



Safety Checkpoints for Hosting In-Person Meetings and Activities for Girls and Adults

Updated Oct. 8, 2020

Girl Scouts San Diego COVID-19 Guidelines

Use these guidelines to help decide if and how you can host in-person troop or service unit meetings or activities during the pandemic. The information below is based on the new, color-coded [California Blueprint for a Safer Economy](#) (effective Aug. 31, 2020). *Girl Scouts San Diego (GSSD) guidelines are subject to change without notice.* Keep up-to-date at sdgirlscouts.org/stayingconnected.

These guidelines 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 girl and adult members and staff
- Reduce community spread of COVID-19
- Help keep schools and other entities open and recovering

Our goal as Girl Scouts is to model leadership by reducing community transmission of COVID-19. California Blueprint for a Safer Economy assigns counties to one of four colored county risk levels: **Purple**, **Red**, **Orange**, and **Yellow**.

Girl Scouts in counties with **Purple** risk levels are approved for very limited activities. As the risk level decreases to **Red**, **Orange**, and **Yellow**, additional opportunities will become possible. In some instances, specific guidance has not been provided by health officials yet; these are listed as “to be determined” (TBD).

Infection Rate / Activities	Widespread Many non-essential indoor business operations are closed	Substantial Some non-essential indoor business operations are closed	Moderate Some indoor business operations are open with modification	Minimal Most indoor business operations are open with modifications
Troop activities, indoor	• Virtual only	• Virtual only	• Up to 8 girls and 2 adults from multiple households	To be determined (TBD) as county guidelines are announced
Troop activities, outdoor	• Virtual • Limited	• Virtual • Limited • Stable group	• TBD	
Overnight camping	• Not permitted	• Not permitted	• TBD	
Trips and travel	• Not permitted	• Not permitted	• TBD	
Service Unit meetings and activities	• Virtual • Limited	• Virtual • Limited	• Up to 10 total participants from multiple households	

Virtual: Activities held online.

Limited: Activities like drive-by parades, one-at-a time bridging ceremonies, distanced tree-planting, or individual award ceremonies.

Stable group: A troop, special-interest group, or Take Action patrol that gathers regularly without additional participants joining in. Up to 14 girls and 2 adults.

Outdoor activities: any outdoor activity that can be done while observing COVID safety precautions.

Service unit meetings and activities: Team or leader meetings, badge workshops, etc., where participants are not part of the same stable group.

Step 1. Determine your county's risk level

Go to covid19.ca.gov/safer-economy and type in your county's name to determine your county's current risk level. Refer to the chart above.

Step 2. Deciding whether to host an In-Person Activity

- Explore other ways to conduct the activity. Could the activity be done virtually or by individual families on their own?
- Make sure all participants are able to wear a face covering. If a girl or adult is unable to wear a face covering due to a medication condition, the in-person activity may not take place. Continue to meet virtually or find other ways to provide Girl Scout experiences that enable all girl and adult members to participate.
- Plan for outdoor activities only. Indoor activities are not permitted at this time. Have a plan for poor weather that does not rely on going indoors.
- Find an appropriate meeting place. Girl Scouts of the USA recommends against meeting at private homes in order to limit exposure to other family members.

Step 3. Check and follow GSSD instructions

- Follow all safety guidelines in [Volunteer Essentials](#).
- Follow [safety activity checkpoints](#) if they are written for your specific activity.
- Request approval at least one month in advance. If [approval](#) is required for your specific activity.
- Follow the recommendations for [cohorts of children and youth in supervised settings](#). Currently, this means no more than 14 youth and no more than 2 supervising adults. Watch for changes in guidelines. You must follow the *most restrictive* guideline if information is conflicting.
- Make sure all girls' parents or guardians have given permission to participate with a Trip or Event Permission form or Annual Permission, using the Girl Health History and Annual Permission form. Make sure the form is current (dated after Sept. 30, 2020), and refers to COVID-19.
- Send meeting details to all participants. Include the following:
 - [COVID Girl and Adult Participation Guidance and Waiver](#)--ask parents/guardians to sign the waiver.
 - No carpooling to the meeting place. Only members from the same household may ride together.
 - All attendees must bring and wear their own face covering.
 - All attendees should bring their own food and drink, unless the host will provide single-serving, packaged food and drink. Maintain social distance while eating or drinking. Remove face coverings as briefly as possible.
 - Information on contingency plans. Consider poor weather, changing pandemic conditions, or a local outbreak. Any of these may require cancellation.

