



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

*Edition date: 04/20/2021*

This guidance is being provided as of the Edition Date above (when a vaccine has not been made readily available). Girl Scouts of Louisiana Pines to the Gulf (GSLPG) may modify this guidance from time to time as circumstances change. As a Girl Scout volunteer, you must adhere to any guidance and protocols provided by GSLPG and GSUSA. Please read this document in its entirety and contact [info@gslpg.org](mailto:info@gslpg.org) with any questions.

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. Discuss plans with families.

**Use these guidelines to help decide how and when to return to activities.**

### Troop Meetings

#### **Troop Meeting Size**

***Beginning March 15, group sizes should be limited to 50% capacity of building with no more than 250 people including adults (maintaining proper girl to adult ratio). Indoor gatherings should not exceed state and local mandated operating capacity. This may vary by building/room.*** However, [check your local restrictions](#) for small gatherings. If it is more restrictive, follow the local restrictions. Restrictions vary greatly from state to state, parish to parish, and even from town to town--and frequently change. Please utilize all social distancing practices and follow all preventative guidance (such as face coverings).

If you have a large troop, utilize the ideas and guidelines for larger gatherings below. Large troops are wonderful, so stay together! Some ideas:

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

#### **Updates! Troop Meeting Space**

Virtual meetings and outdoor spaces where social distancing can be maintained are strongly recommended for meetings. If your troop decides to meet in person, indoors/outdoors the following requirements are in place:

- **Indoor gatherings/events:** 50% capacity of building with no more than 500 people, not to exceed state and local mandated operating capacity.
  - Fitness centers/gymnasiums permitted with 50% capacity limit.

- **Outdoor gatherings/events:** 50% capacity or 500 people, whichever is less.
  - See *Weather Backup Plan* section below, as it will be required for all outdoor gatherings.
- Signed [COVID waivers](#) must be submitted to the Troop Leader by all participating members before meeting. If a COVID case is reported within the troop, the reporting procedure outlined in the Reporting and Communicating a Positive COVID-19 Test section must be followed and copies of all signed COVID waivers must be submitted to the council.
- See *Creating Cohorts* section below. Use [Cohort Tracking Sheet](#) to organize.
- Get advance permission from the property owner or the jurisdiction that provides the location.
- Room must be large enough to maintain [social distancing](#).
- [Masks](#) must be worn by all members at all times and in compliance with CDC guidelines.
- All Hygiene and COVID-19 Risk Mitigation procedures must be followed.

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

- Can social distancing be maintained?
- 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, 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 is as follows: 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.

Note: Do not assume public spaces are cleaned and sanitized. Arrive 30 minutes in advance and clean high-touch surfaces.

### Troop Meetings in the Home

GSLPG is not allowing meetings in the home out of concern that there would be greater risk of exposure to other family members. Please stay away from in-home meetings for the time being.

### Virtual Meetings

Meeting options may need to be flexible based on the fluid nature of COVID-19 risk. Troops that are able to run online meetings as needed (or wanted) should do so. GSUSA recommends maintaining a virtual to in-person ratio of at least 20/80, which means to maintain virtual troop meetings at least 20% of the time to keep tech skills and virtual meeting habits fresh. Use the Safety Activity Checkpoints for Virtual Meetings, to guide your meeting plans: [Virtual Troop Meetings](#).

Other helpful resources can be found on our website under [Virtual Meeting Resources](#).

## Troop Activities

In conjunction with Safety Activity Checkpoints, follow the same guidance as Troop Meetings and Hygiene and COVID-19 Risk Mitigation guidance in this document. Call ahead to the facility or vendor to confirm that they are following CDC and state health department guidelines. If activity or sporting equipment is being provided, ask the provider if they wipe down equipment in between uses, like 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. It is suggested to build supplies costs into activity budget to split among participants as to not have any undue financial hardship on any one individual. Groups may also choose to have sign-up for participants to provide items, like snack sign-up, or collect donations. Suggested supplies:

- Gloves
- Hand sanitizer
- Surface cleaners
- Paper towels
- Face masks

Criteria for troop activity approval:

- All Hygiene and COVID-19 Risk Mitigation procedures must be able to be followed.
- Activity or trip cannot exceed the current Troop Meeting Size limits.
- Troop Leader must attend a COVID Activity Checklist Zoom meeting with their Troop Support Specialist and submit the follow up acknowledgement form for consideration before approval can be given.
- [Masks](#) should be able to be worn at all times and in compliance with CDC guidelines.
- Activity and trip locations must be in compliance with all state and local mandates regarding operating capacity as well as all recommended Hygiene and COVID-19 Risk Mitigation procedures.
- COVID-19 Waiver forms must be signed and returned to troop leader for all participating troop members prior to the in-person meeting/trip/activity.

