



**COVID-19 Response Guidelines
for Administrative Volunteers Version 1:
August 23, 2020
Coming soon: Versions for Troop Leaders and Parents**

Table of Contents

<i>Girl Scouts of the Desert Southwest COVID-19 Response Guidelines</i>	4
<i>Re-opening the Girl Scout Council</i>	4
<i>Understanding Risk</i>	5
The Four C's of Decision Making.....	5
Communication is Key	5
<i>Transition to In-Person Gatherings</i>	5
<i>COVID-19 Safety requirements</i>	7
Health Requirements.....	7
Pre-screen and Contact Tracing	7
Parental Permission and Health History	8
Wear Face Covering	8
Outdoors	8
Hand Washing	8
Use Social Distancing	8
Use of Gloves	8
Snacks and Meals	9
Transportation.....	10
<i>Girl and Adult Recruitment</i>	10
Success of New Troops	10
<i>Volunteer Training</i>	11
Virtual Training.....	11
In-person Training	11
COVID-19 Safety Guidelines.....	11
<i>Outdoor Program and Camp Properties</i>	12
Council Camp Properties.....	12
Sleeping Accommodations	12
Personal Belongings	12
Shared Bathrooms.....	12
Troop Camping Meals	13
<i>Product Program</i>	15
Digital Ordering.....	15
Cookie Booths.....	16

Appendix A – Large Meal Service..... 17
Staff Procedures17
Food Preparation17
Indoor Eating.....18

Girl Scouts of the Desert Southwest COVID-19 Response Guidelines

Girl Scouts of the Desert Southwest's members and staff adapted quickly to the challenges of COVID-19 by providing Girl Scout virtual experiences to our girls. Beginning August 31, 2020, we will lift the restriction on in-person gatherings and once again we need to adapt.

Safety is a cornerstone in Girl Scouting and the following timeline and guidelines are intended to keep our members and our communities safe. We anticipate updating this information in response to any significant changes in our communities related to COVID-19; therefore, these guidelines are subject to future changes.

Re-opening the Girl Scout Council

As of August 31, 2020, the Council is planning to re-open for some in-person services and gatherings with the sequence below. This information is provided for planning purposes but may change if circumstance demand.

Date	Location	Detail	Guidelines
8/31/2020 Ongoing	Retail Stores in: El Paso Las Cruces Midland Odessa	By appointment only, customers can shop in the store for their needed items. Additionally, curbside pickup is still available	Call or email the local retail shop and request an appointment. Each appointment will be 30 minutes to allow staff the ability to clean the area after to ensure safety. Continue with the process in place.
8/31/2020	Alamogordo Scout House 1012 Oregon Ave, Alamogordo, NM 88310	By appointment only, email info@gdsdw.org	See COVID cleaning procedures
8/31/2020	Carlsbad Program Center 409 S. Alameda Carlsbad, NM 88220	By appointment only, email info@gdsdw.org	See COVID cleaning procedures
8/31/2020	Deming Scout House 721 S. Granite Deming, NM 88030	By appointment only, email info@gdsdw.org	See COVID cleaning procedures
8/31/2020	El Paso Program Center 9700 Girl Scout Way El Paso, TX 79924	By appointment only, email info@gdsdw.org	See COVID cleaning procedures
8/31/2020	Hobbs Program Center 522 E. Broadway Hobbs, NM 88240	By appointment only, email info@gdsdw.org	See COVID cleaning procedures
8/31/2020	Las Cruces Program Center 225 E. Idaho, Ste. 9 Las Cruces, NM 88005	By appointment only, email info@gdsdw.org	See COVID cleaning procedures
8/31/2020	Midland Program Center 901 W. Dengar Ave. Midland, TX. 79705	By appointment only, email info@gdsdw.org	See COVID cleaning procedures

8/31/2020	Odessa Program Center 5217 N. Dixie Blvd. Odessa, TX 79762	By appointment only, email info@gsdsw.org	See COVID cleaning procedures
8/31/2020	Pecos Scout House 715 South Park Street Pecos, TX. 79922	By appointment only, email info@gsdsw.org	See COVID cleaning procedures
8/31/2020	Roswell Program Center 13078 E. College St. Roswell, NM 88201	By appointment only, email info@gsdsw.org	See COVID cleaning procedures
8/31/2020	Silver City Girl Scout Little House 302 W. 11th St. Silver City, NM 88061	By appointment only, email info@gsdsw.org	See COVID cleaning procedures
8/31/2020	White Spur Hut 115 Shorty Lane El Paso, TX. 79922	By appointment only, email info@gsdsw.org	See COVID cleaning procedures

Understanding Risk

The Four C’s of Decision Making

As understanding of COVID-19 transmission grows, the CDC has identified three primary contributors to transmission – contact, confinement, and crowds.

