



## Returning to In-Person Troop Meetings and Activities Interim COVID-19 Guidance for Volunteers *Edition Date: 04/01/2021*

Girl Scouts' number one priority is the safety and well-being of our members and the families and communities we serve. GSUSA has provided this COVID-19 safety and health guidance for volunteers, recognizing that the timing and degree of resuming in-person troop meetings, activities and programs will change as the risk of exposure changes and also vary from state to state and even from county to county in certain regions. This guidance is intended to be used by volunteers in conjunction with Safety Activity Checkpoints and according to New York, Pennsylvania and local COVID-19 circumstances which change in response to risk factors. You must continue to monitor local and federal guidelines and other resources indicated below such as the Centers for Disease Control (CDC). GSNYPENN may modify this guidance from time to time.

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 real-time local and national directives. Discuss plans with families.

COVID-19 risk is fluid. States or counties may experience subsequent closures after an initial re-opening phase depending on the level of risk and scope of coronavirus spread. Accordingly, the guidance provided here does not supersede more recent government guidance or restrictions. When a county or town issues a "Stay at Home" initiative, members in that area are expected to suspend their in-person Girl Scout activities for that time as part of their civic responsibility. Council staff will be checking regularly for changes to reopening guidelines that apply in their communities with careful adherence to the phases of reopening or closures or additional restrictions as mandated in your council's state and its local jurisdiction. With respect to implementing COVID-19 specific precautions for re-opening and resuming in-person activities and events, GSNYPENN will benchmark with other councils. Another benchmark we consider is the health and safety protocols that are practiced in local public schools.

Current directives include:

- Avoid close contact. Put distance (6 feet) between yourself and others.
- Cover your mouth and nose with a face cover when around others. Everyone should wear a cloth face cover. The cloth is not a substitute for social distancing.
- Routinely clean and disinfect all surfaces and objects that are frequently touched.
- Monitor your health.
- Cover coughs and sneezes.
- Wash hands often.

This document is dedicated to pandemic and COVID-19 health and safety guidance for Girl Scout volunteers. The guidance which follows is separated into four categories:

- Troop Meetings

- Activities and Programs
- (Best or Business) Practices
- Reporting a Contact/Incident

### Troop Meetings

**Troop Meeting Size.** The current suggested maximum is 25% of the maximum occupancy or 25 people, whichever is less (including both girls and adults). However, check your local restrictions for small gatherings. If more restrictive, follow the local restriction. Restrictions vary greatly from state to state, county to county, and even from town to town—and can frequently change. If a state allows more than 25 people to gather, utilize all social distancing practices and follow all preventative guidance (such as wearing face coverings). Get clearance from GSNYPENN before planning any gatherings of more than 10 people.

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 (see below)
- Gather in smaller groups—such as age-level groups, patrols or groups of girls with a particular badge they'd like to work on

**Large Gatherings.** If your jurisdiction permits larger gatherings, confirm the number of people that are permitted and allow for proper girl-to-adult ratios. It is strongly recommended to meet outdoors as opposed to indoors, and only when social distancing can be maintained. For more people or large gatherings, when the time is safely appropriate, follow CDC guidelines for Large Gatherings and Community Events.

- NY and PA have made changes allowing for larger indoor and outdoor gathering sizes.
- Effective Thursday, April 1, 2021, GSNYPENN will increase indoor gatherings to 25% space capacity or a maximum of 25 people, whichever is smaller, and outdoor gatherings of up to 50 people maximum as long as space allows for proper social distancing. All other guidelines must continue to be followed.

Obtain pre-approval from council before planning any gatherings of more than 10 people. For larger group gatherings, greater than 10 people, we will consider the safety plan and the norms in the local region when approving.

Answers to the following questions will help guide this decision:

- Has a successful final phase of re-opening been completed? (several weeks after)
- Do state and local laws permit larger gatherings? How many people are permitted?
- Have schools been re-opened for in-person classes?
- Is the event indoors or outdoors? (Outdoors is safer than indoors provided social distancing is maintained; indoor spaces must allow for distancing and be within capacity guidelines.)
- Can social distancing be maintained?