## Drop-off, Pick-up, & Transportation Processes

- Establish curbside drop-off and pick-up times and locations by cohorts to limit direct contact.
- Public transportation should be avoided, where possible, to maintain social distancing.
- Carpooling is permitted with adherence to following:
  - Masks required
  - Windows open, when possible, to allow fresh airflow
  - Maximum of two households per vehicle and two individuals per row
  - COVID-19 Screening form must be completed for each individual upon arriving to carpool meeting location. Form must be given to check-in lead upon arrival to event.
- If you anticipate getting out of your vehicle, please be sure to maintain social distancing and wear a mask in the presence of any individual outside of your household.
- Conduct screening of campers upon arrival using the following guidance:
  - Screening for the presence of symptoms (fever higher than 98.6°F, cough, shortness of breath, diarrhea, fatigue, headache, muscle aches, nausea, loss of taste or smell, sore throat, vomiting, etc.) within the past two weeks.
  - Determining if, within the past two weeks, the individual has travelled nationally or internationally.

- Determining if the individual has been in close contact with a person who has been diagnosed with, tested for, or quarantined as a result of COVID-19.

**Camp note:** A temperature checker will be available for use upon arrival at **GSLPG camp properties**.

## Activities/Programs

### **Updates! Service Unit Activities**

Outdoor spaces where social distancing can be maintained are recommended for Service Unit activities. **GSLPG will allow Service Unit activities to be held in indoor spaces at 50% of building capacity with no more than 500 people and at outdoor spaces at 50% capacity or 500 persons.** Get advance permission from the property owner or the jurisdiction that provides the location. Follow the safety criteria set for troop-level activities above and [Creating Cohorts](#) under [Camp Activities](#).

### **Updates! Travel and Overnight Stays**

**Travel and overnight trips for GSLPG members are permitted.** As always, submit a [P-500 Application for Trips and Activities](#) to GSLPG for prior approval before planning any overnight stays and follow guidance in Safety Activity Checkpoints.

*Overnight stays are permitted with regard to the following regulations:*

- Daisies and Brownies permitted in family cohorts only.
- JCSA levels permitted with individual sleeping arrangements, whether in rooms, tents, cabins, or other. Girls must be arranged next to buddy and utilize the system when leaving individual sleeping area. Tents must be clustered (as pictured) in cohorts, while keeping six-foot distance in between tents.
- Use [Cohort Tracking Sheet](#) to organize sleeping arrangements.
- Masks may be removed only while sleeping.
- Sisters may sleep in the same area.



**Camp note:** Use of all property cabins and personal tents permitted with adherence to overnight experience regulations outlined above. For large events, please work with a Site Manager to ensure your anticipated maximum participants will fall within capacity limits for either day or overnight use.

Examples of overnight stays within current guidelines:

- Air B&B or hotel suite with multiple rooms. Households sleep in ind. rooms; masks in common areas
- Individual households sleep in own hotel room
- Camp outdoors with your own household at a local state park or contact local Girl Scout council to see if you may camp at their camp

### Updates! Community Events

Participation in community events (events that are not hosted and/or sponsored by GSLPG) are permitted. Adhere to rules provided by host facility as long as they are in compliance with local and state guidelines. In addition:

- Must wear masks, whether indoor or outdoor
- Social distancing required
- Must follow “Hygiene and Risk Mitigation,” “Hygiene and Respiratory Etiquette,” “Creating Cohorts” guidance, whether indoor or outdoor
- COVID-19 waivers must be signed and collected by Troop Leader
- Process for P-500 rules still apply.

### Council Events

In-person council hosted and/or sponsored events suspension lifted. Check the monthly newsletters and event calendar for information on upcoming events and summer camp!

