



COVID-19 INTERIM GUIDANCE:

Girl Scouts of Central California South



OVERVIEW

The following guidance is intended to help Girl Scout Troops formulate and implement plans for safe re-opening.

These recommendations depend on community monitoring to prevent COVID-19 from spreading. Communities with adequate surveillance and lower incidence and spread of COVID-19 may put in place the practices described below as part of a phased reopening. All decisions about following these recommendations should be made in collaboration with local health officials and other authorities, and should depend on the levels of COVID-19 community transmission and the capacities of the local public health and healthcare systems, among other relevant factors.

Implementation of these guidelines should be tailored for each setting. Implementation requires support for volunteers and adequate consideration of Girl Scout and family needs.

The guidance is not intended to revoke or repeal any employee rights, either statutory, regulatory or collectively bargained, and is not exhaustive, as it does not include county health orders, nor is it a substitute for any existing safety and health-related regulatory requirements such as those of Cal/OSHA.¹ Stay current on changes to public health guidance and state/local orders, as the COVID-19 situation continues. Cal/OSHA has more safety and health guidance on its [Cal/OSHA Guidance on Requirements to Protect Workers from Coronavirus webpage](#).



1. General Measures

- Establish and continue communication with local and State authorities to determine current disease levels and control measures in your community. For example:
 - Review and refer to, if applicable, the relevant county variance documentation.
 - Regularly review updated guidance from state agencies, including the California Department of Public Health.
 - Ensure external community organizations that use the facilities also follow this guidance.
 - Develop a plan for the possibility of repeated closures when persons associated with the facility or in the community become ill with COVID-19.
- Establish a written, facility-specific COVID-19 prevention plan and perform a comprehensive risk assessment to implement the plan at each location.
 - Incorporate the CDPH Guidance for the Use of Face Coverings, into the Facility Specific Plan that includes a policy for handling exemptions.
 - Train and communicate with volunteers on the plan. Make the written plan available and accessible to volunteers and families.
 - Regularly evaluate the facility for compliance with the plan and document and correct deficiencies identified.

- Investigate any COVID-19 illness and determine if any Girl Scout-related factors could have contributed to risk of infection. Update the plan as needed to prevent further cases.
- Implement the necessary processes and protocols when a facility has an outbreak, in accordance with CDPH guidelines.
- Identify individuals who have been in close contact (within six feet for 15 minutes or more) of an infected person and take steps to isolate COVID-19 positive person(s) and close contacts. See Section 10 for more detail.
- Adhere to these guidelines. Failure to do so could result in illnesses that may cause facilities to be temporarily closed or limited.
- The more people a Girl Scout or volunteer interacts with, and the longer that interaction, the higher the risk of COVID-19 spread. The risk of COVID-19 spread increases in Girl Scout settings as follows:
 - **Lowest Risk:** Small groups of girls stay together all day. Girls remain at least 6 feet apart and do not share objects. Outdoor activities are prioritized. All girls are from the same local geographic area (e.g., town, city or county).
 - **Highest Risk:** Girls mix between groups and do not remain spaced apart. All girls are not from the local geographic area (e.g., town, city or county).



2. Promote Healthy Hygiene Practices

- Educate volunteers, girls and their families about when they should stay home and when they can return to a Girl Scouting activity. Actively encourage girls and volunteers who are sick or have recently had a close contact with a person with COVID-19 to stay home.
- Ensure adequate supplies to support healthy hygiene behaviors, including soap, tissues, no-touch trashcans and hand sanitizers with at least 60 percent ethyl alcohol for girls and volunteers who can safely use hand sanitizer.
- Teach and reinforce washing hands, avoiding contact with one's eyes, nose, and mouth, and covering coughs and sneezes among girls and volunteers.
 - Teach girls to use tissue to wipe their nose and to cough/sneeze inside a tissue or their elbow.
 - Girls and volunteers should wash their hands frequently throughout the day, including before and after eating; after coughing or sneezing; after meetings, events or activities where they handle shared items, such as outside recreation, art, or badgework and before and after using the restroom.

