

TROOP & SERVICE UNIT LEADER CHECKLIST FOR HOSTING IN-PERSON MEETINGS

This checklist is designed to walk you through deciding if and how you can host in-person troop or service unit meetings or activities while following all applicable health and safety guidelines, using the [California Blueprint for a Safer Economy](#), effective 8/31/2020.

Our goal as Girl Scouts is to model leadership by reducing community transmission of COVID-19 to ensure schools may open and/or remain open.

- ▶ The [California Blueprint for a Safer Economy](#) assigns counties to one of four colored County Risk Levels: **Purple**, **Red**, **Orange** and **Yellow**. California releases any changes to counties' assigned Risk Levels weekly on Tuesdays. To determine your county's Risk Level, go to the [California Blueprint for a Safer Economy](#) and type in your county's name.
- ▶ Girl Scouts in counties in **Orange** or **Yellow** Risk Levels are approved to host multi-household, in-person Girl Scouts meetings or activities outdoors, with appropriate COVID-19 precautions in place.
- ▶ Girl Scouts in counties in **Red** or **Purple** Risk Levels are not approved for multi-household meetings or activities in person.
- ▶ Girl Scouts in counties that the state moves from **Orange** down to **Red** or **Purple** Risk Level must immediately cancel all in-person Girl Scout activities. They may not meet in-person until the county returns to **Orange** Risk Level.
- ▶ **Multi-household** is a meeting or activity that would bring together in person girls and/or adults who do not live together.
- ▶ **Individual Household** is a single household of people who have been social distancing together that participate in an approved, controlled GSNorCal activity.

County Risk Level	Multi-Household: Troop	Multi-Household: Service Unit	Individual Household (e.g. Family Days at Camp)
Widespread Many non-essential indoor business operations are closed	• Virtual only	• Virtual only	• Virtual • In-person Outdoors
Substantial Some non-essential indoor business operations are closed	• Virtual only	• Virtual only	• Virtual only • In-person Outdoors
Moderate Some indoor business operations are open with modification	• Virtual • In-person Outdoors	• Virtual • In-person Outdoors	• Virtual • In-person Outdoors
Minimal Most indoor business operations are open with modifications	• Virtual • In-person Outdoors	• Virtual • In person Outdoors	• Virtual • In-person Outdoors

GSNorCal **COVID-19 Guidelines** below apply to all in-person activities, whether multi-household or individual household. In making your decisions, keep in mind the following key priorities:

- ▶ Protect personal health of all girls and adults
- ▶ Reduce community spread of COVID-19
- ▶ Get and keep schools re-opened for in-person instruction
- ▶ Ensure Girl Scouts are leaders who do the right thing to contribute to health and safety for their communities

What can I do to help my county reach a lower tier?

- ▶ Wear a mask in public.
- ▶ Wash your hands regularly.
- ▶ Keep at least six feet of physical distance when in public.
- ▶ Limit mixing with people you don't live with.