### Creating Cohorts

Keep girls together in small groups with dedicated adult volunteers and make sure they remain with the same group throughout the day. Use best practice guidance below:

- Organize girls and adults into the smallest practical group sizes, known as “cohorts”, and keep groups consistent throughout the camp program. Use [Cohort Tracking Sheet](#) to organize and keep these on record for at least one month after event end date. In the case a member exhibits symptoms or has a COVID-19 positive test, this documentation must be presented to council staff upon contacting them, as outlined in *Reporting & Communicating a Positive COVID 19 Test* section.
- Participants interact as cohorts by family, troop, or dedicated groups throughout the life of the event (up to 10 people per cohort). Two cohorts may join for activities. These cohorts must remain matched for the remainder of the event.
  - Groups with more than 10 people must physically distance always.
  - In enclosed spaces, groups with 10 or less people cannot be less than six feet apart for longer than 10 minutes, unless in a cohort.
- Consistently construct larger gatherings of the same smaller groups or “households.” Note that group sizes must still comply with state and/or local requirements for proper adult to camper ratios.
- Larger gatherings, especially inside buildings, increase the potential of communicable disease spread. Mitigation for these and any mass gathering could include splitting large assemblies into smaller groups (by “household”), outdoor programming, dining and programmatic changes to minimize mixing, physical distancing between “households” and facial coverings (as age and developmentally appropriate) when distancing cannot be accomplished.
- Staggered dining times is recommended depending on the size of the dining facility and its ability to allow social distancing between “households.” Consider dining outside in “households” if possible and weather permits.

## Guiding Principles to Keep in Mind

|                |   |
|----------------|---|
| Lowest Risk    | Small groups of campers stay together all day, each day. Campers remain at least 6 feet apart and do not share objects. Outdoor activities are prioritized. All campers are from the local geographic area (e.g., city, town, county, community). |
| More Risk      | Campers mix between groups but remain at least 6 feet apart and do not share objects. Outdoor activities are prioritized. All campers are from the local geographic area (e.g., community, town, city, or county).                                |
| Even More Risk | Campers mix between groups and do not remain spaced apart. All campers are from the local geographic area (e.g., community, town, city, or county).   |
| Highest Risk   | Campers mix between groups and do not remain spaced apart. All campers are <b>not</b> from the local geographic area (e.g., community, town, city, or county).  |

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/summer-camps.html>

### Weather Backup Planning

Volunteers should have a weather backup plan ready prior to any outdoor gatherings. In the case of bad weather at GSLPG camp properties, potential options include:

1. For overnight reservations, members can use indoor communal spaces, pavilions, and sleeping quarters, as capacity allows.
2. For day reservations, members can use indoor communal spaces and pavilions, as capacity allows. If these spaces cannot fit all members, the coordinator should reduce the maximum number of participants for the event.
3. Cancel the event.

Procedures for indoor activities, such as capacity limits and physical distancing, should continue to be followed. Please use the capacity tables provided for both locations.

These options should be considered for outdoors gatherings at non-GSLPG properties as well. Coordinators should be prepared to explain a backup plan for all activities requiring the submission of a P-500.

### Healthy Food Preparation and Meal Service

- Members are encouraged to bring their own meals.
- Use disposable food service items (utensils, dishes). If disposable items are not feasible or desirable, ensure that all non-disposable food service items are handled with gloves and washed with dish soap and hot water or in a dishwasher. Individuals should wash their hands after removing their gloves or after directly handling used food service items.
- Avoid sharing of foods and utensils.
- Ensure the safety of children with food allergies.



**Camp note:** Adults may use the kitchen space at either property to prepare meals, with regard to the *Hygiene and COVID-19 Risk Mitigation* procedures. Meals can be served line style with one server per dish and consumed indoors or outdoors in their cohorts and physically distanced from other cohorts by at least six feet.

