

## Returning to In-Person Troop and Service Unit Meetings and Activities Interim COVID-19 Guidance for Volunteers

Edition date: 11/10/20

Thank you to all of our volunteers for your dedication to ensuring safety standards. The safety of our girls, volunteers, members, families, and staff is our #1 priority. Virtual and at-home programming remains the safest way to participate, and there is no requirement to meet in person – any in-person meetings or activities are optional. The guidelines below are for volunteers and members who plan to meet or participate in-person.

Thank you for all you do!

**Please see updates in yellow.**

### Top items to know:

1. For in-person Girl Scout activities, masks + social distancing are required at all times (with an exception of eating and drinking when masks may need to be momentarily removed as long as they are social distancing). [More info here](#).
2. At this time, GSWNY prohibits Girl Scout troop or service unit meetings or activities to take place in private homes. This prohibition will remain in place until further notice. [More info here](#).
3. Individual parents drop off and pick up their own girls from meetings. Carpooling is prohibited. [More info here](#).
4. Currently, GSWNY troops may travel within New York State and Erie, Warren and McKean Counties in Pennsylvania. Travel within NYS and Pennsylvania is based on current NYS travel guidelines and may change at any time. [More info here](#).
5. Due to the risk of COVID-19, all photos must comply with the above guidelines including wearing masks and social distancing. [More info here](#).
6. **Gathering size:** On 11/9/20 regions within WNY including Monroe and Erie counties have been placed in a 'yellow' zone with greater NYS safety restrictions and GSWNY is applying these safety measures across all 9 counties of GSWNY for consistency. Effective immediately, gathering sizes must be limited to 25 people or below.
7. **Retail:** At this time, all curbside and retail order pickup processes will continue to operate with the current COVID-19 guidelines.
8. **Fall Product Delivery:** The Fall Product program delivery is still on schedule for 11/21/20. [More info here](#).

**Please note: For in-person Girl Scout activities, masks + social distancing are required at all times (with an exception of eating and drinking when masks may need to be momentarily removed as long as they are social distancing).** 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 [local](#) and [national](#) directives.

Exposure to COVID-19 is an inherent risk; any interaction with the general public poses an elevated risk of being exposed to COVID-19. Please note that the CDC advises that older adults and people of any age who have serious underlying medical conditions might be at higher risk for severe illness from COVID-19. Each family should evaluate and assess their risk in determining whether or not to participate in in-person Girl Scout activities.

**Use these questions and reminders to help decide how and when to return to in-person troop or service unit activities.**

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- Leading in-person activities during COVID-19 is optional. There are many ways for girls to participate virtually and at-home. Volunteers should first decide if they are comfortable offering in-person GS activities for their troop before proceeding.
- Any in-person Girl Scout activity must follow NYS guidelines for Phase Four. All girls and volunteers must practice social distancing, wear face coverings (masks) when indoors and within 6 feet of others, and follow safety guidelines as outlined by the CDC.
- Leaders should share these guidelines with troop families, and make a collaborative decision with families based on comfort level, accessibility, and desired level of engagement.
- Additionally, volunteers and families should assess their ability to comply with required guidelines. For example, younger girls may find it difficult to remain socially distant and/or wear masks. If girls cannot comply with guidelines, troop activities should remain virtual at this time.

### **NY State Travel Advisory – Update:**

In light of recent increases in cases of COVID-19 throughout the United States, New York State has updated its state-wide travel advisory as of November 4, 2020. The new travel guidelines pertain to all states other than the contiguous states surrounding NY State (Vermont, Connecticut, Massachusetts, New Jersey and Pennsylvania are exempt from the travel advisory). Under the new requirements, anyone who has traveled outside of the state for a period of 24 hours or more to a location, other than the 5 exempt states, is required to complete a [NY State Traveler Health Form](#) online, as well as comply with one of the following requirements:

- For travelers who were out-of-state for more than 24 hours:
  - Travelers must quarantine for a full 14 day period; or
  - Test-out of the quarantine period early by:
    - Travelers must obtain a test within three days of departure, prior to arrival in New York.
    - The traveler must, upon arrival in New York, quarantine for three days.
    - On day 4 of their quarantine, the traveler must obtain another COVID test. If both tests comes back negative, the traveler may exit quarantine early upon receipt of the second negative diagnostic test.
- For travelers who were out-of-state for less than 24 hours:
  - The traveler does not need a test prior to their departure from the other state, and does not need to quarantine upon arrival in New York State.
  - However, the traveler must fill out our traveler form upon entry into New York State, and take a COVID diagnostic test 4 days after their arrival in New York.

These updated travel requirements will remain in effect until further notice. GSWNY will continue to monitor the situation and provide additional guidance as necessary. Please direct any questions you may have to Customer Care at [customercare@gswny.org](mailto:customercare@gswny.org).