- Contact: Proximity and interaction for an extended amount of time to other people increases risk.
- Confinement: Limited circulation of air increases risk.
- Crowds: Large group gatherings mean more people, more contacts and more potential sources of infection.

The guidelines in this document reflect the Council’s approach to minimize these risk factors for our girls, families, volunteers, staff and our communities. Ultimately, it is a person’s level of comfort with risk, weighing their own age and health status, life circumstances and general level of risk aversion or tolerance. This represents the fourth C – Choice.

Communication is Key

When deciding whether to host an in-person gathering, please consider the make-up and size of your troop or group, including possible attendees, their families, and their current comfort level with in-person activities. All members of the troop leadership team or service unit team must agree and adhere to Girl Scouts of the Desert Southwest guidelines before resuming in-person meetings. We want to do our best to make sure all Girl Scouts, volunteers, and families feel included and safe throughout their Girl Scout experience. In some cases, a group may find a hybrid solution the best option to allow onsite girls/adults as well as those who are not able to attend at this time.

Transition to In-Person Gatherings

We recognize that our Council spans many jurisdictions with ever-changing COVID related decisions. Thus, the Council adopted a stepped approach to guide a safe transition for our members in the coming months. These guidelines focus on in-person gatherings occurring within our Council boundaries.

Girl Scouts of the Desert Southwest Step 1 (present until August 30, 2020)

1. No in-person meetings/events/activities without prior approval from CEO

2. Support virtual and family experiences

Girl Scouts of the Desert Southwest Step 2 (anticipate transition on August 31, 2020)

1. Members of the troop and/or service unit must agree and adhere to [COVID-19 Safety Guidelines](#) (see page 4-7) before resuming in-person gatherings.
2. Maximum of 10 people may be at an in-person **indoor** gathering. All groups must adhere to GSDSW and local guidelines, whichever is more stringent.
3. Maximum 50 people may be at an in-person **outdoor** gathering. All groups must adhere to GSDSW and local guidelines, whichever is more stringent.
4. Girl members should be in activity groups of no more than 10 total people (8 girls, 2 adults).
5. If dividing girls into smaller groups, recommend groups of two to three girls.
6. If attending a large event, girls should remain in the same group for the duration of the event.
7. Examples of gatherings that could meet criteria:
 - Troop meetings at regular meeting location or outdoor venue
 - Service unit team and leader meetings
 - Local committee meetings
8. Examples of gatherings that may not meet criteria:
 - Troop overnights/camping
 - Meeting in someone's home where more people are present
 - Indoor events where girls/adults are in activity groups larger than 10 people
 - Girls and adults are grouped with girls and adults from other troops or communities

Girl Scouts of the Desert Southwest Step 3 (anticipated date to be determined)

1. Members of the troop and/or service unit must agree and adhere to [COVID-19 Safety Guidelines](#) (see page 4-7).
2. Maximum of 50 people may be at an in-person **indoor** gathering. All groups must adhere to local guidelines, whichever is more stringent.
 - a. Girl members should be in activity groups of no more than 10 total people.
3. Maximum 100 people may be at an in-person **outdoor** gathering. All groups must adhere to local guidelines, whichever is more stringent.
 - a. Girl members may be in activity groups of 15 - 20 total people.
 - b. If dividing girls into smaller groups, recommend groups of two to three girls.
4. If attending a large gathering, girls should remain in the same group for the duration of the event; limit contact with other troops/groups.
5. Examples of gatherings that may meet criteria:
 - a. Troop meetings at regular meeting location or outdoor venue
 - b. Field trips in local community
 - c. Troop overnights/camping
 - d. Service unit team and leader meetings
 - e. Local committee meetings

- f. Service unit and association events
 - g. Trainings
6. Examples of gatherings that may not meet criteria:
- Indoor events where girls/adults are in activity groups of larger than 10 people.
 - Girls are required to interact with multiple groups throughout the gathering

Girl Scouts of the Desert Southwest Step 4

Guidelines established based on significant positive changes to minimize transmission of COVID-19. To be determined at a later date if this step is needed.

Girl Scouts of the Desert Southwest Step 5

Guidelines established based on our new normal.

COVID-19 Safety requirements

Members are required to follow all the guidelines below in order to attend any in-person Girl Scout gathering. Recommend that members unable or unwilling to meet these guidelines seek to participate in virtual opportunities. Organizers of in-person meetings, trainings, and girl program activities are not required to provide an alternative virtual experience, but doing so if available allows more members to participate in the program.