Always follow CDC and all GSUSA guidance available in this document on large in-person gatherings and/or hosting council events.

**Troop Meeting Space.** Outdoor spaces where social distancing can be maintained are strongly recommended for meetings when the weather permits. Get advance permission from the council and property owner or the jurisdiction that provides the location.

For meetings held at public 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/soap dispensers are available in the restroom (sensory or manual)?

Then, consider whether you can supplement any less-than-ideal practices. For example, if you will arrive after another user group, plan to bring sanitizing wipes 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.

Meetings may not be held in fitness centers or gyms where a greater risk for contracting the virus may exist.

**Troop Meetings at Home.** At this time GSNYPENN will not approve meetings inside a place of residence.

**Backyard Meetings.** For back and front yard meetings, make sure that the grounds are completely safe for children. For example, pools must be fenced or otherwise safely sectioned off. The same goes for any equipment or tools or recreational apparatus that is deemed unsafe for girls such as outdoor trampolines. Make sure that pets are kept separate from the girls' meeting space. Ensure that both the troop leader and co-leader can see girls and monitor their whereabouts at all times. Maintain the use of the buddy system for errands or bathroom breaks. If the property is large, ensure that the meeting space is kept distinctly separate from non-members. "Backyard" meetings must be pre-approved by council.

To assist with the Home Safety Checklist, safety checkpoint considerations include:

- The home must be the home of registered, background checked, council-approved volunteer.
- Girls may not meet at a property where a registered sex offender lives.
- GSNYPENN requires background checks for all adults living at the premises.
- The troop needs to be able to focus without disruptions from other household members.
- Animals should be kept in a place that is separate from the meeting space.
- Homeowners should 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.

- 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 must be held outdoors, in the back or front yard of the home (this is a COVID-19 specific precaution).
- Ensure that the Hygiene and Risk Mitigation and all other guidance in this document are followed (this is a COVID-19 specific precaution).

**Troop Meetings on Council Premises.** Since regular troop meeting spaces may not be available, beginning October 15, 2020, GSNYPENN began taking reservations for troops and Service Units to use council properties. All safety guidelines must be carefully adhered to in accordance with CDC, state, local health authorities and as outlined in this document. Troop meetings on council premises, as with normal Girl Scout programs, should abide with Safety Activity Checkpoints in terms of two unrelated adult volunteers, adult-to-girl ratios, etc. Especially for troop meetings indoors, taking temperatures prior to attendance may not always be possible—but it is certainly ideal. A signed [Annual Permission/Health Form](#) for each member is essential; it asks the signer to attest to very specific COVID-19-related health factors such as being symptom-free and risks of contagion from a COVID-19 positive person within 14 days of the event. Meetings on council premises will require completion of our visitor logs and cleaning checklist.

Effective Thursday, April 1, 2021, we will increase indoor capacity in our rentable spaces to 25% space capacity or a maximum of 25 people, whichever is smaller. Outdoor spaces are up to 50 people maximum as long as space allows for proper social distancing. Visit [Doubleknot](#) and select Property Reservation.

At this time, our rentable spaces remain unavailable for non-family group overnight reservations. This status may change as more information on our permitting comes from NYS Department of Health. We will update as soon as we have further information to share.

**Virtual Meetings.** Meeting options may need to be flexible based on the fluid nature of COVID-19 risk. Troops that are able to run online meetings as needed (or wanted) should do so. GSUSA recommends maintaining a virtual to in-person ratio of at least 20/80, which means to maintain virtual troop meetings at least 20% of the time to keep tech skills and virtual meeting habits fresh. Use the Safety Activity Checkpoints for Virtual Meetings to guide your meeting plans at Virtual Troop Meetings. As with in-person meetings, all virtual meetings with girls should have at least two unrelated adults in attendance.

We offer a short Going Virtual series to help leaders. Other helpful resources can be found at [Girl Scouting at Home](#).

[We are offering discounted access to gsZoom licenses. To opt-in or learn more, click here.](#)

### [Activities/ Programs](#)

**Day Trips and Activities.** Until further notice, seek prior approval by completing the Troop/Group Activity Application for all day trips and activities outside the standard troop meeting day, time or location. In conjunction with Safety Activity Checkpoints, follow the same guidance as Troop Meetings and Hygiene and COVID-19 Risk Mitigation in this document. 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 supplies/equipment in between uses, similar to equipment at the gym. Make necessary and appropriate accommodations. For example, bring extra sanitizer or disinfectant wipes if none will be provided for public use at the activity location.