## Prevention and Safety

### Reporting & Communicating a Positive COVID 19 Test

In the event of a COVID-19 positive test result, do NOT contact the parents or troop members. Promptly contact your Troop Support Specialist. Be prepared to provide [Cohort Tracking Sheet](#) and further information. Due to HIPAA Guidelines requiring patient confidentiality and other privacy protections, a **council staff member** and NOT volunteers will be responsible for:

- Confirming and tracing the positive tester
- Contacting the parents by telephone of anyone who may have been exposed (or other volunteers)
- Notifying the facility where a troop has met
- Following the guidance provided by the state department of health or CDC

**Council staff, NOT volunteers,** will notify parents and others about a positive test result. The tester's identity is confidential. 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.

### Isolation Measures

It is important to establish a space to isolate girls who become sick and be prepared with a cleaning and disinfecting process.

- Ensure proper adult supervision of an isolated child as needed and based on age.
- If a child becomes sick, close off areas used by the girl. Open outside doors and windows to increase air circulation in those areas.
- Contact the child's parent/guardian immediately to inform them of symptoms and request pickup.
- Keep the member isolated until they can be transported from the facility.

**Should a member receive a positive COVID-19 test, during or within 72 hours of the event, contact your Troop Support Specialist.**

**Camp note:** If at camp properties, contact Site Manager as well. Be prepared to provide the Site Manager with the cohort sheet and further information.

The isolation areas at each camp are as follows:

- Camp Wawbansee: The Infirmary
- Camp Bon Temps: First Aid Room in Main Lodge

### 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. Leaders, girls, and their families should:

- Stay home if they are sick or recently had close contact with a person with COVID-19.
- 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 your 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 and temperature is a normal 98.6 degrees. Members with fever or temperature higher than 98.6 should skip the in-person gathering until their temperature is normal.
- Follow social distancing standards set by local officials, to include remaining a six-foot distance when possible and always remain in cohorts. All members should wear face [masks](#).

A self-symptom check should be conducted prior to attending any meeting. All participants should be screened to ensure they are healthy and that they have not 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 if those regions require a 14-day quarantine period. If you are experiencing any COVID-19 related [symptoms](#), please do not attend any in person meetings.

#### [Attendee Pre-screening & Symptoms Check Questionnaire](#)

**Camp note:** When planning a visit at a GSLPG camp property, follow safety criteria procedures outlined above to prepare for your visit, to include utilizing the [Safety During COVID-19 Checklist](#). This should be turned in with the [Camp Cleaning Checklist](#) to the Site Manager upon conclusion of your visit.

#### Hygiene and Respiratory Etiquette

- Teach and reinforce handwashing with soap and water for at least 20 seconds and increase monitoring to ensure adherence among campers and staff.
- Encourage staff and campers to cover coughs and sneezes with a tissue. Used tissues should be thrown in the trash and hands washed immediately with soap and water for at least 20 seconds.
- When handwashing is unavailable, utilize hand sanitizer with at least 60% alcohol
- All girls and adults must engage in hand hygiene at least every two hours and at the following times:
  - Arrival and exit of the facility and after breaks
  - Before and after using outdoor play equipment
  - Before and after preparing, eating, or handling food or drinks, or feeding children
  - Before and after administering medication or medical ointment
  - After using the bathroom or helping a child use the bathroom
  - After coming in contact with bodily fluid
  - After handling animals or cleaning up animal waste
  - After playing outdoors or in sand
  - After handling garbage



- Teach and reinforce the use of cloth face coverings. Face coverings may be challenging for campers (especially younger campers) to wear in all-day settings such as camp. Face coverings should be worn by adults and campers (particularly older campers) as feasible and are **most** essential in times when physical distance is difficult.

**Note:** Cloth face coverings should **not** be placed on:

- Babies or children younger than 2 years old
- Anyone who has trouble breathing or is unconscious
- Anyone who is incapacitated or otherwise unable to remove the cover without help

### Disinfectants and Disinfecting

[Routinely clean and disinfect surfaces](#) and objects that are frequently touched (i.e., table tops, markers, scissors, door handles, light switches, sinks, faucets, 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 (e.g., concentration, application method and contact time, etc.).

Household bleach is effective 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.

### GSLPG Camp Property Cleaning and Disinfection

Due to limited staffing, adult members are responsible for cleaning spaces before and after gatherings, as well as at transitions of activities/cohorts during events.