Health Requirements

All participants at in-person Girl Scout gatherings must meet these criteria:

1. Have none of the following symptoms of COVID-19 in the last 72 hours: fever, cough, shortness of breath or difficulty breathing, chills, repeated shaking with chills, muscle pain, headache, sore throat, new loss of taste or smell, feeling feverish as well as acute gastrointestinal problems, such as nausea, diarrhea, and vomiting.
2. Have not had a fever over 100 degrees, without the use of fever reducing medications, within the last 72 hours.
3. Have not had a known exposure to COVID-19 or been in close contact with anyone that has tested positive within the last 14 days.
4. Have not traveled away from home for non-essential trips outside of your county within the last 14 days.
5. Have not travelled on a cruise ship within the last 14 days.
6. If a girl starts to feel ill or the troop leaders notice a change in her health during a meeting, move her away from the group but in sight of the leaders and call parents to be picked up.

Pre-screen and Contact Tracing

A pre-screen health form is included in this packet. Each group is required to use the form for all in-person Girl Scout gatherings to protect all attendees of meetings, trainings and girl program activities.

- Organizers are required to distribute pre-screen form in advance.
- All attendees are required to complete, sign and submit to the organizer the day of the gathering.
- All attendees must complete pre-screen form to participate.

- All organizers are required to retain all copies of the pre-screen forms for six months after the gathering.

If attendee or someone they live with develops symptoms or tests positive for COVID-19 after the event, Council staff need to be informed by contacting info@gswdsw.org or calling the emergency line at 559-284-3795 on the weekends and evenings. Organizer will be required to provide original copies of all pre-screen forms to Council staff.

Parental Permission and Health History

The COVID-19 pre-screen form does not replace the Council's required parental permission, but the pre-screen form should be shared with families in advance so they can arrive with it completed.

The current Council [Girl/Adult Health History Form](#) requests guardians to share information related to specific health needs of a girl. Guardians may share concerns related to COVID-19 risk when responding to the following:

- Explain any specific needs or accommodations required
- Explain any disabilities, chronic or recurring illnesses
- Explain any activities that are discouraged or limited by your child's physician

Wear Face Covering

Members are required to provide and wear a face mask or cloth face covering at all Girl Scout in-person gatherings that covers nose, mouth, and chin. Click here for the CDC guidelines on the [use of cloth face coverings to help slow the spread of COVID-19](#).

Outdoors

In an outdoor setting, girls and volunteers are expected to wear masks when outside unit/campsite or unable to maintain six (6) feet of social distancing. If all members of the troop/group are comfortable, masks are not required when in unit/campsite if practicing social distancing.

If a member is unable or unwilling to wear a face mask, virtual programming should be used.

Hand Washing

All members are expected to wash 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.

Use hand sanitizer with at least 60% alcohol if soap and water are not available.

Use Social Distancing

All members are expected to social distance at in-person Girl Scout gatherings. Social distancing, also called "physical distancing," means keeping space between people outside of the home. To practice social or physical distancing stay at least 6 feet (about two arms' length) from other people and stay out of crowded places and avoid mass gatherings.

Maintaining social distancing, especially with younger girls is a challenge. Discuss issue with parents and determine group expectations.

Use of Gloves

Members are responsible for providing and wearing gloves when:

- Cleaning

- Serving food
- Distributing materials (program supplies, recruitment giveaways, etc.)

Recommend using latex free gloves to protect those with allergies or washable gloves to protect the environment.

Disinfect Surfaces and Objects

Troop/group is responsible for disinfecting high touch surfaces before and after gatherings. High touch surfaces include tables, light switches, countertops, handles, bathroom toilets/latrines, doorknobs and sinks/washstands.

- Wear disposable gloves to clean and disinfect.
- Clean surfaces using a disinfectant that kills germs on surfaces.
- Allow surface to air dry.
- More frequent cleaning and disinfection may be required based on level of use.
- Enhanced precautions may be required if you are near or are part of a group that is particularly vulnerable to COVID-19 risks.

Throw away any materials used to wipe down surface areas in a trash receptacle. It is imperative that you do NOT flush any items down toilets or latrines.

For objects, recommend the following:

- Distribute one item to each participant to avoid sharing.
- Distribute several items within a single container (bag, box) to minimize contact.
- Shared items should be disinfected between uses.
- If difficult to disinfect, allow item to “rest” for 5-7 days between use.