**Travel and overnight stay.** The timeframe for resuming travel will vary from state to state and even from county to county in some cases. As always, regardless of COVID-19 restrictions, volunteers must follow guidance in Safety Activity Checkpoints. For the foreseeable future, volunteers must seek council prior approval before planning any overnight activities and continue to practice the Hygiene and COVID-19 Risk Mitigation guidance outlined in this document.

GSNYPENN will cautiously integrate overnight travel back into Girl Scout programs, when the time is right. Reach out to local staff for guidance and assistance and recognize that the COVID-19 risk is fluid, it can and will change and contingencies for re-scheduling or pivoting to virtual should always be considered.

It is important to note that even if a state or county does not have current restrictions on “travel,” it still may have restrictions relating to the number of people who can gather, the number of households that can be present in each gathering or other restrictions that would apply to group travel as opposed to individual or family travel.

Although travel plans are often arranged several months in advance, recognize that the COVID-19 risk is fluid; it can and will change, and contingencies should be planned ahead of time for re-scheduling, cancelling or pivoting to a virtual activity. For all planned trips, create a timeline and identify a drop-dead date when decisions must be made about whether or not to move forward with the planned trip, based primarily on the safety of our girls, along with financial commitment deadlines and/or other factors. You should also consider purchasing travel insurance but be sure to read all fine print and ask questions to ensure COVID or pandemic-related cancellation is covered; it is often excluded.

When making decisions about whether or not to approve troop travel or proceed with planned council-organized travel, GSNYPENN staff will use all current health and safety guidance available in your jurisdiction as well as for the destination jurisdiction to ensure the safety of girls. You can access a summary of restrictions by state [here](#). Also, check all guidance provided by the [CDC specific to travel](#), and, for international travel, check U.S. Department of State Travel Advisories. Be sure to check the CDC and Department of State advice with respect to U.S. or international travel.

For planned international travel, continue to monitor all guidance from the CDC and Department of State. You can register a planned [trip](#) with the Department of State to receive updates when advisories change. You can also check COVID-19 trends over time for select countries by checking the Council on International Educational Exchange’s (CIEE) [Health Risk Index Report](#).

Once travel becomes possible again, travel approvals must be considered on a case-by-case basis, factoring in the risk associated with the specific type of travel being requested. For example, a troop might request to proceed with a camping trip, with girls and parents of separate households traveling separately, and sleeping and cooking in separate areas. For this type of trip, social distancing is possible, and masks can be worn at all times other than when eating, and eating is occurring only within the family unit. But, as with all in-person activities, all

mitigation guidance outlined here should be implemented; for example, follow the guidance in the section for Volunteer Awareness and for Pre-screening and Symptoms Check.

Always implement modifications to travel plans that make social distancing practicable; for example, as mentioned above, travelers from separate households practicing social distancing. Again, sustained contact within less than six (6) feet for longer than ten (10) minutes within an enclosed area creates high-risk for virus transmission. For travel that includes girls and adults from multiple households who must be in close proximity (e.g., sharing transportation or accommodations), consider guidance related to resident camp programs. See the American Camp Association Resource Center for Camps which includes a [Field Guide for Camps](#). Strategies to mitigate COVID-19 risk may include breaking the group up into smaller cohorts or instituting pre-trip quarantine and testing requirements, in addition to pre-screening and symptoms checks, which should take place before all in-person activities.

Check the [CDC Domestic Travel Guidance](#) details about various types of travel, risk factors, and steps to mitigate risk. Another additional resource to examine is the [Educator Travel Toolkit](#) created by the Student Youth Travel Organization (although this resource was created for trips planned with a tour provider, the suggestions are more broadly applicable.) Recommendations from this guide include: consider purchasing travel insurance (be sure to understand if the policy has COVID-19 or pandemic exclusions); plan to bring 1-2 adults beyond the ratio-required number of adults and to pre-book an extra accommodation space, in case it is necessary to isolate a traveler from the rest of the group.