- Girl Scouts and volunteers should wash their hands for 20 seconds with soap, rubbing thoroughly after application.
 - Volunteers should model and practice hand-washing. For example, for younger girls, use bathroom time as an opportunity to reinforce healthy habits and monitor proper hand-washing.
 - Volunteers and girls should use fragrance-free hand sanitizer when hand-washing is not practicable. Sanitizer must be rubbed into hands until completely dry. Note: frequent hand-washing is more effective than the use of hand sanitizers.
 - Children under age 9 should use hand sanitizer under adult supervision. Call Poison Control if consumed: 1-800-222-1222.
- Consider routines enabling girls and volunteers to regularly wash their hands at staggered intervals to minimize congregations to the restroom.
 - Teach and reinforce use of face coverings.
 - Face coverings must be used in accordance with CDPH guidelines unless a person is exempt as explained in the guidelines. Physical distancing alone is not sufficient to prevent disease transmission.
 - All volunteers must use face coverings unless Cal/OSHA standards require respiratory protection. In limited situations (i.e. communicating or assisting young children or those with special needs) a face shield can be used instead of a face covering as long as the wearer maintains physical distance from others, to the extent practicable. Volunteers must return to wearing a face covering when the face shield is not necessary.
 - Children aged 2 years and older should wear face coverings in accordance with in accordance with CDPH guidelines, especially when indoors or outdoors when a six-foot physical distance from others cannot be maintained.
 - A face covering should not be used by anyone who has trouble breathing.
 - A face covering should be removed for meals, snacks, or outdoor recreation, or when it needs to be replaced.
 - Volunteers and girls should be frequently reminded not to touch the face covering and to wash their hands frequently.



3. Intensify Cleaning, Disinfection, and Ventilation

- Consider suspending or modifying use of sharing or touching items. For example, consider suspending use of drinking fountains and instead encourage the use of reusable water bottles.
- Volunteers should clean and disinfect frequently touched surfaces at Girl Scout events, meetings, and activities, as practicable, frequently throughout the day as needed.
- Frequently touched surfaces in the Girl Scout settings include, but are not limited to:
 - Door handles
 - Light switches
 - Sink handles
 - Bathroom surfaces
 - Tables
- Limit use of shared playground equipment in favor of physical activities that require less contact with surfaces.
- Limit sharing of objects and equipment, such as toys, games and art supplies, to the extent practicable. When sharing is allowed, clean and disinfect between uses.
- Ensure safe and correct application of disinfectant and keep products away from girls.
- Ensure proper ventilation during cleaning and disinfecting. Introduce fresh outdoor air as much as possible, for example, by opening windows where practicable. When cleaning, air out the space before girls arrive; plan to do thorough cleaning when girls are not present.
- Provide physical guides, such as tape on floors or sidewalks and signs on walls, to ensure that volunteers and girls remain at least 6 feet apart in lines and at other times (e.g., guides for creating “one-way routes” in hallways).



4. Implementing Distancing

ARRIVAL AND DEPARTURE

- Limit the number of persons in the Girl Scout setting to the number appropriate for maintaining physical distancing.
- If transport vehicles are used by volunteers, drivers should practice all safety actions and protocols as indicated for other volunteers (e.g., hand hygiene, face coverings, and physical distancing).
- Minimize contact between volunteers, girls and families at the beginning and end of each event, meeting or activity.
- Stagger arrival and drop-off times and locations as consistently as practicable as to minimize scheduling challenges for families.
- Designate routes for entry and exit, using as many entrances as feasible. Put in place other protocols to limit direct contact with others as much as practicable.

