

## **COVID-19 Guidelines**

### **OVERVIEW:**

Please note this virus presents an ever-changing environment and we are working with current information. We anticipate there will be a need to modify some of these protocols and remain fluid throughout the process. GSWESTOK's plan will match or be more conservative than Oklahoma State and local COVID-19 safety guidelines.

### **PRE-SCREENING and SYMPTOMS CHECK:**

Prior to in-person troop meetings and activities, we recommend participants be screened to ensure they are healthy and that they have not had 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.

Volunteers and council staff that are planning events should complete the Pre-screening and Symptoms Check step prior to each in-person gathering. Please be sensitive to the fact that girls 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. The goal is to keep the meeting safe from contagion and do the very best to ensure our girls are educated and healthy, not to make it unnecessarily difficult or uncomfortable for girls to gather safely.

Pre-screening questions are attached with his email.

### **GIRLS and VOLUNTEERS:**

- Identify a list of businesses in your area that serve high volumes of people and are most likely to participate. Locally owned businesses are your best targets.
- Volunteers and girls are encouraged to participate in all program opportunities.
- Masks and Social Distancing are required at all Girl Scout activities.
- All visitors to the Council, volunteers and girls must wear masks and maintain social distancing. Activities such as hikes, properly spaced community service projects or outdoor art activities are encouraged.
- Symptomatic participants or vulnerable girls/volunteers may not participate.
- Access to hand sanitizer, water/soap and proper hygiene is required.
- No meetings of more than 100 people are allowed unless approved by CEO.
- Travel in state and out of state must be pre-approved by staff.
- Travel is allowed to locations that have also passed federal gating criteria.

## **TROOP MEETING SPACE:**

Outdoor spaces where social distancing can be maintained are strongly recommended for meetings when the weather permits. Volunteers should get advance permission from the property owner or the jurisdiction that provides the location.

For meetings held at public facilities, volunteers should 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, encourage volunteers to supplement any practices that are less ideal. For example, if the troop arrives after another user group, they should plan to bring sanitizing wipes to get the space ready for their troop. Another example: if faucets are manual, ask volunteers to take some time to show girls how to shut them off with a paper towel and to use paper towels for doorknobs whenever possible.

Meetings may not be held in fitness centers or gyms because the atmosphere in sports facilities is aerosolizing making them a higher risk for contracting virus.

## **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:

- Encourage girls to bring their own foods to eat (bag lunch or dinner)
- Encourage girls not to share their food after touching it, such as bags of chips.
- Individually wrapped items are recommended.
- If providing snacks, especially if unwrapped, have one person, wearing gloves, hand out items to each person, such as with cupcakes or cookies.
- Use a serving spoon or scoop rather than reaching into a bag or bowl of snacks.
- Use buffet line only if staffed with a safely protected server with mask and gloves and 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) prior to 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.

## **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.

## **TRAVEL:**

In-State travel and out of state approved travel will be allowed under the following guidelines:

1. Council staff must pre-approve travel outside of the state.
2. Written Parent Permission must be given for each girl to attend the trip. Please keep the permission slips and be prepared to submit them to the Girl Scout Office if they are requested.
3. The Troop Leaders and GSWESTOK are responsible for keeping up to date with the latest COVID-19 Oklahoma State, local and CDC rules and guidelines. If things change that would not allow your event to happen, communicate the cancelation/postponement of the event to your troop.
4. Understand that Girl Scout Insurance through Mutual of Omaha does not, and will not, cover illnesses including Covid-19.

Girl Scouts Western Oklahoma will re-evaluate travel restrictions should we need to know and notify troops of updates. Please know we are monitoring the situation daily and our ultimate goal is the safety of our girls and volunteers.