

There is nothing Girl Scouts of Virginia Skyline Council takes more seriously than the safety and well-being of our girls, volunteers and staff members. Here are the updates on the steps we are taking to help fight the spread of COVID-19 and comply with Gov. Northam's executive orders.

GENERAL OVERVIEW

- Girl Scouts of Virginia Skyline Council will resume full, normal in-person activities **only after** Virginia has successfully passed out of Phase 3. As Virginia entered Phase 3 of re-opening on July 1, the state's guidelines permit social gatherings of up to 250 people; however, **GSVSC Girl Scout gatherings will remain restricted to no more than 50 people until further notice.** This will allow some troops and service units to meet in person if they choose to do so. This includes all in-person council-sponsored sessions of program events, activities, and training.
- Meeting outdoors is preferred over meeting indoors; local parks or outdoor community or church pavilions are highly encouraged.
- If you have a large troop or group that exceeds what is currently allowed, continue to stay connected virtually and gather in smaller groups —such as age-level groups, patrols, or groups of girls with a particular badge or journey they'd like to work on.
- Virtual meetings or phone conferences should be offered. The council continues to develop resources and advice to help leaders with virtual meetings.
- We continue to monitor local and national directives, including the Centers for Disease Control and Prevention (CDC), Department of Health, and Virginia Department of Health (VDH). The guidance we provide is intended to be used in conjunction with Safety Activity Checkpoints in accordance with our council's individual state and local COVID-19 circumstances which remain fluid.
- If updates from sources such as the governor's office, Centers for Disease Control or National Institutes of Health lead to changes in our evaluation of the situation, then we will communicate via our website, The GS Connections digital e-newsletter and social media.

Overview of Volunteer Responsibilities when Girl Scouts meet in person:

- It is to be understood that meeting in person is a personal decision families must make for their girls and individuals must make for themselves.
- It is to be understood that a communicable disease is not covered under the GSUSA general liability policy provided through Girl Scout Membership. If you have questions regarding the purchase of additional insurance coverage, please contact the council at info@gsvsc.org.
- Meeting outdoors is preferred over meeting indoors; virtual meeting options should be made available for those who do not wish to meet in person.
- All participants must follow Virginia's Phase 3 social distancing, face mask, disinfecting and all other guidelines as outlined by Girl Scouts of Virginia Skyline Council and recommended by the Centers for Disease Control.
- Parents must drop off and pick up their own girls from all Girl Scouting activities because maintaining six feet of space between people inside a car is not possible.
- **All individuals must agree to a temperature check and the GS Culture of Care Pledge prior to their participation.**
- **All individuals must complete a COVID-19 Questionnaire, Participation Agreement and COVID-19 Waiver prior to their participation.**
- A designated, trained volunteer must be on site to serve as point of contact and lead person in charge to:
 - Confirm temperature checks; keep stellar attendance, contact, and health records for all participants.
 - Routinely clean areas before and after all in-person meetings or activities; must have cleaning supplies available for all in-person meetings or activities.

**See pages 2-4 for
additional guidelines
for meeting in-person.**

In-person activities & travel overview:

- **In-person meetings, activities, and local field trips that include day-only activities are permissible.** Troop/group leader(s) are to keep council informed of troop/group high adventure activities or local field trips by submitting an Activity/Trip Permission (2129) form.
- **No camping or activities requiring overnight stays permitted until after Virginia has successfully passed out of the Phase 3.**
- **No overnight trips or domestic (extended) travel permitted until after Virginia has successfully passed out of the Phase 3.**
- **No International Travel until Virginia has successfully out of the Phase 3 and nonessential travel to other countries is deemed safe.**
- The council will **not** consider requests for troop travel or overnight activities until Virginia has successfully passed out of Phase 3.
- It is vital that volunteers have cleaning supplies available to clean areas before and after any in-person meetings.
- Volunteers in charge of in-person GS meetings, activities, events, or gatherings must keep stellar attendance & contact records.