Step 4. The Day Before the Activity

- Confirm your county's colored tier, as shown on the [California Blueprint for a Safer Economy](#). If your county has moved to a more restricted level, you may need to cancel or hold a virtual meeting or event instead.
- If a troop member's school or school cohort is shut-down for in-person classes due to risk of COVID (such as with a school outbreak), you must cancel or move the meeting to virtual. In the case of a school shut down, that troop may not host in-person meetings until all schools attended by troop members have successfully re-opened for in-person instruction for at least two weeks.
- Send a meeting reminder. Include the link to the [Guidance and Waiver](#) so the information is handy. 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 has been recently exposed or notified that they may have been exposed, within the previous two weeks.
 - They or someone in their household has been diagnosed with COVID and they are not yet cleared as non-contagious.

Step 5. On the day of the activity

- Collect Participation Waivers if you have not done so already (see page three of the [Guidance and Waiver](#))
- Bring a COVID health and safety kit with the following supplies:
 - Extra disposable face masks in case a mask is forgotten or damaged.
 - Handwashing and sanitizing supplies—extra soap and paper towels for handwashing and hand sanitizer with at least 60 percent alcohol as a backup.
 - Disinfecting supplies such as 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.
- Before and after use, disinfect all high-touch surfaces, including meeting tables, door handles, restroom facilities, and any shared equipment.
- Ensure that a person trained in first aid and CPR is on hand.
- Bring a first aid kit with adequate protective equipment. First aid practices are designed to protect victims and first aiders from bloodborne pathogens, such as viruses. A first aider’s duty to care for our girls in an emergency and the steps to perform first aid remain constant. Since COVID is prevalent, however, plan for additional layers of protection between the victim and first aider. The [suggested items for your troop first aid kit](#) now include face shields and HEPA CPR masks.
- At the start of the meeting, review COVID health and safety expectations with the group:
 - Wear masks at all times, except when actively eating or drinking.
 - Maintain social distance. Help girls understand a six-foot distance, by using masking tape where they should sit, pool noodles between them, or by marking off areas they should not use.
 - Do not share food or drink.
 - Follow sanitation/hand-washing requirements. Help girls understand how to properly wash their hands and use shared facilities like restrooms.
 - Be sure that all adults are monitoring COVID precautions during the meeting. Ask them to intervene and re-direct participants as needed.

Step 6. After the Activity

Evaluate the success of the day. Did safety plans work well? Did girls have enough discipline to follow important directions? Did they have fun? Did adults work well together? Use your reflections to inform future decisions.

Let families know:

- If you or your girl has tested positive for COVID-19 test after attending a Girl Scout meeting or event and has potentially exposed other attendees, contact GSSD staff immediately. In order to protect health, safety, and privacy, our staff will communicate with the parents or other troop members.. Please notify accidentreporting@sdgirlscouts.org or call 619-298-8391.
- If on a weekend or after business hours, please call our emergency line: 800-643-4798. Press two when prompted.
- GSSD staff will be responsible for next steps, including contacting the health department and ensuring other participants are notified of exposure, as required. Please do not share personal health information with others.

For more information on COVID-19 safety and Girl Scouts, please visit our [Staying Connected](#) page.

If you have questions as you consider your options and plans, please contact GSSD at customercare@sdgirlscouts.org or 619-298-8391.