See the Additional Resources located at the bottom of this document for travel-related resources in addition to Safety Activity Checkpoints. Before implementing GSUSA guidance, first and foremost, always verify and stay in compliance with federal, state and local governmental health authority guidance or restrictions

**Transportation (Carpooling).** It is imperative to take all safety precautions when girls are traveling in motor vehicles. Coronavirus transmission risk is high when people are in close proximity, less than six (6) feet apart. The risk increases when people are in a closed-in area or indoors for longer than ten (10) minutes. When transporting girls, always space out the girls to avoid crowding, have girls wear a mask and keep the windows partially open to provide ventilation. Make sure parents are aware ahead of time if girls will be in a car together. Always, for every in-person event, meeting, or transportation arrangement, conduct the prescreening process to ensure that coronavirus does not touch Girl Scout gatherings. Individual parent drop-offs and pick-ups are ideal. Public transportation should be avoided and not encouraged.

Remember:

- Girls and adults should wear masks when inside of a motor vehicle
- Keep car window opened, at least partially, to circulate fresh air
- Consider the personal situation of your girls:
  - Do they live with an immune-compromised person that they can put at risk? If so, perhaps make other accommodations for her with her parents.
  - Prescreen all passengers
    - Have the families been isolating, and free from contagion? If so, the troop may essentially be a safe bubble.

Again, sustained contact within less than six (6) feet for longer than ten (10) minutes within an enclosed area creates high risk for virus transmission, so be very careful with carpool decisions.

CDC guidance for rideshares and drivers for hire may be helpful as an additional reference when evaluating motor vehicle transportation or car-pooling: Ride [Shares](#) and Drivers for Hire

**Public Transportation.** Public transportation should be avoided whenever possible as large groups of people, indoors, for longer than ten minutes are typical of most public transportation which increases transmission risk. Also, maintaining six (6) feet of social distance is often difficult or impossible with public transportation. However, when public transportation cannot be avoided, and your council has vetted and approved public transportation then your council may approve it but only after verifying specific safety guidelines for public transportation circumstances:

- Avoid peak hours
- Allow extra time to wait and avoid crowded buses or subway cars or capacity restrictions
- Space out girls to avoid crowding (but keep to the buddy system)
- Consider grade level, age and maturity level of girls
- Always wear a mask
- Obtain parental or legal guardian permission, make sure they are aware
- Clean hands before and after public transportation travel

**Cookie Booths.** For in-person cookie sales, always opt for outside booths whenever possible. Also think about the structure of booths. Consider building in a protective barrier to act as a sneeze guard and help to prevent girls and customers from breathing the same air before it can circulate. Try to create contact-free ways to accept payments, especially cash, while maintaining a safe distance. Also consider operating cookie tables vertically instead of horizontally to ensure a greater distance is kept between girls and customers. Reach tools can be used to hand off cookies to customers. Remember that first aid, personal protective equipment and disinfectant should be in supply and easily accessible.

### **Business & Practices**

**Volunteer Awareness.** COVID-19 is an extremely contagious virus that spreads easily in the community. Volunteers must take all reasonable precautions to limit potential exposure for girls, themselves and families. GSNYPENN provides these guidelines to promote awareness, preparedness, health and community service. It is an important time to be a great Girl Scout and demonstrate Girl Scout values. Since the COVID-19 pandemic continues to change as infection rates rise and fall in different areas, there may be regional differences or developments that occur after this edition is provided. Continue to follow real-time local and national directives. Discuss plans with families.

**Pre-Screening and Symptoms Check.** Prior to in-person troop meetings and activities, all participants should be screened to ensure they are healthy and that they have had 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. At this time, GSNYPENN is implementing a self-reported screening process and expects volunteers and staff to retain an attendee screening log of responses for a minimum of 30 days.

Volunteers and council staff that are planning events should complete the pre-screening and symptoms check step prior to each in-person gathering. The purpose of the log is to implement and demonstrate this important safety step. If an attendee answers a question that would

indicate a likelihood or a known possibility that they could be a carrier of the virus, they should be asked not to attend the gathering.

