



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

Updated March 3, 2021

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. Girl Scouts San Diego (GSSD) *guidelines are subject to change without notice*. Keep up-to-date at sdgirlscouts.org/stayingconnected.

These mandatory guidelines apply to all in-person activities. In making your decisions, keep in mind the following key priorities:

- Protect personal health of all girl and adult members and staff
- Help keep schools and other entities open and recovering
- Modeling leadership by reducing community transmission of COVID-19

The information below is based on the color-coded [California Blueprint for a Safer Economy](#). The blueprint assigns counties to one of four colored county risk levels: **Purple**, **Red**, **Orange**, and **Yellow**, based on weekly statistics. The guidance also takes GSUSA, county, and federal directives into consideration.

As the risk level decreases from **Purple** 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). This document will be updated as new information is provided.

Infection Rate	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
Activities				
Troop activities, indoor	• Virtual only	• Virtual only	• TBD	• TBD
Troop activities, outdoor	• Virtual • Limited (individual) • Cohorts/Stable group	• Virtual • Limited (individual) • Cohorts/Stable group	• TBD	
Overnight camping	• Not permitted	• TBD		
Trips and travel	• Not permitted	• TBD		
Service Unit meetings and activities	• Virtual • Limited (individual)	• Virtual • Limited (individual)	• Up to 10 total participants from multiple households	
Cookie Program Learn more	• Door to door marketing (contactless) • Standabouts • Booths	• Door to door transacting • Standabouts • Booths	• Door to door transacting • Standabouts • Booths	• TBD

Virtual: Activities held online.

Limited (individual): Activities like car parades, one-at-a time bridging ceremonies, or individual award ceremonies. In these activities, girls participate individually or with household members only. Hosts and site volunteers must remain minimal, and strictly follow distancing protocols.

Cohort/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 (or other combination, not more than 16 individuals). Keep the number of adults as low as possible.

Outdoor activities: any outdoor activity that can be done while observing COVID-19 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. Follow any stay-at-home orders that are in effect for your county or region.

Step 2. Decide 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 willing and able to participate, due to health or home circumstances. Decide how to be most inclusive. Hybrid meetings (where some join virtually) or alternating virtual/in-person meetings should be considered.
- Plan for outdoor activities only. Indoor activities are not permitted during Purple or Red tiers. Spaces that are open on at least three sides can be considered "outdoor." 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. In some areas, however, public spaces are not available. If you must host in a home's backyard or driveway, [request an exception](#) in advance.

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](#). At time of printing, this means no more than 14 youth and 2 supervising adults (no more than 16 individuals total; always have at least 2 qualified adults). Groups should be as small as possible, and not interact with other cohorts. Watch for changes in county 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. Find the form here in [English](#) and [Spanish](#).
- Send meeting details to all participants. Include the following:
 - [COVID-19 Girl and Adult Participation Guidance and Waiver](#)--ask parents/guardians to sign the waiver.
 - Avoid carpooling to the meeting place. Only members from the same household should ride together. If any girl *absolutely must* ride with another household, be sure all wear masks, sit as far apart as possible, and keep the windows down, as risk is greater in enclosed spaces.
 - 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.
- Refer to [GSSD's Safe Reopening Plan](#) for Troops as needed.

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.
- 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 answer yes to any of these screening questions:
 - 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-19 and they are not yet

cleared as non-contagious.

Step 5. On the day of the activity

- Collect COVID-19 Participation Guidance and Waivers if you have not done so already (see page three of the [Guidance and Waiver](#))
- NEW: Ask these [screening questions](#) on arrival. You must ask the questions each time you have an activity. Keep the roster or log with answers for at least 3 months.
- Bring a COVID-19 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 cleaning and disinfecting guidance](#).
 - Trash bags.
 - 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-19 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-19 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-19 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:
 - Contact GSSD staff immediately if anyone connected to your troop (or service unit, for service unit activities) is diagnosed with COVID-19, and has potentially exposed other participants. Email accidentreporting@sdgirlscouts.org or call 619-298-8391. After business hours, press two (2) when prompted to reach our emergency line.
 - Do not share health information with others. Council staff will notify those potentially exposed in a manner consistent with healthcare privacy laws, in conjunction with county contact tracers.

For more information on COVID-19 safety and Girl Scouts, please visit sdgirlscouts.org/stayingconnected. If you have questions as you consider your options and plans, please contact GSSD at customercare@sdgirlscouts.org or 619-298-8391.