Transportation guidelines:

- There is a **zero-transportation policy** until Virginia has safely passed out of Phase 3.
- Parents must drop off and pick up their own girls to and from all GS activities, meetings, programs.
- Troop or group members may not carpool.
- Volunteers may not transport girls, other than their own, during this time.
- Public transportation is to be avoided

Face mask guidelines:

- Everyone should wear a mask.
- Wearing a face mask is required while entering, exiting, traveling through, and spending any amount of time indoors or when unable to maintain six feet of physical distance from others.
- Face masks must be worn in any setting where individuals might raise their voice (e.g. shouting, cheering, chanting, or singing, etc.)
- When outdoors, individuals should have a face mask on them at all times if for any reason six feet of physical distance cannot be maintained.
- Girls may bring their own masks. Have disposable masks on hand for those who need them.

Phase 3 social distancing & exposure mitigation guidelines:

- Maintain six feet of physical distance between people who do not reside in the same household.
- Maintain at least 10 feet for any setting that includes physical activity, singing, cheering, or chanting.
- Follow all preventative guidance:
 - Know the symptoms.
 - Stay home if you are sick.
 - Cough and sneeze into a tissue, throw the tissue in the trash, and wash or sanitize hands.
 - Ensure trash baskets or bags for meeting and activity spaces are easily accessible, if not already available.
 - Wash hands often with soap and water for at least 20 seconds.
 - Use a hand sanitizer that contains at least 60% alcohol when hand washing is not an option.
 - Avoid touching eyes, nose, and mouth.
 - Anyone with fever or temperature higher than **100.4** should skip all in-person GS meetings or activities until their temperature is normal for at least 72 hours.
 - Follow CDC Guidelines on what to do if your sick.

First Aid Supplies:

- Troop first aid supplies should include COVID-19 prevention items including hand sanitizer (at least 60 percent alcohol), tissues, disposable face masks and disinfectants.
- Disposable or no-contact thermometers may be added to supplies if available and not cost-prohibitive; however, parents are to check temperatures before allowing their girl(s) to join in-person GS activities.

Calculate required in-person meeting square footage:

Girl Scouts may not gather at the maximum number of **50** participants, if the activity or location does not make it feasible for all participants to follow social distancing. Volunteers are to calculate square footage needs so that all participants can properly social distance. Calculations should be based on a circle radius of six feet equal or approximate to 113 square feet per person; e.g., 10 participants will require 1130 sq. ft.

Meeting spaces:

- Meeting outdoors is preferred over meeting indoors; local parks or outdoor community or church pavilions are encouraged.
- **Troop meetings in the home are not permissible;** meetings not permissible in fitness centers or gyms.
- Girl Scouts must obtain advance permission from the owner of the location or facilities being used.
- Schools or churches may not permit outside groups on premises, so always check and confirm ahead of time.
- For meetings at public facilities, ask the facility in advance:
 - Is the space cleaned and are touch surfaces (door knobs/handles, light switches, counter tops, tabletops, chairs, handrails, restrooms, toilets, floors, 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 and soap dispensers are available in the restroom (sensory or manual)?
 - Does the facility follow CDC and state health department guidelines?

Contact at in-person meetings:

- Practice social distancing; everyone should wear a mask.
- Have hand washing/sanitizing supplies available. Have everyone sanitize hands upon arrival, throughout (at least every 30 minutes) and just before leaving.
- Avoid hugs, handshakes, high-fives, friendship circle or squeeze; these activities can transmit COVID-19 from person to person. Create other safer ways for members to greet and end meetings without any physical contact.
- Choose games and activities to ensure no physical contact between individuals.
- Avoid the use of shared materials such as markers, scissors, etc. Each girl can provide her own box of supplies (markers, scissors, glue, etc.) Supply boxes can be carried to and from meetings or collected, labeled, and stored in one location. Each box is to be sanitized before being stored or reused.
- Sanitize each item before and after, if equipment or supplies must be shared.