Disinfectant (**keep all disinfectants locked up and away from children**)

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 (e.g., concentration, application method and contact time, etc.).

Household bleach is effective against COVID-19. Check that the bleach is not expired and determine if appropriate on a given surface. Follow the manufacturer’s instructions for application and proper ventilation. Never mix household bleach with ammonia or any other cleanser. **NEVER store bleach or any other cleaner in an unmarked container that could risk an individual ingesting the solution.** Bleach solution effective up to 24 hours when properly diluted.

To prepare a bleach solution, mix:

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

Snacks and Meals

For troop and volunteer meetings, recommend no food served and request attendees eat before they arrive.

For trips more than three hours and overnights:

- Best practice: When using a water cooler, assign a designated person wearing gloves to fill individual’s personal water bottles.
- Prioritize use of “grab-n-go” items that are pre-packaged in single servings.
- If meal requires serving, recommend one adult or camper with clean/sanitized hands serve everyone to limit contact with serving utensils; maintain physical distancing, wear a face mask and gloves.
- Best Practice: Avoid buffet style, salad bars, self-service, table, counter food service,

and other configurations that require diners to use shared utensils.

More information about meal preparation in Troop Camping Meals and Large Meal Service sections (pages 13, 16).

Transportation

Families providing transportation to/from in-person gatherings provide the least risk.

Step 3 only. Carpooling may occur based on the comfort level of the troop/group. If carpooling:

- recommend limiting driver and three passengers (4 people) to a vehicle
- disinfect vehicle's high touch areas before and after each trip
- driver and passengers wear masks for the entire trip
- when it is safe, windows are open to provide ventilation
- driver or troop leader retains list of vehicle occupants for six months
- copy of the pre-screen form should be kept with the vehicle occupant list for six months

Girl and Adult Recruitment

The Girl Scout movement is as important as ever during the COVID-19 pandemic and special care must be taken to encourage new girls to become Girl Scouts. To support a robust recruitment season, various resources and trainings will be developed to support recruitment of girls into troops for the upcoming year. Please watch for these resources in the next month.

Success of New Troops

Getting a new troop started is a process, and starting a troop virtually adds some additional challenges. Therefore, newly formed troops will be supported in the following ways:

Meeting scripts & activities

- There are many resources available for new and experienced troop leaders. Please refer to the Volunteer Toolkit for a wide array of meeting plans and aids. gsLearn also offers online trainings including how to lead your troops virtually as well as many other topics. We encourage you to regularly visit GSUSA at <https://www.girlscouts.org/en/girl-scouts-at-home.html> for troop leader resources, activities for girls and troops, as well as a virtual event calendar.

Service Unit Welcome and Integration

- Service units should identify volunteer(s) who are comfortable with virtual meetings and can serve as a mentor for new troops.
- Service Unit Managers will follow up with volunteers not taking training through gsLearn.
- Service Unit teams should be proactive in reaching out to new leaders regularly.
- Troop Support Specialists will have bi-weekly check-ins with new troop leaders, either by phone, email, or other methods, to ensure troop start-up process is going smoothly and work through any challenges.

Banking Processes

- Troops should resume opening bank accounts as usual, while ensuring volunteers are following social distancing protocol and wearing masks.

Volunteer Training

Virtual Training

In an effort to minimize contact and risk to our volunteers, we will be offering virtual trainings in addition to in-person classes. We recommend all adult members regularly visit gsLearn.

- In-person portion of the grade level classes.
- Offer both in-person and virtual versions of these courses.
- Other required courses hosted virtually when possible.
- Skills-based classes such as Outdoor Troop Camping and First Aid will still have an in-person component that cannot be duplicated online.
- Volunteers with health concerns should refrain from volunteering for roles that require this training until the spring 2021.

Classes with the virtual or in-person option:

- Grade Level Training
- Required training for service unit volunteers (offerings will vary)
- Enrichment courses (offerings will vary)

Classes with required in-person class:

- Outdoor Troop Camping
- First Aid / CPR Certification Training

Classes that will be completely online:

- Domestic and International Travel
- Successful Leader Learning Series (gsLearn)
- Basic Troop Travel
- Extended Troop Travel

In-person Training

All in-person classes, including required grade level, outdoor troop camping, enrichment skills, first aid CPR Certification Training, etc. will resume October 1. At that time, trainers may offer in-person classes that adhere to the guidelines below.

COVID-19 Safety Guidelines

- Educators and volunteers follow related COVID Safety Guidelines including disinfecting, face masks, social distancing and personal hygiene. (see page 4-7)
- All shared equipment/tools must be disinfected before, after class, and between participant uses.
- Limit shared equipment to one group when possible. For example, if participants are learning to tie knots, ideally each patrol would have their own set of ropes.