Finally, please be sensitive to the fact that girls and adults may be experiencing symptoms that are similar but completely unrelated to COVID-19 and not contagious at all such as menstrual body aches or headaches or allergies or a pre-existing condition. Likewise, some adults and students are required to have random or regular COVID-19 testing for school or work. The goal is to keep the meeting safe from contagion and do the very best to ensure our girls and volunteers are educated and healthy, not to make it unnecessarily difficult or uncomfortable for girls to gather safely.

Note: The CDC defines “close contact” as follows:

- You were within six (6) feet of someone who has COVID-19 for a total of fifteen (15) minutes or more
- You provided care at home to someone who is sick with COVID-19
- You had direct physical contact with the person (hugged or kissed them)
- You shared eating or drinking utensils
- They sneezed, coughed or somehow got respiratory droplets on you

**Hygiene and COVID-19 Risk Mitigation.** Follow the resources developed by credible public health sources such as the 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 twenty (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 before group interaction to confirm the individual is not running a fever and temperature is a normal 98.6 degrees. Members with fever or temperature higher than 98.6 should skip the in-person gathering until their temperature is normal.

Council has created a set of predesigned signs for your use.

**Personal Contact.** 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, culturally appropriate, way for girls and volunteers to greet and end meetings instead (like tapping elbows or “foot fives”).

**Singing.** If you normally close your meetings with a song, make certain girls and adults are all wearing masks. Singing and shouting both project germs farther than talking. Maintain distancing and ask your girls to either hum their closing song, or sing quietly, and always, of course, with their masks on.



**First Aid Supplies.** Troop first aid supplies should include COVID-19 prevention items including hand sanitizer (at least 60% alcohol), hydrogen peroxide wipes, tissues, disposable face masks, and disinfectants. 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.

**First Aid/CPR Training.** Keep skills up-to-date for any emergency. Talk to council staff about alternative methods of training that may be available during this time. For the time period that in-person training is not available, volunteers can receive on-line training with a council-approved training provider. Once possible in your jurisdiction, have volunteers resume in-person skills assessment.

**Disinfectants and Disinfecting.** Routinely clean and disinfect surfaces and objects that are frequently touched (i.e., tabletops, markers, scissors, etc.). Use a household cleaner or see the EPA's list of effective cleaners approved for use against COVID-19. Follow the manufacturer's instructions for all cleaning and disinfection products (e.g., concentration, application method and contact time, etc.).

See the CDC's website for more on cleaning and disinfecting community facilities.

**FDA Warning.** The FDA has advised consumers not to use certain hand sanitizers due to unsafe ingredients. The CDC provides an updated list of products that should never be used. Be sure to check FDA updates on hand sanitizers consumers should not use and stay away from products deemed unsafe.

**Face Coverings.** All girls and adult volunteers wear masks during in-person gatherings, this is mandatory no matter what state your council is located in. In most states wearing a mask is required, though the age of requirement varies. Some states require masks for anyone over two (2) years old. Regardless of whether it is state law, girls and volunteers should always wear a mask when they gather in person. Volunteers should remind girls that Girl Scouts wear face coverings, not only to protect themselves but to protect others. Face coverings are a civic responsibility and a sign of caring for the community. Girls can bring their own face coverings. Have disposable masks on hand for those who need them. 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. Councils should have an established protocol for handling such scenarios. Should a girl or volunteer be unable to wear a mask, due to a medical condition, contact GSNYPENN for guidance on how best to handle this exceptional circumstance. It may be appropriate to require a doctor's note. Troops should inform families so they are aware if there is a member who will participate without wearing a mask due to medical exception. Again, volunteers should contact council staff for guidance.

**Vaccines.** The following addresses girls, staff, camp staff and adult volunteers:

**Girl Members.** Vaccine and vaccine exemption laws with respect to COVID-19 will likely focus on public and private school attendance initially and more directly than they may for recreational youth organizations. Therefore, GSNYPENN is proceeding in accordance with the local and [state laws and regulations](#) as it applies to school attendance.

COVID-19 vaccines are not expected to become available for children before the end of 2021. GSNYPENN will stay abreast of state regulations and the protocols that are practiced in public schools and use that information to inform our policies.

