

Please use this checklist when preparing for in-person Girl Scout meetings. Here you will find ideas to streamline and improve the safety plan for your troop during the COVID pandemic.

Getting Your Volunteer Team Ready

- Check [our website](#) for updated COVID-19 Safety Guidelines.
- Ask a caregiver to welcome families and ask screening questions as they arrive. The GSNYPENN [screening form](#) can be placed on a clipboard and checked off upon entry.
- Ask a caregiver to welcome girls and provide guidance about where to sit, collect materials, etc.
- Ask a caregiver to clean the meeting space before and after the meeting.
- Girls are great cleaners too! Ask girls to clean their space before leaving the meeting.

Before the Meeting

- Arrive early to the meeting location with time to set up and prepare (15-30 minutes).
- Keep cleaning supplies in your troop supplies. Supplies should include hand sanitizer, sanitizing surface cleaner, paper towels, hand soap, etc.
- Sanitize your meeting space prior to the meeting starting.
- Set up the space and materials before your meeting starts to avoid girls and caregivers clumping upon arrival.
- Ask girls to bring a sit upon, chair, or towel, especially if meeting outside.
- Everyone needs a mask! Make sure there are a few extra disposable masks in the troop supplies, in case someone forgets or a mask gets soiled.

Keeping Girl Scouts Physically Distant

- Mark the floor with six-foot spaces. Some ideas include painters tape, hula hoops, plastic cones, or pool noodles. Be creative!
- If available, try using six-foot tables six feet apart and have girls sit at both ends of the table.
- Allow each girl to have her creative space. Give each girl a six-foot plastic table cloth to decorate as her own. Allow girls to spread out in the meeting space. Clothes can be saved and reused for each meeting.
- Remember that adults also need to physically distance. Even if volunteers are close friends, we should all be modeling the correct behavior.

Handling Materials

- Try to offer individual supplies for each girl to reduce touch contamination. For example, build a supply kit for each girl that includes items like markers, pencils, crayons, hand sanitizer, glue stick, notebook, etc. Girls can bring these to and from each meeting.
- Try arranging materials at individual spaces so groups are not formed to collect supplies.
- Lay out papers and resources for parents on a sign-in table to pick up as they arrive.
- If your troop has a hybrid meeting schedule, try to have materials for the next virtual meeting ready to go home with the girls at the in-person meeting.

Keep Meetings Fun!

- Keep the meetings active! Some fun activities include dance parties, freeze dance, Juliette Says, etc.
- Keep the meetings girl-led. Girls should still be making the decisions on what happens in Girl Scouts. Let their voices be heard!

Closing the Meeting

- Instead of a friendship squeeze, try a wave or pass a finger snap around the expanded circle.
- Use a rope or braided yarn circle to use for your Brownie Ring. Mark a spot every six feet so girls know where to hold. While singing Make New Friends, girls can gently tug on the yarn instead of squeezing a hand. The tugs can move along in the circle in the same manner as the squeeze.

Additional Tips!

- Copies, ink, paper, postage, and supplies are real troop expenses. Use your troop account to pay for these purchases, not your personal account.
- [Financial Assistance](#) is available for those in need.
- Be sure to check out pre-created programming. GSNYPENN and GSUSA have worked hard to create a variety of resources to make your year easier!
 - [Troop Leader Blueprint](#)
 - Volunteer Toolkit
 - [GSUSA Girl Scouts at Home](#)
 - Monthly Virtual Troop Meetings (for Brownies through Ambassadors)