Training Space

- Select Council offices (on a limited basis) and camp lodges will be available for volunteer training beginning October 1, 2020. Reduced capacity limits will be in effect.
- Educators are encouraged to use **outdoor** spaces to conduct classes whenever possible as they provide a lower risk of transmission. This can include our camps, or other appropriate outdoor spaces Council staff or volunteers identify.
- If **indoors**, set class size at a maximum of 50% occupancy for the room/building the training uses.
- Ideally, groups are small, and stay together with minimal mixing with other groups.
- At Camp Mitre Peak, overnight capacity of all cabins is reduced; indoor - office overnights will not be allowed at this time.

- Participants may bring tents if they do not wish to share space, or if there are not adequate sleeping accommodations.
- Food prep for Cookout & Campout and other outdoor skills classes will follow the Troop Camping Meal Preparation guidelines (see page 16).

Outdoor Program and Camp Properties

Take advantage of the healing power of nature – getting outdoors, being in nature, and moving our bodies is good for everyone! However, even when outside, it is important to follow [COVID-19 Safety Guidelines](#) (see page 4-7) as well as these additional safety guidelines.

Council Camp Properties

Currently, Camp Mitre Peak is not available for troop rental. We anticipate allowing overnight use at Step 3. (see page 6)

Lodge capacity will initially be 50%. The percentage may change depending on the Council's transition step.

Camp Mitre Peak will be available for volunteer training beginning October 1, 2020. For **day use only** and no overnight will be permitted until Step 3.

Sleeping Accommodations

The Council adjusted the capacity of cabins and platform tents to 50%.

- Recommend access to sleeping structure is only for individuals who reside in the sleeping structure; avoid having groups of campers visit other campers in sleeping shelters.
- Troop leaders should create a sleeping roster with names of campers and adults sleeping in each shelter. The roster should be kept on file for a minimum of six months after the camping trip with a copy of the pre-screen form for each individual.

Sleeping Position

In structure, position campers head-to-toe or toe-to-toe to maximize distance between heads and faces. For bunk beds, position the head of the camper in one bed opposite the position of the camper in the adjacent bunk. If possible, create four to six feet of space between beds.

Bedding

Each camper is required to bring their own bedding (e.g. sheets, pillows, blankets, sleeping bags). Wash and dry in a mechanical air dryer once home. Keep each camper's bedding separate during transport.

Where applicable, disinfect provided mattress before and after use.

Personal Belongings

Personal belongings should be limited to essential items plus a limited number of non-essentials items. Campers should keep personal belongings organized and separate from other campers. Campers should not share personal belongings including bedding.

Shared Bathrooms

Recommend troops/groups use the latrine/bathroom facilities in their units. If unit shares a latrine with another site, assign and label the latrines/bathrooms upon arrival.

- Wash hands with soap and water for at least 20 seconds before and after work and breaks; after using the bathroom, blowing nose, coughing, sneezing, or touching frequently touched surfaces; and before preparing food.

Troop Camping Meals

It is important that meals remain the responsibility of girls to plan and prepare. In advance of the troop camping weekend, review all safety procedures with campers and discuss how to prepare for safe meal service.

When using a kaper chart, recommend the number of campers/volunteers per kaper is no more than four people. (3 girls/1 adult)

Safe Cooks

When preparing and serving food, girls and volunteers:

- Must **wash hands** with soap and water for at least 20 seconds before and after food preparation and serving; after using the bathroom, blowing nose, coughing, sneezing, or touching frequently touched surfaces.
- If soap and water are not available to wash hands, use a 60% alcohol-based hand sanitizer.
- Must wear gloves and **face masks/cloth face coverings** while preparing meals and serving.
- Maintain a physical distance and increased spacing from other food preparation areas whenever possible.

Safe Surfaces

- For a clean food contact surface, recommend covering picnic tables with a tablecloth able to disinfect between uses. (see page 9)
- For non-food contact surfaces, clean and disinfect frequently touched surfaces (e.g. picnic tables, benches) before every meal or at least three times a day.
- If hard non-porous surfaces are visibly dirty, clean them with detergent or soap and water before disinfecting.
- Girls should remove and dispose of gloves immediately after cleaning and disinfecting or when visibly soiled and immediately **wash hands**.

Safe Seating

Prioritize and make available outdoor seating areas ideally with 6 feet of physical distance; aim to decrease the density by as much as half. For example, if a table typically seats six, seat only three campers at that table.

