

## COVID-19 Protocol Checklist

For all Girl Scouts of Eastern Missouri Meetings and Activities Beginning Aug. 1, 2020  
**Updated 9.17.20**

All Girl Scouts of Eastern Missouri (GSEM) volunteers, parents/caregivers and staff should read and understand the most recent guidance provided by GSEM, the [Centers for Disease Control and Prevention \(CDC\)](#) and the [St. Louis County Department of Public Health](#) regarding COVID-19. Please use this checklist and other resources provided by the CDC, the St. Louis County Department of Public Health and GSEM to ensure all reasonable precautions are being taken and limit potential exposure.

\_\_\_\_\_ 1. No participant, whether child or adult, should be permitted to attend any Girl Scout meeting or activity if any of the following are true:

- The participant has had a fever of 100.4°F or greater within the last 24 hours (the 24 hours with no fever should be *without* the use of fever-reducing medications)
- The participant has had any one or a combination of other symptoms of COVID-19 within the last 72 hours. Possible symptoms include cough, shortness of breath or difficulty breathing, chills, fatigue, muscle aches or pain, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea
- The participant previously tested positive for COVID-19 but (if ANY of the below apply, the individual may not participate):
  - o (if the participant had symptoms) it has not yet been 10 days since symptoms first appeared
  - o (if the participant did not have symptoms) it has not yet been 10 days since the participant received their most recent positive test result
  - o the participant has had a fever within the last 24 hours, as detailed above
  - o any other symptoms have not improved (with the exception of loss of taste or smell, which may persist for weeks or months after recovery)
  - o the participant's healthcare provider recommended testing to determine if the participant can resume being around others but test results are still pending
- During the past 14 days, the participant has been advised to self-isolate or quarantine by a doctor or health authority
- During the past 14 days, the participant has been in contact with a person who has exhibited any symptoms of COVID-19, as detailed above\*
- During the past 14 days, the participant has been in contact with a person who has tested positive for COVID-19 in the previous 14 days\*

*\*Healthcare personnel (HCP) who had contact with a person who has tested positive for or exhibited symptoms of COVID-19 but who are able to continue working and were following protocols (including wearing a respirator or facemask, eye protection, and all recommended PPE) may attend Girl Scout meetings and activities as long as they meet all other participation parameters. [Please refer to this link for the CDC's definition of HCP.](#)*

# COVID-19 Protocol Checklist, Continued

The GSEM **COVID-19 Participant Screening Tool** and **COVID-19 Participant Screening Log** should be completed to determine if any participant poses a threat to the health of the group. The COVID-19 Participant Temperature Log can be used to track participants' temperatures at arrival and then daily, if being done for the meeting, activity or event.

One volunteer or staff member should be assigned to ask and document screening responses of all participants upon arrival. This record must be kept confidentially with health forms and permission slips. This volunteer should also serve as the point of notification for any post-meeting incident of a communicable disease. Upon notice, this volunteer must contact GSEM's Senior Manager of Risk Management, Jen Robertson ([jrobertson@girlscoutsem.org](mailto:jrobertson@girlscoutsem.org)) to receive explicit guidance.

\_\_\_\_\_ 2. A Girl Health History & Annual Permission Form (F-57) with 7/2020 COVID-19 Addendum for the 2021 membership year should be completed for all girl participants and on file with the leader, lead volunteer and/or staff member.

\_\_\_\_\_ 3. The meeting or activity should have no more than 20 individuals present. This includes girls, leaders, volunteers needed to meet proper girl-to-adult ratio, parents/caregivers, staff, etc.

\_\_\_\_\_ 4. All participants are required to wear cloth face coverings when indoors, and outdoors when social distancing cannot be maintained, for any participant age 2 and older. Cloth face coverings should NOT be worn by children under the age of 2 or anyone who has trouble breathing, is unconscious, incapacitated or otherwise unable to remove the mask without assistance, or when sleeping or swimming. Continue to keep six feet between yourself and others. The cloth face covering is not a substitute for social distancing.

\_\_\_\_\_ 5. Social distancing should be practiced whenever possible. Put six feet of distance between yourself and people who do not live in your household in both indoor and outdoor spaces.

\_\_\_\_\_ 6. For all meetings and activities, the space should be cleaned, and touch surfaces (i.e., tabletops, light switches, chairs, etc.) and frequently touched objects should be routinely disinfected.

\_\_\_\_\_ 7. Meetings should ideally be held outdoors, perhaps in the back or front yard of the home, as opposed to indoors, and only when social distancing can be maintained. Remember, sustained contact within less than six feet for longer than 10 minutes within an enclosed area creates high risk for virus transmission.

\_\_\_\_\_ 8. For meetings and activities held at public facilities, the troop leader/lead volunteer/staff member in charge of the meeting or activity should contact the facility ahead of time to ask:

- Is the facility following CDC and St. Louis County Department of Health guidelines?
- Is the space cleaned, and touch surfaces sanitized, at least daily?
- Who else uses the space, how often, what size is the group, and is the space cleaned between groups?
- What types of flushers/faucets/soap dispensers are available in the restrooms: automatic/sensory or manual?
- If activity or sporting equipment is being provided, are they wiped down between uses?

# COVID-19 Protocol Checklist, Continued

Please note: meetings may not be held in fitness centers or gyms because the atmosphere in sports facilities is aerosolizing, making them a higher risk for contracting viruses.

\_\_\_\_\_ 9. Share the following preventative measures with all participants and ensure they are practiced during meetings and activities. Place signs in the meeting or activity space to remind participants to engage in [everyday preventative actions](#) to help prevent the spread of COVID-19. Signs should include:

- Stay home if you are sick
- Cough/sneeze into a tissue, throw the tissue in the trash and wash/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
- All participants should take their temperatures prior to group interaction to confirm their temperatures are less than 100.4°F

\_\_\_\_\_ 10. If providing a beverage, snack or meal, they should be individually and commercially wrapped and not served family or buffet style. They cannot be homemade or home prepared, nor bulk purchased commercially and then individually portioned at home. At this time, provision of food or drinks is not recommended. Participants should be encouraged to bring their own water bottles.

\_\_\_\_\_ 11. Troop first aid supplies should include COVID-19 prevention items including hand sanitizer (at least 60 percent alcohol), tissues, disposable facemasks and disinfectants. Trash baskets or bags should be supplied for meeting and activity spaces, if not already available. Disposable or no-contact thermometers may be added to supplies if available and not cost-prohibitive.