

Troop and Service Unit In-Person Event Safety Plan Checklist

- Gathering size: Consult current gathering size maximum.** For larger troops or service units, consider staggering times to reduce size
- Require all registrants to take their temperature and review screening questions prior to attending.** Members with fever or temperature higher than 100 should skip the in-person gathering until their temperature is normal. Screening questions should be included in email confirmation.
 - ✓ 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)
 - ✓ 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)?
- Social Distancing Plan for event location:** attendees to programs must be provided with enough room to physically distance themselves 6 feet apart
- Post social distancing markers** using tape or signs that denote 6 ft. of spacing in commonly used and other applicable areas on the site
- Attendees must be required to wear face masks** when in attendance at all times. Additionally disposable face coverings must be provided for those that do not have or cannot supply one themselves
- If applicable, create specific plan for girls to avoid sharing of supplies during program** (example: scissors, glue, sports equipment, utensils or any other commonly shared items)
- Adhere to CDC and DOH sanitizing and cleaning guidelines listed at the links below:**
 - **GSWNY Guidelines:** <https://www.gswny.org/en/for-volunteers/volunteer-resources.html>
 - **CDC Guidelines:** <https://www.cdc.gov/coronavirus/2019-ncov/index.html>
 - **NYS Guidelines:** <https://coronavirus.health.ny.gov/home>
- Provide and maintain hand hygiene stations for attendees,** including hand-washing with soap, water, and paper towels, or an alcohol-based hand sanitizer containing 60% or more alcohol for areas where hand-washing is not feasible
- Maintain a roster of attendees' contact information** including email and phone number should contact tracing need to occur