Safe Meal Preparation and Service

- **Best practice:** When using a water cooler, assign a designated person wearing gloves and face mask to fill individual's personal water bottles.
- Prioritize use of "grab-n-go" items that are pre-packaged.
- If each camper is preparing her own meal (foil dinners, pizza bagels etc.), recommend the individual eating the meal prepares it using Safe Cook guidelines above.
- If cooking s'mores or other items that require each girl to be in the fire circle and share cooking utensils, sticks etc., it is important that girls maintain social distancing and disinfect cooking utensil between each individual use.
- If meal requires serving, recommend one adult or camper with clean/sanitized hands serve everyone to limit contact with serving utensils; maintain physical distancing, wear a face mask and gloves.
- **Best practice:** Discontinue use of condiment dispensers. Offer condiment packets alongside the prepared meal.

- **Best practice:** Remove decorative objects and materials from tables and counters to allow for effective cleaning and sanitation.

Safe Dishwashing

The steps in dishwashing are covered in Outdoor Troop Camping training and it is very important to complete the third step of sanitizing with liquid bleach.

Supplies:

- Three (3) tubs/dishpans appropriate for the size of your dishes
- Liquid dishwashing detergent
- Hot water
- Liquid chlorine bleach
- Sponge for dishwashing, scrub brush, scraper
- Gloves (recommended when washing shared cooking ware)
- Plastic bag

Process:

1. Scrape all dishes
 2. Polish with paper towel until dishes “look” clean
 3. Tub One: Wash in warm, soapy water (Very little soap needed in small wash bins.)
 4. Tub Two: Rinse in hot, clear water. (Hot is relative to what girls can handle!)
 5. Tub Three: Sanitize using 1 Tablespoon liquid chlorine bleach per gallon of tepid water
 6. Place clean dishes in drip bag
 7. Hang on drip line to dry
- Remember to strain dishwater when emptying, dish tubs to capture any food items.
 - **Best Practice:** Renew bleach after washing four (4) sets of dishes. For shared cookware, use a newly prepared Tub Three, the bleach tub.

Product Program

Product Program will move enthusiastically forward in the coming year. Strategies for safe order taking and delivery in both programs will keep girls and supporters safe, while maximizing success.

There are so many unknowns as we move into the Fall and beyond. Our goal is to be just as successful in the 2020-2021 Product Programs as we have been in the past: while adjusting to our new normal.

If we all just follow the themes, we will do GREAT! Fall Product in 2020 is Bravely Be! and Cookies in 2021 is We Got This! Product Program will succeed!

Digital Ordering

Both Fall Product and the Cookie Programs offer the ideal social distancing order taking opportunity with the M2media digital platforms and Little Brownie Baker's Digital Cookie™ platform.

- **Set up Account:** Every girl should set up digital accounts in both programs.
- **Girl Delivery:** There is a period of digital order taking that offers girl delivery of orders with both programs.
- **Gather Emails:** Encourage girls to gather email addresses for all of their potential supporters, girls will be able to take orders, and payment, while maintaining social distancing.
- **Workplace Sales:** Girls should consider using the digital platforms for workplace sales. With permission, girls should send an email to their parents' co-workers. Product will easily be delivered by the Girl Scouts' “delivery service,” her supportive caregivers.
- **Other Promotion Channels:** If digital ordering is not possible, girls can turn to phone calls, social media and text messaging to contact potential customers, while maintaining

social distancing. Any interaction with supporters must include masks and, possibly, gloves.

- **Porch Pixies:** Girls can be “Porch Pixies,” with a drop and go delivery plan for their supporters’ orders. Delivery and money handling are important aspects of the program, but families should help to ensure their daughters remain safe.

Cookie Booths

Securing cookie booth locations is an important aspect of the Girl Scout Cookie Program. Booth sales are 60% of the program. Service unit cookie chairs will contact locations, as they have in the past, to develop as many locations as possible. The response of retail businesses is unknown at this point. Retail business may be hesitant to allow sidewalk solicitations. As of now, Walmart has suspended all solicitation requests with no indication if others will follow suit.

NEW! This year drive thru cookie booth options will be available. Please see Service Unit, Troop and Parent Guides during cookie training.