- Volunteers and Site Managers will use the [Camp Cleaning Checklist](#) to ensure proper cleaning and disinfection is completed. Site Manager will keep all checklists for records.
- Clean and disinfect frequently touched surfaces (e.g., playground equipment, door handles, sink handles, drinking fountains, tabletops, cabinet handles, railings, etc.) within the camp facility and in any shared transportation vehicles at least daily or between use as much as possible. Use of shared objects (e.g., art supplies, nap mats, toys, games) should be limited when possible, or cleaned between use.
- Cleaning products should not be used near children, and all adults and volunteers should ensure that there is adequate ventilation when using these products to prevent children or themselves from inhaling toxic fumes. When using cleaning products, follow instructions and Safety Data Sheets (SDS) thoroughly and never mix chemicals.
- Use gloves when removing garbage bags or handling and disposing of trash. Wash your hands after removing gloves.

While properties will have general supplies on hand, event coordinators are responsible for bringing proper cleaning and PPE supplies for their specific event. It is suggested to have supplies budgeted into the overall event budget, as to be split among participants and not cause an undue financial hardship on any one individual. Groups may also choose to have sign-up for participants to provide items, like snack sign-up, or collect donations. Required supplies:

- Gloves

- Hand soap
- Hand sanitizer
- Surface cleaners
- Paper towels
- Face masks

### Face Coverings

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. Some girls or volunteers may not be able to wear masks, due to medical conditions such as asthma. Contact your council for guidance on how best to handle these exceptional circumstances as they arise.

### 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 instead (like tapping elbows).

### Sharing

Most forms of sharing are limited at troop meetings 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 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 stocks in advance and is used at each meeting.

### 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. 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.

### First Aid / CPR Training

Keep skills up to date for any emergency. The Red Cross is currently offering an online [120 day certification extension](#) to ensure that leaders who have had recently expired certifications can stay certified. The 120-day certification enables an existing enrollee to extend their current American Red Cross certification by 120 days from the original certification expiration date. This extension certificate is for student or base level certificates from instructor-led and blended learning courses.

## Camp Activities

***Camp Bon Temps and Camp Wawbansee are open for day and overnight reservations beginning March 15.*** Please follow safety criteria procedures outlined above to prepare for your visit, to include utilizing the [Safety During COVID-19 Checklist](#). This should be turned in with the [Camp Cleaning Checklist](#) to the Site Manager upon conclusion of your visit.

Please view availability and submit a request for reservation at [Camp Bon Temps](#) and [Camp Wawbansee](#) for Site Manager approval.

The following indoor communal spaces may open to all group reservations, with strict regard and adherence to the Troop Meeting Space and Troop Meeting Size sections above in conjunction with the Hygiene and COVID-19 Risk Mitigation procedures listed above.

- Troop House (Wawbansee)
- Main Halls (both properties)
- Kitchen and dining areas (both properties)
- Cabins (both properties)

### Swimming

Swimming and pool use is not permitted until further notice. **Small Craft**

Campers should follow physical distancing and proper hand hygiene practices prior to/following any small craft activity (e.g., individual canoes, etc.). Consider keeping activities together to include the same group of campers each day and consider keeping the same instructors per group. Limit the amount of shared supplies and equipment per activity.

- All shared and used equipment (e.g., oars, lifejackets, boats) should be cleaned and disinfected between each use.
- Hand wash life jackets in hot soapy water. Spray lifejackets with alcohol-based disinfectant spray before use.
- Designate certain equipment (e.g., lifejackets) to individuals for the duration of camp, to decrease the quantity of shared items.
- Commonly touched surfaces of boats should be cleaned and disinfected after each use. Do not use bleach products on ropes or lifejackets.
- A maximum of 2 trained members per craft is permitted. These members do not have to wear masks while in the craft, for safety in the event the craft tips over; however, they must always keep the suggested 6 ft distance apart in the craft and remain at least 6 feet away from other surrounding crafts.

### Archery

Campers should follow physical distancing and proper hand hygiene practices prior to/following any archery sessions. Consider keeping activities together to include the same group of campers each day and consider keeping the same instructors per group. Limit the amount of shared supplies and equipment per activity.

- All shared and used equipment (e.g., bows, arrows) should be cleaned and disinfected between each use.

**Thank you for doing your part to keep our Girl Scout community safe during the COVID-19 pandemic. We are stronger together, even when we are six feet apart.**