MEETING OR ACTIVITY SPACE

- Girl Scouts should remain in the small and consistent groups. Keep the same Girl Scouts and volunteers with each cohort.
- Maximize space (minimum 6-foot separation) between seating, desks, and tables. Consider ways to establish separation of Girl Scout through other means, for example, six feet between sit-upons, seats, markings on floors to promote distancing, arranging seating in a way that minimizes face-to-face contact.
- Consider redesigning activities for smaller groups and rearranging furniture and play spaces to maintain separation.
- Volunteer should develop instructions for maximizing spacing and ways to minimize movement in both indoor and outdoor spaces that are easy for children to understand and are developmentally appropriate.
- Restrict nonessential visitors, volunteers, and tag-along involving other groups at the same time. Communicate this restriction to families for planning purposes.
- Restrict communal activities where practicable. If this is not practicable, stagger use, properly space occupants, keep groups as small and consistent and disinfect in between uses.
- Use alternative spaces as needed, including regular use of outdoor space, weather permitting. For example, consider ways to maximize outside space, and the use of cafeterias and other spaces to permit physical distancing. Please do not hold outdoor meetings in poor air quality or extreme temperatures.

FOOD

- Have Girl Scouts bring their own snack as feasible, and practice physical distancing when eating with their cohort.
- Use disposable food service items (e.g., utensils and plates). If disposable items are not feasible, ensure that all food service items are handled with gloves and washed in hot water with dish soap or in a dishwasher. Individuals should wash their hands after removing their gloves or after directly handling food service items.
- If food is offered at any event, have pre-packaged boxes or bags for each Girl Scout instead of a buffet or family-style meal. Avoid sharing of foods and utensils and ensure the safety of all.



5. Limit Sharing

- Keep each Girl Scout's belongings separated and in individual spaces. Ensure belongings are taken home after each meeting or activity.
- Ensure adequate supplies to minimize sharing of high-touch materials, (art supplies, equipment, etc.) to the extent practicable or limit use of supplies and equipment to one cohort at a time, when the appropriate level of re-opening has been reached. Clean and disinfect between uses.
- Avoid sharing electronic devices, clothing, toys, books and other games or learning aids as much as practicable. Avoid sharing soft items like stuffed animals, pillows, chairs, and blankets. Where sharing occurs, clean and disinfect between uses.



6. Train All Volunteers, Girl Scouts and Families

- Train volunteers, Girl Scouts and families in the following safety actions:
 - Enhanced sanitation practices
 - Physical distancing guidelines and their importance
 - Proper use, removal and washing of cloth face coverings.
- Consider conducting the training virtually, or, if in-person, ensure distancing is maintained.
 - Designate a volunteer to call if a Girl Scout will not be attending a meeting or activity due to illness. All families should know who this person is and how to contact them.



7. Check for Signs and Symptoms

- All volunteers, Girl Scouts and their families need to be informed when they should stay home and when they can return to meetings. Actively encourage volunteers, Girl Scouts and families who are sick or who have recently had close contact with a person with COVID-19 to stay home. For example: if Troop Leader that hosts the meeting has had contact with a person with COVID-19, they cannot meet with other volunteers, Girl Scouts or families until.....
- Implement screening procedures for all volunteers, Girl Scouts and families before they enter the meeting or activity.
 - Conduct visual wellness checks of all Girl Scouts upon arrival and take girls temperatures at the beginning of each day with a no-touch thermometer. If a thermometer requiring a touch-method (under the tongue or arm, forehead, etc.) is the only type available, it should only be used when a fever is strongly suspected. Only the person being screened or someone from their household should use a thermometer requiring a touch-method. Thermometers must be properly cleaned and disinfected after each use, and protective sleeves should be used.
 - Whenever possible, stagger arrival and departure times to avoid gathering of groups in spaces.
 - Ask all individuals about COVID-19 symptoms within the last 24 hours and whether anyone in their home has had COVID-19 symptoms or a positive test.
 - Make available and encourage use of hand-washing stations or hand sanitizer.
 - Document/track incidents of possible exposure and notify local health officials, staff and families immediately of any positive case of COVID-19 while maintaining confidentiality.
 - Exclude any volunteer, Girl Scout or family member showing symptoms of COVID-19. Volunteers should discuss with parent/caregiver and refer to the Girl Scout's Health History Form to identify if the Girl Scout has a history of allergies, which would not be a reason to exclude.
- Monitor girls throughout the day for signs of illness; send home girls and volunteers with a fever of 100.4 degrees or higher, cough or other COVID-19 symptoms. Send persons to the appropriate medical facility rather than their home when necessary.



