

This guidance is being provided as of the published date above. Girl Scouts of Eastern Massachusetts (GSEMA) may modify this guidance as circumstances change. Contact GSEMA with questions at customercare@gsema.org

COVID-19 is an extremely contagious virus that spreads easily in the community. This guidance recognizes the need to take all reasonable precautions to limit potential exposure for girls, volunteers, and families. The risk associated with COVID-19 pandemic continues to change as infection rates rise and fall in different areas.

As of September 1, 2020, GSEMA troops, service units, and groups may gather for in-person activities if they adhere to the following guidelines. (Please note: GSEMA's properties are not available until further notice.)

1. Deciding if you will meet in person.

- All members of the troop, service unit, or group leadership team must agree and be willing to adhere to Girl Scouts of Eastern Massachusetts (GSEMA) guidelines before resuming in-person meetings.
- When deciding whether to host an in-person meeting, 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.
- Virtual meetings are still encouraged and available. More resources for virtual meetings can be found at www.gsema.org/athome.
- Overnight gatherings are not permitted at this time.

2. Who will meet?

- The current maximum gathering size is 25 people (including two unrelated adult volunteers, one of whom is female) for troop meetings and small gatherings. Please continue to follow general volunteer-to-girl safety ratio requirements at www.gsema.org/safety. (If your town has local restrictions on gathering sizes, those limits supersede state and Girl Scout guidance.)
- Ensure that everyone who will be participating is feeling healthy and well, using the **Self-Assessment Checklist on page 4**. On the day of the activity or meeting, organizers should provide this checklist to all attendees and have them review verbally, via email, or printed and signed. If you answered "Yes" to ANY of the screening questions, DO NOT attend in person gatherings. You should also consider seeking medical treatment from your healthcare provider if you have not done so already.

3. Where will you meet?

- At this time, only outdoor meetings are permitted.
- Contact your desired meeting location to gain permission to meet on site. Questions to ask regarding public spaces:
 1. Is the space cleaned, and are high-touch surfaces (i.e., tabletops, light switches, chairs, etc.) sanitized, at least daily?
 2. Who else uses the space (how often, what size is the group)? Is the space cleaned between groups?
 3. Are restrooms open to the public? (See Using Restrooms section below.)
 4. What type of faucets / soap dispensers are available in the restroom (sensory or manual)?
- GSEMA's Meeting Place Policy, as detailed in [Volunteer Policies and Procedures](#), allows exceptions for Girl Scouts to meet on private property on a limited basis. Review and complete the [online application](#) to request permission for Girl Scouts to meet outdoors on private property on a limited basis.

4. What to do during the meeting:

- **Hand washing.** All participants must wash or sanitize their hands upon entering the meeting site. Ensure sufficient on-site access to hand washing/sanitization, gloves, and disinfecting supplies for the meeting.
- **Cleaning.** The meeting site should be cleaned and disinfected by adults, following [CDC guidance for cleaning and disinfecting public spaces, workplaces, businesses, schools and homes](#) before and after the meeting. Regularly and frequently clean and disinfect any regularly touched surfaces, such as doorknobs, tables, chairs, and restrooms.
- **Take attendance.** In order to support contact tracing if needed, troops/groups are required to take attendance at every meeting or event. Attendance should include the date of the gathering, names of all individuals (girls and adults), as well as contact information if not readily available via troop/group roster. Attendance sheets should be kept with health history and other sensitive forms for at least 6 months. As a reminder, those attending should be considered healthy and well on the day of the event per the [Self-Assessment Checklist](#) on page 1.
- **Physical distancing.** During the meeting, all participants should maintain physical distancing of 6 feet between members of different households. This includes refraining from providing hands-on assistance during activities. When sitting at tables, participants should try to all face one way and/or only sit on one-side of the table. Create a safe, contactless way for girls and volunteers to greet each other and end meetings.
- **Face covering.** In light of [CDC recommendations](#) and [Massachusetts protocols](#), all participants are required to wear face coverings or 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.
- **Sharing materials:** Most forms of sharing should be limited at troop meeting in the current environment to help ensure all girls can stay healthy and safe while being together and avoid the spread of the virus through surface contact. At all in-person gatherings, do not permit girls to share food or activity supplies. Food can be brought from home or limited to pre-packaged, individual serving size food which can be safely distributed without cross contamination. Activity supplies should not be shared between girls. As alternatives, supplies may be brought from home or each girl can have a unique personal supply kit which the leader safely prepares in advance following GSEMA's [COVID-19 Precautions for Contactless Materials Exchanges](#).
Based on guidance from our governing bodies, follow these guidelines to safely exchange materials with Girl Scout members.
 - Ensure that everyone who is participating in contactless materials exchange is feeling healthy and well.
 - Carefully disinfect materials when received or purchased.
 - Wear a mask and gloves when handling materials, including sorting and packaging.
 - Coordinate with members for contactless pick-up ahead of time, such as scheduling curbside/porch pick-ups or making time-slotted appointments to avoid in-person interactions.
 - Remind anyone picking up materials that they also need to wear proper protective gear, including masks and gloves.
- **Transportation.** When transporting girls for a meeting or outing, the driver and all passengers in each vehicle are limited to a single family/household.
- **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 for girls.