Troop meetings at council properties:

- Contact council to schedule and submit your #2150 reservation to info@gsvsc.org.
- Send a complete roster of all members who will be in attendance.
- A limited number of days and times are available on a first-come, first-served basis
- Only one troop on property at a time; limited to 50 people maximum.
- Gatherings will be scheduled for a maximum of two hours
- Troops can use the outdoor spaces, including fire circles and pavilions, and bathrooms.
- To use build a fire, at least one troop volunteer must have appropriate outdoor ed. training.
- Specific program activities, areas and equipment may not be available.
- Shared food items are not permitted.

Disinfecting:

- **Girl Scouts are to supplement public facility cleaning practices.**
 - Arrive at least 20 mins prior to GS meetings to wipe down and sanitize touch surfaces to prepare space for Girl Scout activities.
 - After meetings, allow time to sanitize and wipe down touch surfaces to leave the meeting space better than you found it.
- Use a household cleaner or see EPA's list of effective cleaners approved for use against COVID-19. Follow the manufacturer's instructions for all cleaning and disinfection products.
- Routinely clean and disinfect surfaces and objects that are frequently touched (tabletops, chairs, equipment, etc.)

Food and drinks:

- Do not drink from water fountains. Girls and volunteers should each bring their own bottles of water.
- Troops that hold in-person meetings are advised not to provide food or drinks. If the event is a family gathering, then each family should provide their own food and drinks.
- Do not share food or drinks with others outside of your family unit.

What to do if someone begins to exhibit symptoms at in-person meeting or gathering:

- **Isolate and safely transport those who are sick.** Immediately notify the person's emergency contact. Review and follow CDC guidance for caring for yourself or others who are sick.
- **Clean and disinfect.** Close off areas used by sick person. Wait at least 24 hours before cleaning and disinfecting. Do not use area until after cleaning & disinfecting.
- **Advise sick individuals of home isolation criteria.** Sick individuals are not return to Girl Scouts until they have met CDC's criteria to discontinue home isolation.
- **Gather attendance records and required documents.** Document what happened using Incident Report form (#1089) and within 48 hours, submit to council at **CEO@gsvsc.org**.
- **Promptly notify council.** Once the person has been safely isolated and/or transported, promptly contact the council during regular business hours at **540-777-5100** or contact the council emergency number after hours: **1-540-598-0974**.
- Refer to the **Guidelines for reporting and communicating a positive COVID-19 test or known exposure**.

GUIDELINES FOR REPORTING AND COMMUNICATING A POSITIVE COVID-19 TEST OR KNOWN EXPOSURE:

- Girl, volunteer, and staff **health information is private and strictly confidential**.
- In the event of a COVID-19 positive test result or known exposure to someone who has tested positive to COVID-19, do not contact the parents or troop members.
- **Promptly contact a GSVSC council staff member in this situation at 540-777-5100 or contact the council emergency number after hours: 1-540-598-0974.**
- Volunteers responsible for the troop, group, or service unit gathering, where participants had a known exposure to COVID-19, will be asked to submit copies of required documents to council:
 - Meeting, activity, event or gathering attendance records
 - Participant health forms
 - Signed COVID-19 Questionnaire and Participation Agreements and COVID-19 Waivers
- A council staff member (**NOT volunteers**) will be responsible for taking the necessary steps to to correctly handle the situation:
 - Confirm and trace the positive tester
 - Notify volunteers or parents of anyone who may have been exposed or impacted by a positive test result
 - Notify the facility of where a troop or group has met
 - Alert the Virginia Department of Health.

QUESTIONS OR NEED ASSISTANCE?

Please contact Girl Scouts of Virginia Skyline Council at info@gsvsc.org or 540-777-5100.

If you have an emergency after hours, please call the emergency number at 1-540-598-0974. Your call will be answered by a GSVSC staff member.