8. Plan for When a Volunteer, Girl Scout or Family Member Becomes Sick

- Prepare and identify an isolation room or area to separate anyone who exhibits symptoms of COVID-19.
- Any volunteers or Girl Scouts exhibiting symptoms should immediately be required to wear a face covering and be required to wait in an isolation area until they can be transported home or to a healthcare facility, as soon as practicable. Contact family or emergency contact identified on Health History Form.
- Establish procedures for safely transporting anyone sick to home or a healthcare facility, as appropriate, when an individual is exhibiting COVID-19 symptoms:
 - Fever
 - Cough
 - Shortness of breath or difficulty breathing
 - Chills
 - Repeated shaking with chills
 - Fatigue
 - Muscle pain
 - Headache
 - Sore throat
 - Congestion or runny nose
 - Nausea or vomiting
 - Diarrhea
 - New loss of taste or smell
- For serious injury or illness, call 9-1-1 without delay. Seek medical attention if COVID-19 symptoms become severe, including persistent pain or pressure in the chest, confusion, or bluish lips or face. Updates and further details are available on CDC's website.

- Notify local health officials, GSCCS Council Staff, and all families immediately of any positive cases of COVID-19 while maintaining confidentiality as required by state and federal laws.
- Close off areas used by any sick person and do not use before cleaning and disinfection. To reduce risk of exposure, wait 24 hours before you clean and disinfect. If it is not possible to wait 24 hours, wait as long as practicable. Ensure a safe and correct application of disinfectants using personal protective equipment and ventilation recommended for cleaning. Keep cleaning and disinfectant products away from children.
- Advise sick volunteers or Girl Scouts not to return until they have met CDC criteria to discontinue home isolation, including 3 days with no fever, symptoms have improved and 10 days since symptoms first appeared.
- For areas with a large geographic distribution, consider restricting attendance to Girl Scouts who live in the local geographic area and ask girls to avoid movement between cohorts when they are from a high transmission area.
- Implement the necessary processes and protocols when a workplace has an outbreak, in accordance with CDPH guidelines.
- Investigate the COVID-19 illness and determine if any meeting related factors could have contributed to risk of infection.
- Update protocols as needed to prevent further cases. See the CDPH guidelines, Responding to COVID-19 in the Workplace, which are incorporated into this guidance and contain detailed recommendations for establishing a plan to identify cases, communicate with employees and other exposed persons, and conducting and assisting with contact tracing.



9. Maintain Healthy Operations

- Monitor the types of illnesses and symptoms among volunteers and Girl Scouts to help isolate them promptly.
- Designate a volunteer liaison to be responsible for responding to COVID-19 concerns. Girls and volunteers should know about who they are and how to contact them. The liaison should be trained to coordinate the documentation and tracking of possible exposure, in order to notify local health officials, volunteers and families in a prompt and responsible manner.

- Maintain communication systems that allow volunteers and families to self-report symptoms and receive prompt notifications of exposures and closures, while maintaining confidentiality.



10. Considerations for Partial or Total Closures

- Check State and local orders and health department notices daily about transmission in the area or closures and adjust operations accordingly.
- When a Girl Scout or volunteer tests positive for COVID-19 and has exposed others in the Troop, implement the following steps:
 - In consultation with the local public health department, the appropriate GSCCS Council Staff may consider if closure is warranted and length of time based on the risk level within the specific community as determined by the local public health officer.
 - Given standard guidance for isolation at home for at least 14 days after close contact, the facility or office where the patient was based will typically need to close temporarily as Girl Scouts or volunteers isolate.
 - Additional close contacts at meetings or activities should also isolate at home.
 - Additional areas of the meeting or activity facility visited by the COVID-19 positive individual may also need to be closed temporarily for cleaning and disinfection.
 - Implement communication plans for meeting or activity place closure to include outreach to Girl Scouts, their families, volunteers and GSCCS Council Staff.
 - Maintain regular communications with the local public health department.