**Meeting Space.** Outdoor spaces where social distancing can be maintained are strongly recommended for meetings although indoor spaces can also be used with the following guidelines. Get advance permission from the property owner or the jurisdiction that provides the location. Please note meetings may not be held in fitness centers or gyms because the atmosphere in sports facilities is aerosolizing making them higher risk for contracting the virus.

For meetings held at public facilities, contact the facility ahead of time and ask:

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- 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)?
- Is it well-ventilated, or are you able to open windows?
- Girls and volunteers must come prepared with masks or the troop must provide them.

Then, consider whether you can supplement any practices that are less ideal. 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. Schools or churches might not permit outside groups on premises, so always check and confirm ahead of time. If your previous troop meeting place is no longer available, reach out to your service unit or GSWNY Customer Care to identify other possibilities.

If, due to lack of availability, a troop is using an interim meeting space, that space is NOT considered a field trip and does not require a First Aider or permission slips. To ensure safe usage, troop leaders should consider the following questions in their interim space:

- ✓ Space is compatible with adherence to COVID-19 Guidelines for In-Person Girl Scout Activities
- ✓ If applicable, connect with building management to learn about their cleaning procedures, and supplement procedures as needed to meet guidelines.
- ✓ Space is secure, clean, properly ventilated, heated (or cooled, depending on your location), free from hazards, and have at least two exits that are well marked and fully functional.
- ✓ A member of the troop leadership team must have a cell phone and service, or there must be quick access to a public phone.
- ✓ Troops should have first-aid equipment on hand, including supplies to meet COVID-19 guidelines.

Meeting spaces may request a document outlining the steps your troop will take to be safe. You may share this document to fulfill that request.

**Meetings/activities in the home.** At this time, GSWNY prohibits Girl Scout troop or service unit meetings or activities to take place in private homes. This prohibition will remain in place until further notice.

**Meeting Size.** Smaller gatherings are generally considered to be safer, and GSWNY recommends that you limit the size of gatherings as much as possible, for example if you have 10 girls in your troop, limit activities to the 10 girls plus the required number of approved volunteers to fulfill supervision ratios. Based on the most recent NYS requirements, parts of WNY including Erie and Monroe counties have been placed into a “yellow zone”. This affects gathering size. During this time, gathering size must now be limited to **25** or fewer people. However, [check your local restrictions](#) for small gatherings. If more restrictive, follow the local restriction. Utilize all social distancing practices and follow all preventative guidance (such as face coverings).

If you have a troop/service unit larger than **25**, stay connected while you wait for a safe time for everyone to gather. Some ideas:

- Host virtual troop or service unit meetings (see below).
- Gather up in smaller groups—such as age-level groups, patrols, or groups of girls with a particular badge they’d like to work on.

NYS allows for outdoor activities where the total size of attendees are greater than 25, but may have restrictions on total occupancy size, such as outdoor movies, zoos, concerts, etc. Your troop may attend these events where the total size is larger than 25, however, in those cases, your troop must stay separate from the larger group, maintaining social distance and following all other guidelines.

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**Transportation.** Individual parents drop off and pick up their own girls from meetings. Carpooling is prohibited. Public transportation should be avoided, where possible, however, anyone using public transportation continue to wear face coverings, social distance and follow COVID-19 guidelines.

**Virtual meetings.** Meeting options may need to be flexible based on the fluid nature of COVID-19 risk. Troops/service units that are able to run online meetings as needed (or wanted) should do so. Use the Safety Activity Checkpoints for Virtual Meetings, to guide your meeting plans: [Virtual Troop Meetings](#). Other helpful resources can be found here: [Girl Scouting@Home](#)

**Day trips and activities.** In conjunction with Safety Activity Checkpoints, follow the same guidance as Meetings and Hygiene and COVID-19 Risk Mitigation guidance in this document. Consult the [NYS Forward website](#) for information on currently allowed activities.

- Call ahead to the facility or vendor to confirm that they are following CDC and state health department guidelines.
- If an activity or sporting equipment is being provided, ask the provider if they wipe down equipment in between uses, similar to equipment at the gym.
- Make whatever appropriate accommodations that are necessary. For example, bring extra sanitizer if none will be provided for public use at the activity location.
- As with troop meetings, individual parents and caregivers must drop off and pick up their own girls from meetings. Carpooling is prohibited. Public transportation should be avoided when possible to maintain social distancing.

**Travel and overnight stays.** Currently, GSWNY troops may travel within New York State and Erie, Warren and Mckean Counties in Pennsylvania. Travel within NYS and Pennsylvania is based on current NYS travel guidelines and may change at any time. In accordance with these guidelines, troops may not carpool; all girls must travel separately. In addition, girls may not share sleeping accommodations (hotel rooms, tents, platform tents, etc.) with other girls or troop adults; as such, each girl must travel with at least one adult member of their own quarantine household to share sleeping accommodations. Adults must be registered Girl Scout members or the troop must purchase additional liability insurance. Troops with existing travel plans may contact GSWNY for assistance.

