) not only to protect themselves but to protect others. We recommend all leaders have disposable masks on hand should a girl or adult not bring a mask with them to the event.
- Face coverings are a civic responsibility and a sign of caring for the community.
- Girls can bring their own face coverings.
- Volunteers can teach girls [how to handle their face coverings](#) so that the coverings are effective.
- Some girls or volunteers may not be able to wear masks, due to medical conditions such as asthma. Please contact Kelley Young, CFAO at kyoung@gssofsi.org or 618-307-3604 for guidance on how best to handle these exceptional circumstances as they arise.

Troop Meeting Size

- The current suggested group maximum is 10 people (eight girls and two unrelated adult volunteers) for outdoor meetings and gatherings.
- If you have a large troop, stay connected while you wait for a safe time for everyone to gather. Large troops are wonderful, so stay together! Some ideas
 - Host virtual troop meetings.
 - Gather in smaller groups—such as age-level groups, patrols or groups of girls with a particular badge they'd like to work on.

Group Guidelines

- Volunteers should maintain static groups with no mixing between groups for the duration event.
- If practical, stagger activity start and end times to minimize contact between groups.
- Designate an area for spectators. Spectators are limited to girl/adult ratios.
- If practical, assign participants from the same household to the same group.
- Please follow all local and state mitigation and guidelines in regard to group sizes when meeting in person.
- Multiple groups are permitted to meet at once as long as
 - Facilities allow for social distancing of participants, employees and spectators.
 - 30-feet of distancing is maintained between groups.
 - Areas for each group are clearly marked to discourage interaction between groups – groups should be static, no mixing participants between groups.

Physical Space

- Display visual markers six-feet apart at any queue points (e.g. check-in, along sidelines).
- Designate an area separate from others for anyone who exhibits COVID-like symptoms during the activity session to isolate from others before being picked up to leave.

- Where building management practices allow, increase air turnover rates in occupied spaces and increase outside make-up air to the maximum extent practical.

Troop Meeting Space

- Outdoor spaces where social distancing can be maintained is required for meetings at this time. Get advance permission from the property owner or the jurisdiction that provides the location.
- For meetings held at public outdoor facilities, contact the facility ahead of time and ask
 - Is the space cleaned, and touch surfaces (i.e., tabletops, light switches, chairs, etc.) sanitized, at least daily?
 - Who else uses the space (how often, what size is the group)?
 - Is the space cleaned between groups?
 - What type of faucets and soap dispensers are available in the restroom (sensory or manual)?
- Then, consider whether you can supplement any practices that are less than ideal.
 - For example, if you will arrive after another group, plan to bring sanitizing wipes or spray and paper towels to get the space ready for your troop.
 - Another example: if faucets are manual, take some time to show girls how to shut them off with a paper towel. Use paper towels for doorknobs whenever possible.

• Troop Meetings in the Home

- Girl Scouts of Southern Illinois strongly suggests no meetings in the home out of concern that there would be greater risk of exposure to other family members. The recommendation is to stay away from in-home meetings for the time being.

Cookie Program

- Hold a [virtual cookie booth](#)
- Hold a no-contact drive-thru cookie booth:
 - Determine the best location for your troop that will give the girls and adults participating the ability to maintain the six feet distance.
 - Receive permission from property owner to hold a drive-thru cookie booth.
 - Face masks must be worn and appropriate social distancing procedures followed.
 - Girl to adult ratio must be met.
 - Girls in uniform must be present, ONLY adults should handle all box and money exchanges with customers.
 - Promote location/date/time on social media.
 - Consider using [Clover](#) or your preferred apps (Venmo, CashApp, PayPal etc.) to process digital transactions.
 - Set up a table/tent in a visible parking lot with a path for cars to pull up to the tent/table, complete the transaction, and exit without customer having to get out of car.
 - Girls safely attract customers driving by with signs, etc.
 - Booths may not be held after Sept 1, 2020.

First Aid Supplies

- Troop first aid supplies should include COVID-19 prevention items including:
 - hand sanitizer (at least 60% alcohol)
 - tissues
 - disposable facemasks
 - disinfectants
- To ensure tissues make it into the trash, trash baskets or bags should be supplied for meeting and activity spaces, if not already available. Make sure that the trash baskets (or bags) are easily accessible for girls.
- Disposable or no-contact thermometers may be added to supplies if available and not cost-prohibitive, however, parents should be checking temperatures and allowing their girl(s) to join group activities only when temperatures are normal.

