



Girl Scouts of Virginia Skyline Council Infectious Disease Plan

When Girl Scouts of Virginia Skyline Council (GSVSC) determines there is reason to implement an Infectious Disease Plan (IDP), the following temporary practices will be in place until GSVSC issues notice that it has returned to business as usual.

A. Staff Processes and Procedures

1. Workplace safety precautions

- Increased sanitizing protocols for restrooms, kitchens, doorknobs, elevator buttons, stair rails, and other joint-use spaces.
- Staff strongly encouraged to work from home or to take sick leave even if their cold or illness symptoms are considered “mild.”
- Strong encouragement of TeleDoc to minimize exposure to germs.
- Staff strongly encouraged to work from home or take sick leave if anyone in their immediate circle (family {including children}, close friends, etc.) have been exposed to the disease from work, school, day care, or other locations.
- Rules surrounding Sick Leave Bank will be relaxed during implementation of IDP to encourage all staff to take sick leave as needed.
- HR department will coordinate monitoring of the CDC website to keep track of disease progression and recommendations and will keep Senior Leadership Team (SLT) updated.

2. Mandatory Reporting of Exposure

- Staff will alert HR if travel has occurred to parts of the country or world with the identified disease outbreak and will work from home until the incubation period, as outlined by the CDC, has passed or employee becomes ill.
- Employees are required to alert HR if diagnosed with a disease or if they are showing symptoms as outlined by the CDC, and are required to work from home or take sick leave until they are symptom free.
- GSVSC will comply with any mandatory reporting procedures for companies or organizations of our size.
- GSVSC will keep the Board of Directors (BOD) updated throughout implementation of the IDP.

3. Business Continuity

- At implementation of the IDP, all exempt staff with laptops are required to take laptops and any critical paper files home each night, and ensure that the VPN has been installed and is working correctly
- Non-Exempt staff will take laptops home at their supervisor’s discretion.

- All staff without a laptop will be issued a temporary laptop to use for the duration of the IDP.
- All staff will be prepared to work from home as directed or if they are exhibiting symptoms. Non-exempt staff will follow supervisor directives for work that can be done from home, or will take sick leave. If GSVSC is completely shut down, non-exempt staff will be paid for any time that they are unable to work from home.
- At a minimum of once daily, all supervisors will initiate check-ins with their staff for work updates.

4. Communication

- Notice of adoption of the IDP will come from the CEO's office or another member of the SLT.
- If council offices are determined to be closed, the MarComm department will update the website and all social media to communicate this information.
- All staff will place closing information on their phones and emails and keep their out of office information up to date.

B. Volunteer/ Troop Processes and Procedures

- Upon implementation of the IDP, **ALL in-person** council sponsored events will cease, including, but not limited to, program events, trainings, service unit (SU) meetings, troop/group trips or international travel, campouts, and other group gatherings. Any computer or phone-based meetings/gatherings are encouraged to continue.
- Training staff will alert training participants of cancellations and rescheduling of trainings through the duration of the IDP implementation.
- Mission delivery staff will speak with SU managers, troop leaders, and other direct service volunteers and request they suspend all troop meetings, field trips, trainings, campouts, or other group activities until the IDP has been lifted. Additional staff may be drafted to help with these calls.
- Program staff will alert program/camp participants of cancellations and rescheduling of programs throughout the duration of IDP implementation.
- If the IDP is implemented during the Cookie Program timeframe, product program staff will communicate with troops to discourage direct sales and provide support for online cookie sales.

C. International Travel

- Ensure that all travelers are enrolled in the Smart Traveler Enrollment Program (STEP) so that they receive alerts (step.state.gov).
- Monitor travel notices from the Centers for Disease Control and Prevention (CDC) (<https://wwwnc.cdc.gov/travel/notices>)
- Review travel advisories at Travel.State.Gov
- (<https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html/>)
- If flight tickets have been purchased, each person should contact their airline to review the airline's specific regulations for flight changes due to a disease outbreak as well as review insurance coverage purchased for their flights. If

tickets have not been purchased and plans are moving forward, each person should purchase travel insurance that allows for cancellations or change in flight plans.

D. Community Processes and Procedures

- All outside uses of GSVSC facilities will be suspended during implementation of the IDP. Program staff and/or the CEO's office will communicate closings and rescheduling throughout the duration of the IDP implementation.
- Communication of GSVSC closures will be coordinated through the MarComm department.