If you have any questions about the obligation to communicate a girl's non-immunization with other troop parents, contact GSNYPENN and council staff will obtain the appropriate local legal guidance. Absent specific federal or state laws that speak directly to the COVID-19 vaccine and communicating non-immunization with parents of youth groups, the guidance is to follow the standard and protocol as it pertains to school attendance.

**Adult Volunteers.** Based on the current regulatory landscape, it is recommended and strongly encourage that adult volunteers voluntarily vaccinate.

Unless GSNYPENN specifically mandates COVID-19 vaccinations for its volunteers, council staff will not inquire about a volunteer's vaccination status. Deciding to receive a vaccine is a personal decision and GSNYPENN encourages our staff and members to respect the privacy of fellow members and their families.

While parents/caregivers may certainly ask, volunteers are under no obligation to disclose their personal vaccination status. Also, under no circumstances should a volunteer discuss the personal healthcare decisions of another volunteer with anyone.

For the protection of all members as well as the families and communities we serve, GSNYPENN will continue to practice, and encourage all members of the Movement to practice, all CDC-recommended health and safety protocols, regardless of whether or not an individual has received the vaccine.

In the coming weeks and months, GSNYPENN will monitor state vaccination-related laws, regulations and guidelines for girl members, staff, camp staff and adult volunteers.

**Council Staff and Camp Staff.** GSNYPENN strongly encourages all council staff members who can get vaccinated to become vaccinated when the vaccine is available to them, council staff are under no obligation to disclose their personal vaccination status. Under no circumstances should one staff member discuss the personal healthcare decisions of another staff member with anyone.

**Permission Slips.** The Annual Permission/Health Form, including acknowledgement of coronavirus risk, must be completed for all Girl Scout participants each membership year.

**Food, Dining and Snacks.** Be careful when handling and serving food and have girls be careful with each other when eating. Safety recommendations for food, dining and snacks include:

- Girls should bring their own foods to eat (bag lunch or dinner) and girls may not share their individual foods. This is especially important after having touched it, such as a bag of chips.
- Individually wrapped items are recommended.
- If providing snacks, especially if unwrapped, have one person, wearing gloves and mask, hand out items to each person, such as with cupcakes or cookies.
- Use a gloved hand and serving spoon or scoop rather than reaching into a bag or bowl of snacks.
- Use a buffet line only if staffed with a safely protected server with mask and gloves.
- Avoid “serve yourself” buffets.
- Public dining only as permitted in your local jurisdiction.
- If serving family style, have one person, wearing clean gloves, serve everyone on clean plates.
- Use disposable plates, forks, napkins, etc. when possible.
- Encourage girls to bring foods they can easily cook themselves (a prepacked foil pack) or hotdog for outdoor cooking.
- Ensure everyone handling food, those serving, girls, adults, wash hands (even if they will be wearing gloves) before any food prep or meals, following CDC handwashing guidelines.
- If sharing outdoor cooking utensils (roasting forks), they should be washed and sanitized between each use or bring enough utensils so that each person gets their own.
- Continue recommendation for six- (6) foot spacing during mealtimes.

**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, 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 towel 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.

**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 GSNYPENN in this situation.

**Council staff, NOT volunteers, will notify parents and others about a positive test result and that the identity of the positive case is confidential. All 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. There are laws and regulations governing sharing of health data.**

**A designated council staff member—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
- Alerting the state department of health

**Contact the GSNYPENN Emergency Line at 1.855.213.8555, option 4:**

- Identify who you are
- Explain the nature of the emergency: positive COVID-19 test
- Provide a contact number for yourself and we will call you back immediately
- **Incident Response Lead is Christina Verratti, Director of Membership Engagement: office 315.698.9400 x2129, email [cverratti@gsnypenn.org](mailto:cverratti@gsnypenn.org), cell 315.723.8849**

**Refer any and all media inquiries to GSNYPENN. Media must be referred to Jaime Alvarez, Senior Director of Marketing & Communications, at 315.698.9400 x2049 office, 315.263.5957 cell or [jalvarez@gsnypenn.org](mailto:jalvarez@gsnypenn.org).**