

# Troop Meeting Guidelines

Updated September 4, 2020

*These guidelines are to be followed by all members of GSCCC. They are and will be in effect through Saturday, October 31, 2020. Our preferred method of meeting is virtual, however, we understand that some troops would like to meet in-person. Outdoor in-person activities and meetings may begin following the guidelines below. Please read the document in its entirety.*

Social distancing and gathering requirements must be followed along with wearing face masks indoors. Must follow state guidelines.

Caregiver permission slips MUST be filled out each time the troop meets for a troop meeting or day trip. Caregiver permission slips are available on [gsccl.org](http://gsccl.org) on the Forms [webpage](#).

## **In-person Troop Meetings (Outdoors)**

Effective immediately regular troop meetings are permitted if they are being held in the outdoors. If your meeting space does not have outdoor accommodations and you are seeking a new location, please contact your volunteer support team member.

**Troop Meetings in Backyards.** Indoor troop meetings in homes are not allowed out of concern that there would be greater risk of exposure to other family members. However, we will temporarily allow use of personal home outdoor settings (backyards) as a meeting space.

If having outdoor meetings at a home, the following are required:

- The home must be the residence of a registered, background checked, and Council-approved volunteer.
- Girls may not meet in a home where a registered sex offender resides.
- Non-registered and background checked household members are not permitted to interact with the girls at any time.
- Leaders or a parent must personally accompany a girl in the home to use the restroom or other emergency reasons.
- Please consider any personal homeowner insurance implications. The homeowner should ask their homeowner's insurance carrier if there are any insurance exclusions regarding holding troop meetings at the home, in the event an accident or injury occurs.
- Before meeting, troop leaders must submit proof of homeowner's liability insurance to your Council Volunteer Support Specialist.
- Animals should be secured indoors separate and away from the girl's meeting space.
- Girls are prohibited from playing on trampolines.
- Weapons must be completely out of view and stored in a locked space.
- Medication, dangerous cleaning products, or any poisonous substance must be stored in a secure space out of sight, preferably locked.
- Meetings are **ONLY PERMITTED OUTDOORS.**

## **Troop Day Trips (Outdoors)**

Effective immediately troops are permitted to take day trips that are conducted outside within the Council boundaries. The standard trip requirements and notifications apply. Review [Volunteer Essentials](#) and [Safety Activity Checkpoints](#) for guidance.

Travel and overnights are not permitted at this time. This will be in effect until further notice.

*All troops are to submit trip requests to their trip coordinator with trip details ahead of time.*

**Day trips and activities.** In conjunction with Safety Activity Checkpoints, the guidance for Troop Meetings and Hygiene and COVID-19 Risk Mitigation in this interim guidance should be used for day trips and special activities. Call ahead to the facility or vendor to confirm that they are following CDC and state health department guidelines. If activity or sporting equipment is being provided, ask the provider if they wipe down equipment in between uses, similar to wipe downs in between uses for equipment at the gym. Make whatever appropriate accommodations that are necessary. For example, bring extra sanitizer or disinfectant wipes if none will be provided for public use at the activity location.

**Restrooms.** Be very careful in public restrooms. Most public restrooms will regulate the number of people using the restroom at the same time, depending on the size. If there is no regulator or signage, have volunteers ensure girls take appropriate turns to maintain social distancing and that they wear their masks in the restrooms. It is ideal to have automatic flushers and sensory faucets to wash hands. If these are not available, girls and adults should get in the habit of using tissue or paper towels to open doors and latches, touching as little as possible. If the restroom is large, have girls use every other stall and avoid using stalls with a person in the stall next to them at the same time. Restrooms and toilets are fraught with germs normally, and more so now considering the contagion of coronavirus.

## **Personal Contact**

Hugs, handshakes, “high-fives,” and even activities like the friendship circle can transmit COVID-19 from person to person. Create a safe way for girls and volunteers to greet and end meetings instead (like tapping elbows). *Note: Use culturally appropriate messages, materials, and resources.*

## **Troop Spending**

All families may not be ready to have their daughters meet with the troop in-person. The ideal troop experience during these times would be to have some virtual opportunities. When planning a day trip you make sure to determine if the majority of girls are able to attend the event. All girls worked really hard to sell cookies and we want all to enjoy the outings that had been previously cancelled.

## **First Aid Supplies**

Troop first aid supplies should include COVID-19 prevention items including hand sanitizer (at least 60% alcohol), tissues, disposable facemasks, and disinfectants. Trash baskets or bags

should be supplied for meeting and activity spaces, if not already available. Disposable or no-contact thermometers may be added to supplies if available and not cost-prohibitive.

## **Transportation**

Individual parents drop off and pick up their own girls from meetings. Carpooling and public transportation should be avoided to maintain social distancing.

## **Hygiene and COVID-19 Risk Mitigation**

*COVID-19 is an extremely contagious virus that spreads easily in the community. Take all reasonable precautions to limit potential exposure for girls, volunteers and families.*

The COVID-19 pandemic continues to change as infection rates rise and fall in different areas. There may be regional differences or developments since this guidance was published. Continue to follow local and [national](#) directives. Discuss plans with families.

Follow the [resources developed by credible public health sources such as CDC](#) or your local public health department. Share these with girls and volunteers and ensure that they are practiced during meetings and activities. Place signs in the meeting or activity space to remind girls and volunteers to engage in [everyday preventive actions](#) to help prevent the spread of COVID-19.

Signs should include:

- Stay home if you are sick.
- Cough and sneeze into a tissue, throw the tissue in the trash, and wash or sanitize your hands.
- Wash your hands often with soap and water for at least 20 seconds, especially after going to the bathroom, before eating, and after blowing your nose, coughing or sneezing. If soap and water are not available, use a hand sanitizer that contains at least 60% alcohol.
- Avoid touching your eyes, nose and mouth. Wash hands if you do touch.
- Volunteers, girls and parents should be reminded to make sure temperatures are taken prior to group interaction to confirm the individual is not running a fever and temperature is a normal 98.6 degrees Fahrenheit. Members with fever or temperature higher than 98.6 should skip the in-person gathering until their temperature is normal.

## **Reporting and Communicating a Positive COVID-19 Test**

In the event of a COVID-19 positive test result, DO NOT contact the parents or troop members. Promptly contact the Council in this situation.

**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. **Please call GSCCC staff on emergency number 757-560-4110.**

A **Council staff member** and NOT volunteers, will be responsible for:

- Confirming and tracing the positive tester,
- Contacting the parents of anyone who may have been exposed (or other volunteers),

- Notifying a facility or homeowner where a troop has met, and
- Alerting the state department of health.