- **Using restrooms, public and private.** Follow the guidelines below to safely utilize restroom facilities that are not routinely cleaned and disinfected by professionals.
 1. Encourage attendees to use their restroom at home prior to arriving at the meeting space.
 2. Restrooms should be disinfected by an adult both before the girls arrive and after departing.
 3. Restrooms should have ample handwashing/sanitization supplies. Sinks should have warm water, with paper towels and anti-microbial soap.
 4. Restrooms should be disinfected after each use. For girls in grades K-5, this should be done by an adult. For girls in grades 6-12, depending on their maturity level, an adult may orient them to the process for disinfecting the restroom after they use it.
 5. Wear a mask and gloves when handling disinfectants.
 6. Disinfect high touch surfaces, such as door handles, light switches, faucets, soap dispensers, toilet seats and toilet handles/flushers, following the [CDC/EPA Cleaning & Disinfecting Guidance](#), utilizing an [EPA approved disinfectant](#) or [diluted household bleach solution](#).
 7. Utilize sensory/no-touch dispensers and faucets whenever possible.
 8. Consider propping doors open when not in use, leaving light switches on, and opening any available windows, to decrease the surfaces touched and increase clean air flow.
 9. All disinfectant products should be kept out of reach of children that have not been properly oriented to their safe use and the dangers associated with them.
 10. Handwashing should be done with anti-microbial soap under warm running water for at least 20 seconds after using the restroom or removing gloves after cleaning.

5. Contact Tracing.

- Each group must designate a volunteer to track attendance, which should be kept confidentially with health forms and permission slips. This volunteer must serve as the point of notification for any post-meeting incidents of a communicable disease. Remember that girl and volunteer health information is private and strictly confidential and should only be shared on a need-to-know basis with a council staff member.
- If an incident or concern related to COVID-19 symptoms occurs, this volunteer must contact customercare@gsema.org to receive explicit guidance before notifying any other participants.
- A council staff member and NOT volunteers, will be responsible for:
 1. Confirming and tracing the positive individual,
 2. Contacting the parents of anyone who may have been exposed (or other volunteers),
 3. Notifying a facility where a troop has met, and
 4. Alerting the state department of health.

Attendee COVID-19 Day Of Screening Form

Organizers must review these questions verbally, via email, or printed/signed with all attendees on the day of an activity/meeting. www.gsema.org/volunteerresources#covid19

Attendee Name: _____

Date: _____

Caregiver Signature (if requested by organizer): _____

Screening Questions

1. Do you have a fever or above-normal temperature (>100F)?	YES ___	NO ___
2. Have you taken fever reducers in the past 72 hours?	YES ___	NO ___
3. Have you been experiencing shortness of breath or having trouble breathing?	YES ___	NO ___
4. In the past 72 hours, have you had a dry cough?	YES ___	NO ___
5. In the past 72 hours, have you had a runny nose?	YES ___	NO ___
6. In the past 72 hours, have you had a sore throat?	YES ___	NO ___
7. Have you recently lost or had a reduction in your sense of smell or taste?	YES ___	NO ___
8. In the past 72 hours, have you had any other flu-like symptoms, such as gastrointestinal upset, headache, muscle pain or fatigue?	YES ___	NO ___
9. In the past 72 hours, have you had chills or repeated shaking with chills?	YES ___	NO ___
10. Are you awaiting results for a COVID-19 test OR have you received a positive result in the last 14 days?	YES ___	NO ___
11. In the last 14 days, have you been in contact with someone who has a confirmed case COVID-19, under investigation for COVID-19 or a respiratory illness?	YES ___	NO ___
12. In the last 14 days, have you traveled to any foreign country? If YES, where? _____	YES ___	NO ___
13. In the last 14 days, have you traveled to a state outside of MA, excluding " Lower Risk States " designated by the Department of Public Health? If YES, where? _____	YES ___	NO ___

If you answered "Yes" to ANY of the questions above, DO NOT attend in person gatherings.

You should also consider seeking medical treatment from your healthcare provider if you have not done so already.