**Hygiene and COVID-19 Risk Mitigation.** Follow the [resources developed by credible public health sources such as 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 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 prior to group interaction to confirm the individual is not running a fever (100 degrees or over). Members with fever or temperature higher than 100 should skip the in-person gathering until their temperature is normal.
- Parents and volunteers should consider these screening questions before attending **each** Girl Scout meeting or event:
  - Have you or anyone in your household (person(s) with whom you live) traveled either domestically or internationally over the **past two weeks**? If yes, which location(s) did you visit and which airports did you travel through?
    - [\(Check the NYS website for quarantine requirements for anyone who has recently traveled out of state\)](#)

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- Have you or anyone with whom you live experienced any of the [following symptoms](#) within the **past two weeks**?
- Have you or anyone with whom you live experienced any of the [following symptoms](#) over the **past 24 hours**?
- To your knowledge, have you been in close, sustained contact (within 6 feet for 15 minutes or more) with anyone showing any of the [above-referenced symptoms](#), or anyone who has been diagnosed with COVID-19 (Coronavirus)?

Also, volunteers should include these questions in each email confirmation they send to parents for meetings and events.

**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 way for girls and volunteers to greet and end meetings.

**First Aid Supplies.** Troop first aid supplies should include COVID-19 prevention items including hand sanitizer (at least 60% alcohol), tissues, disposable facemasks, 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. Disposable or no-contact thermometers may be added to supplies if available and not cost-prohibitive, however, parents should be checking temperatures and allowing their girl(s) to join group activities only when temperatures are normal (the same guidance applies to volunteers).

**First Aid / CPR Training.** Keep skills up-to-date for any emergency. Troops must have a volunteer with current First Aid/CPR training to take a field trip.

**Disinfectants and Disinfecting.** [Routinely clean and disinfect surfaces](#) and objects that are frequently touched (e.g., table tops, 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 (concentration, application method and contact time, etc.).

Household bleach is effective as a cleaning agent against COVID-19 for up to 24 hours when properly diluted. Check that the bleach is not expired and determine if it can be used on a given surface. Follow the manufacturer's instructions for application and proper ventilation. Never mix household bleach with ammonia or any other cleanser.

To prepare a bleach solution, mix:

- 5 tablespoons (1/3<sup>rd</sup> cup) bleach per gallon of water or
- 4 teaspoons bleach per quart of water

See the [CDC's website](#) for more on cleaning and disinfecting community facilities.

**Face Coverings.** **Face masks must be worn at in-person events to protect the safety of all participants in attendance; attendees must also practice social-distancing (maintaining distance of 6 feet or more).** Volunteers should remind girls that Girl Scouts wear face coverings (masks) 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.

**Girls and adults who identify a medical exemption can contact [customercare@gswny.org](mailto:customercare@gswny.org) to request a reasonable accommodation.**

**Reporting and communicating a positive COVID 19 test.** In the event of a COVID-19 positive test result, contact Girl Scouts of WNY at the contact information below. Due to health confidentiality laws, do NOT contact the parents or troop members. Promptly contact your council in this situation. This is important for medical confidentiality compliance. Call Customer Care during business hours at

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1.888.837.6410 and the Emergency line after hours at 1-800-882-9268. A **council staff member** and 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 where a troop has met, and
- Alerting the state department of health.

**Let other volunteers know that council staff, NOT volunteers,** will notify parents and others about a positive test result and that the **tester's identity is confidential**. Remember that 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.

Please note that the above guidelines may change based on New York State Phase Four requirements. Continue to go to our website at: [www.gswny.org](http://www.gswny.org) for the most updated guidance available.

**Retail:** At this time, all curbside and retail order pickup processes will continue to operate with COVID-19 guidelines.

**Fall Product Delivery:** The Fall Product program delivery is still on schedule for 11/21/20. Please review GSWNY Delivery protocol [here](#) ensuring proper safety measures are in place and pickups are scheduled 15 minutes apart allowing for proper cleaning and sanitation. Scheduling resource [here](#).

**Media Guidelines:** we understand that families and troops want to take photos to document girls' participation in Girl Scouting and that photos are treasured memories, and also can showcase girls' accomplishments.

Due to the risk of COVID-19, all photos **must** comply with the above guidelines including wearing masks and social distancing. GSWNY reserves the right to refrain from posting any photos that do not align with safety guidelines, and also remove public photos, including photos submitted by troops and families to local media.

Girls can be documented without masks if they are participating at home, or with members of her family. Girls in photos with other non-family members of the troop must be wearing a mask and social distancing in accordance with GSWNY COVID-19 guidelines.

**Please see our FAQ's for additional information:**

Thank you for all that you do, and please contact Customer Care if you have any questions: [customercare@gswny.org](mailto:customercare@gswny.org) or call 1-888-837-6410. In an emergency, please call 1-800-882-9268.