Cookie Booth Staffing

It will be more important than ever to adhere to the standards of booth staffing. Adults should understand that we have assured location managers of all stores with booth sale sites that these guidelines will be followed:

1. Before you Arrive
 - Please eat before you arrive. Food and drinks should never be consumed at a booth sale.
 - Dress for the weather. Most locations are outside.
2. When you Arrive
 - Arrive at your sale location on time, not more than five minutes early.
 - All girls and adults must wear masks/face coverings.
 - Check in with the store manager before you set up. Thank them for the opportunity and identify the adult in charge during your shift.
 - If a troop is already selling at the site, let them know you are there. Please make the transition smooth. Never involve store management in a cookie booth dispute.
 - If management asks you to set up in a certain place, do not argue with their request. Stay within the area.
3. During your Booth Sale
 - Due to the space generally allotted for booths, it will be necessary to reduce the number of people at each booth. No more than two Girl Scouts and two Adult Volunteers should be at booths. Troops can schedule “shifts” to give as many girls (and adult volunteers) the opportunity to sell at booths.
 - Make safety a priority. Never leave your booth unattended; always have two adults at the booth. Girls should never be left alone. The troop is responsible for safeguarding the money and inventory.
 - Remember to abide by any specific requirements identified on your current sign-ups print out. The SU cookie booth coordinator that arranged the booth opportunity has listed anything you need to know specified by the management.
 - Booth sales must not interfere with the business’ activity, including the flow of its customers/patrons. Managers have the right to ask you to leave if their instructions are not followed or patrons are bothered.

4. At the end of your Booth Sale
 - Ensure the area is neat and clean when you leave. Take all trash and recycling.
 - Leave on time. Thank the store manager and let them know you are heading out.
 - Leave as a group. Each girl should be picked up by her parent/guardian before you leave (regardless of the girl's age).

Appendix A – Large Meal Service

Volunteers assisting with meal preparation for large groups are referred to as staff in this section. It is important to note that all standard food preparation and serving safe guidelines still apply.

Staff Procedures

Staff Pre-screen

- Ask all staff to pre-screen and stay home if they have any symptoms.
- If a staff reports symptoms during the weekend, remove them from meal prep and consider sending them home immediately.
- Staff should self-screen and assess their symptoms prior to starting their shift each day.

Staff Personal Hygiene

- Ensure staff are properly trained on hand washing and control procedures.
 - Wash hands with soap and water for at least 20 seconds before and after work and breaks; after using the bathroom, blowing nose, coughing, sneezing, or touching frequently touched surfaces; and before preparing food.
- Provide staff with access to soap and clean running water, disposable gloves, and face masks. If soap and water are not available to wash hands, use a 60% alcohol-based hand sanitizer.
- **Best practice:** Use a fingernail brush during handwashing.
- Ensure staff wear clean clothes and wear appropriate and clean footwear; do not wear watches, bracelets, or rings.
- **Best practice:** Wear disposable gowns and/or an apron.

Social Distancing

- Maintain a physical distance and increased spacing from other food preparation workers whenever possible.
- Meal preparation staff should limit their overall interactions with large groups during the weekend event.

Food Preparation

Existing best practices for food preparation and storage apply. Coronavirus is not foodborne, but food service workers who are infected can transmit the virus to others. Follow the four key steps to food safety: **Clean, Separate, Cook, and Chill.**

- **Best practice:** Even while wearing gloves, use clean utensils, such as tongs, spoons, etc., instead of gloved hands to prepare food as much as possible.

Cleaning and Disinfecting Food Contact Surfaces

- Use soap or detergent and water to wash food contact surfaces (i.e. dishware, utensils, trays, food preparation surfaces, and beverage equipment) then rinse after use.
- **Best practice:** Disinfect food contact surfaces before food preparation. See link to EPA list on page 9 and select product safe for food contact surfaces.
- Let dishware and equipment air-dry; do not dry with towels.

- Ensure that dishwasher machines are operating within the manufacturer’s specifications with appropriate water temperatures, detergents, and sanitizers.

Cleaning and Disinfecting Non-Food Contact Surfaces.

- Clean and disinfect non-food contact surfaces in the kitchen and dining areas commonly touched surfaces (i.e. counters, tables, chairs, coffeepot handles) daily.
- Condiments should be single serve packets. If unable to use single serve, clean and disinfect condiment dispensers as frequently as possible.
- **Best practice:** Discontinue use of condiment dispensers. Offer condiment packets or small containers alongside the prepared meal.
- **Best practice:** Clean and disinfect commonly touched surfaces before and after each use.
- If hard non-porous surfaces are visibly dirty, clean them with detergent or soap and water before disinfecting.
- Disinfect hard non-porous surfaces using EPA recommended products or diluted household bleach products.
- Remove and dispose of gloves, face masks, and gowns/aprons (if applicable) immediately after cleaning and disinfecting or when visibly soiled.
- Immediately after cleaning and disinfecting (and before taking breaks), wash hands using soap and water for at least 20 seconds. If a handwashing station is not available, disinfect hands using a 60% alcohol-based hand sanitizer.
- Staff should change into a clean set of clothes prior to starting meal prep.