Disinfecting/Cleaning

- Follow the resources developed by credible public health sources such as [Centers for Disease Control and Prevention](#) or your local public health department. Share these with girls and volunteers and ensure that they are practiced during meetings and activities.
- For Service Unit / Troop Meetings, as applicable, display signage at entry with [face covering minimum guidelines](#), [social distancing guidelines](#), and [cleaning protocols](#).
- Cleaning and disinfecting of premises should be conducted in compliance with Centers for Disease Control and Prevention protocols.
- For outdoor activities make hand sanitizer or hand washing stations available to participants.
- Clean and disinfect common areas (e.g., restrooms, cafeterias) and surfaces which are touched by multiple people (e.g., entry/exit doorknobs, stair railings) frequently; every two hours recommended for high-traffic areas.
- Minimize sharing of high-touch equipment between non-household individuals. If equipment should be shared, they should be sanitized before and after use ([see EPA approved list of disinfectants](#)). Follow the manufacturer's instructions for all cleaning and disinfection products (e.g., concentration, application method and contact time, etc.).
- If practical, sanitize shared equipment during use and encourage frequent hand sanitizing or hand washing.
- If practical, assign shared equipment to one household for the duration of event.
- Household bleach is effective against COVID-19 for up to 24 hours when properly diluted. Check that the bleach is not expired and determine if it can be used on a given surface. Follow the manufacturer's instructions for application and proper ventilation. Never mix household bleach with ammonia or any other cleanser.
 - To prepare a bleach solution, mix
 - 5 tablespoons (1/3rd cup) bleach per gallon of water or
 - 4 teaspoons bleach per quart of water.

At the beginning of a Girl Scout Event

- At the beginning of event, hold a small demonstration on behaviors and precautions everyone should abide by to prevent the spread of COVID-19, including :
 - [How and when to effectively wash and sanitize hands](#)
 - [How to practice physical distancing.](#)
 - [How to stop the spread of germs](#)
 - [Coughing etiquette](#)
- Be calm and reassuring; be careful not only about what you say but how you say it.
- If you do not know the answer to a question, say so. Do not speculate. Find answers by visiting the [Centers for Disease Control and Prevention](#) website.
- Talk about what you are doing to protect participants from getting sick.
- Direct questions you cannot answer and/or fears you cannot ease to the council or the designated staff member(s) responsible.

In the Event of Potential Exposure

- In the event of a positive COVID-19 test, please contact Kelley Young, CFAO at kyoung@gsofsi.org or 618-307-3604. All information will be treated confidentially and only shared with those on a need to know basis. A council staff member and NOT volunteers, will be responsible for
 - Confirming the individual's exposure or positive test for COVID-19
 - Contacting the parents of anyone who may have been exposed (or other volunteers)
 - Notifying a facility or homeowner where a troop has met
 - Alerting the state department of health
- Let other volunteers know that **council staff, NOT volunteers, will notify parents and others** about a positive test result and that the **tester's identity is confidential**.
- Remember that girl and volunteer health information is private and strictly confidential and should be only shared on a need to know basis with a council staff member.

What are Girl Scouts of Southern Illinois Staff Doing?

- Limiting the number of staff in the corporate office to 10.
- Requiring everyone in the Service Center to wear a facemask.
- Requiring staff to complete a COVID-19 symptom screening prior to coming to the office or attending an event/program.
- All personal workspaces and communal spaces are wiped with disinfectant wipes or cleaner at the end of the day.
- Conducting in-person temperature checks for employees who enter the workplace to verify no presence of COVID-19 symptoms.
- No external visitors to enter corporate office.
- If an employee does contract COVID-19, the employee will be required to quarantine at home for a minimum of 14 days after the onset of symptoms and can be released after feverless and feeling

well (without fever-reducing medication) for at least 72 hours OR has 2 negative COVID-19 tests in a row, with testing done at least 24 hours apart.

- If an employee is identified as being COVID-19 positive through testing, we will have the service center cleaned and disinfected by a professional cleaning service in compliance with the Centers of Disease Control and Prevention guidelines.
- Where appropriate, notify those who have been exposed.
- Any employee who has had close contact with co-worker or any other person who is diagnosed with COVID-19 will quarantine for 14 days after the last/most recent contact with the infectious individual and should seek a COVID-19 test at a state or local government testing center, healthcare center or other testing locations.
- All other employees will be on alert for symptoms of fever, cough or shortness of breath and taking temperature if symptoms develop.
- Prepare and distribute policy guidelines allowing staff to familiarize themselves with the material.

Participant and Spectator Log

Event: _____ **Date:** _____

Location: _____

Troop Leader Name: _____ **Troop Number:** _____

Due to COVID-19 the following guidelines must be followed:

- An event/activity must not be more than 10 people, total.
- Girl and Adult ratios must followed.
- A Participant and Spectator Log must be completed at every Girl Scout event/activity.
- Troop Leaders must keep a copy of Participant and Spector Log for a minimum of 15 days *after* the event.

To maintain social distancing and not share equipment, the event/activity organizer should designate one adult to collect the names of all participant and spectators at the event/activity.

First and Last Name	Registered Girl Participant	Registered Adult Participant	Spectator
Daisy May	X		
Juliette Lowe		X	
Jane May			X