COVID-19 GUIDELINES FOR TROOPS & SERVICE UNITS ELIGIBLE FOR IN-PERSON GIRL SCOUTS

Before the In-Person Meeting

- Up to and including on the day of your planned meeting, confirm that your county remains in **Yellow** or **Orange** Risk Level as shown on the [California Blueprint for a Safer Economy](#). If your county is moved to **Red** or **Purple** Risk Level on the county map, you must cancel or move the meeting to virtual
- Review and comply with all applicable county or local health and safety restrictions or guidelines regarding in-person activities for youth and/or adults, which may include limits on the type or number of activities, time or number of participants. Note that in many cases counties and local governments have issued requirements that are more restrictive than the state.
- Do not plan an in-person meeting if a specific school any troop member attends is shut-down for in-person classes due to risk of COVID (such as with a school outbreak). In the case of a school shut down, that troop may not host in-person meetings until all schools attended by troop members have been re-opened for in-person instruction successfully for at least two weeks.
- Any in-person Girl Scouts must happen outdoors. No indoor in-person Girl Scouts is allowed at this time.
 - ▶ GSNorCal recommends against meeting at private homes to avoid creating a greater risk of exposure to other family members
 - ▶ Follow all [Safety-Wise requirements](#) in selecting any meeting place
- Determine total maximum number of attendees from separate households who may meet in person per your county guidelines. If your troop/group exceeds this total, plan to divide the group into patrols or smaller groups to meet separately for in-person meeting, alternating meeting virtually with large group. If your county does not provide guidelines, then group size must be equal to or less than the California maximum group size for cohorts for children and youth in supervised settings—currently no more than 14 children or youth and no more than two supervising adults. You should always follow the MOST restrictive guidelines, if your county requires a smaller group size than the state.
- Complete all [standard GSNorCal meeting and event facility requirements](#), including [requests for COIs](#) or other meeting facility and insurance approvals
- Send out meeting invitation with the following information and requirements to all girl and adult attendees:
 - ▶ No carpooling to meeting—only members from the same Individual Household may ride in a car together
 - ▶ All attendees must bring and wear their own masks for the meeting. If a girl or adult is unable to wear a facemask due to a medical condition, the in-person meeting may not take place. The leader should continue with virtual meetings or find other ways for providing Girl Scout experiences that enable all girl and adult members to participate.
 - ▶ All attendees should bring their own food and drink, unless the host will provide single-serving, packaged food and drink
 - ▶ Send all attendees the link to the [Parent/Caregiver & Volunteer COVID Participation Agreement for In-person Meetings](#). All adults and parents/guardians of girls must review and confirm they are willing to accept the risks of COVID from participating in-person at the meeting
 - ▶ Explain the contingency plan if changing conditions require cancellation of the in-person meeting
- Have current [Annual Permission Slip](#) or [Activity/Event Permission Form](#) and health history forms for participating [girls](#) and [adults](#)
- Consider scheduling a virtual meeting with girls and adults in advance of your first in-person meeting to review meeting requirements and expectations to minimize COVID risks

The Day Before the Meeting

- Send meeting reminder and include the link to the [Parent/Caregiver & Volunteer Participation Agreement for In-person Meetings](#). Remind attendees that they should not attend if:
 - ▶ They are or have been exhibiting signs of illness (such as fever, coughing, sneezing)
 - ▶ They or someone in their household have been recently exposed, or notified directly that they may have been exposed, within previous two weeks, or have been diagnosed with COVID and they are not yet cleared as non-contagious
- Prepare and bring to the meeting a COVID health and safety kit with the following supplies:
 - ▶ Extra disposable facemasks in case someone forgets or damages their mask
 - ▶ Handwashing and sanitizing supplies—extra soap and paper towels for handwashing and hand sanitizer with at least 60% alcohol as a backup
 - ▶ Disinfecting supplies to sanitize all high-touch surfaces (such as meeting tables and door handles), restroom facilities and any shared equipment before use and following each use—rubber gloves, sanitizing wipes or sanitizing solution and paper towels. For information on best sanitation practices and products, review [CDC's re-opening guidance](#)
 - ▶ Trash bags
 - ▶ Consider disposable or noncontact thermometers, if available and not cost-prohibitive

During the Meeting

- All girls and adults must wear facemasks at all times, except when eating or drinking
- All attendees should maintain 6ft social distance at all times, except when safety concerns dictate closer proximity
- At start of meeting, review with all attendees COVID health and safety expectations, including wearing masks and maintaining social distance at all times, not sharing food or drink, sanitation requirements for cleaning shared equipment or restrooms after use
- Assign one adult volunteer to monitor COVID precautions during the meeting to intervene and re-direct participants as needed

After the Meeting

If you, your girl, or anyone in your household has a positive COVID-19 test following attendance at a Girl Scout meeting or event and has potentially exposed other attendees, contact GSNorCal 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 GSNorCal through Member Services at info@gsnorcal.org or by phone at 800-447-4475. If on a weekend or after business hours, please call our emergency line: 877-636-1912. GSNorCal 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 a troop has met
- ▶ 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, GSNorCal will continue to update our guidelines.

For more information on COVID-19 permitted activities and restrictions, please visit our [GSNorCal COVID-19 webpage](#). **If you have questions as you consider your options and plans, please contact GSNorCal Member Services at info@gsnorcal.org or by phone at 800-447-4475.**