Indoor Eating

Seating

- **Prioritize, encourage, and make available outdoor seating areas.**
- Expand the dining space or increase the number of dining spaces to allow diners to maintain physical distance. Encourage physical distance and increased spacing.
- In general, aim to decrease the occupancy density by as much as half. For example, if a table typically seats eight, use only four seats at that table. Set a reasonable occupancy limit.
- If possible, offer multiple mealtimes in an expanded window in order to decrease the number of diners in the dining area at a time. Clean and disinfect the dining area between mealtimes.
- **Best practice:** Clean and disinfect the dining area before and after each use.
- Encourage campers to sit with their troop/campsite while maintaining physical distancing of six feet apart from campers in other campsites.

Dining Room Set-up

- **Best practice:** Post signs reminding diners of the guidelines such as washing hands, maintaining social distance, using assigned seats, etc. Provide these resources in additional languages and in illustrations as needed.
- Make stations available for campers to wash their hands with soap and water prior to eating. Station dispensers of a 60% alcohol-based hand sanitizer at the dining hall entrance.
- **Best practice:** Remove decorative objects, flyers, and materials from tables and counters to allow for effective cleaning and sanitation.
- **Best practice:** An individual’s personal water bottle should not be refilled in the kitchen area.
- Station an adult at water coolers to refill water bottles, wearing gloves and a mask. All personal water bottles CLEARLY labeled with the camper’s name.

- Leave garbage can lids open in both the kitchen and dining area unless they are equipped with foot-actuated lids. Note that some states may require closed refuse containers in the kitchen.

Meal Service

- **Best Practice:** Avoid buffet style, salad bars, self-service, table, counter food service, and other configurations that require diners to use shared utensils.
- Prioritize use of “grab-n-go” services (i.e., boxed meals), in which meals are pre-packaged.
- Encourage campers to maintain physical distancing between themselves and others while in line for their meals.
- **Best practice:** If using a line system to pick up meals, place decals on floors six feet apart to denote where to stand while in line. (i.e. blue painters’ tape)
- During family service, encourage an adult (with clean/sanitized hands) to serve everyone from the table’s serving dishes.

Campers and Staff at Meals

- Campers should wash hands with soap and water for 20 seconds or use a 60% alcohol-based hand sanitizer upon entry to the dining area or immediately prior to eating.
- Avoid touching frequently touched surfaces such as handles, doorknobs, tables, and counters as much as possible.
- When retrieving food, avoid touching items and putting them back.
- Maintain physical distance and increased spacing between yourself and others whenever possible.
- Sit with or near the same individuals each meal and/or in the same seat if possible.
- Cover your cough or sneeze using good cough and sneeze etiquette. If using a tissue or napkin, throw it away and wash hands immediately.
- Avoid touching your eyes, nose, and mouth.
- **Best practice:** Use utensils rather than hands to eat as much as possible.

COVID-19 Gathering Health Pre-Screen

Event Information

Event: _____ Date: _____ Time: _____

Location: _____

Submit to: _____ at _____ after _____
(Name) (email or physical location for paper form) (submit between day/time for email or upon arrival for paper form)

Pre-screen completed no more than 24 hours prior to the gathering. Form required for every participant/attendee for every event.

Dear Girl Scout Family:

To protect our members and keep our communities healthy and safe, participants at all Girl Scout gatherings (troop meetings, activities, trainings, etc.) are required to meet health requirements, wear a [face covering](#), wash hands and use social distancing. Please review the statements below and sign form to verify participant meets all health requirements.

Participant Name: _____ Email: _____ Phone: _____

1. I have not experienced any of the following symptoms in the last 14 days.

- Fever
- Cough
- Shortness of breath or difficulty breathing
- Chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell
- Nausea
- Vomiting
- Diarrhea

2. I have not had a fever over 100 degrees, without the use of fever reducing medications, within the last 72 hours.

3. I have no known exposure to COVID-19 or been in close contact with anyone that has tested positive in the last 14 days.

4. I have not traveled outside my local region or state lines in the past 14 days.

The below signature(s) indicates that participant meets all health requirements and will adhere to all Girl Scout gathering safety precautions.

Participant/Guardian Signature: _____ Date: _____
(Guardian signature required if participant is 17 and younger)

For Event Organizer Use (Optional)

Group Assignment: _____

Unit Assignment: _____

Transportation: _____