COVID-19 Protocol Checklist

For all Girl Scouts of Eastern Missouri meetings and activities. All COVID-19-related documentation, such as this checklist, should be securely retained for a minimum of 90 days after the Girl Scout activity for which they were completed.

All Girl Scouts of Eastern Missouri (GSEM) volunteers, parents/caregivers and staff should read and understand the most recent guidance provided by GSEM and the Centers for Disease Control and Prevention (CDC) regarding COVID-19. Please use this checklist and other resources provided by GSEM and the CDC 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 10 days, the participant has been advised to self-isolate or quarantine by a doctor or health authority
   - During the past 10 days, the participant has been in contact* with a person who has tested positive for or is suspected to have had COVID-19 in the previous 10 days, unless the participant is fully vaccinated (two weeks past the second dose of the Pfizer or Moderna vaccine or two weeks past the single dose Johnson & Johnson vaccine) and does not have symptoms**

The Girl Scouts of Eastern Missouri COVID-19 Participant Screening Tool, Participant Screening Log, and Participant Temperature Log, including taking participants’ temperatures, are now only required for Council and volunteer-led daily events with more than one recurrence (such as day camps) and Council and volunteer-led events that include an overnight, to determine if any participant poses a threat to the health of the group.

*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.

**The CDC recommends that people who have been exposed to COVID-19 and are asymptomatic or have mild symptoms should be tested 7-10 days after exposure or when their symptoms first arise.
COVID-19 Protocol Checklist, Continued

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) 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. Recognizing that our geographic area includes 28 counties and the City of St. Louis, guidance on maximum capacity for group size has been removed. When participating in Girl Scout activities, participants must follow the stricter guidelines of 1) the facility where the event is being held or 2) the local county/municipal/jurisdical guidance. At all times the proper girl-to-adult volunteer ratio must be met.

☐ 4. Recognizing that our geographic area includes 28 counties, guidance on mask-wearing when participating in Girl Scout activities not at Girl Scout properties must follow the stricter of 1) the facility where the event is being held or 2) the local county/municipal/jurisdictional guidance. Girl Scouts of Eastern Missouri is a mask-wearing organization and requires that masks be worn by individuals age 2 and older when indoors at all Girl Scout properties, including our camps and service center, unless the individual is fully vaccinated (two weeks past the second dose of the Pfizer or Moderna vaccine or two weeks past the single dose Johnson & Johnson vaccine). Masks are not typically required when outdoors at Girl Scout properties, though social distancing is still highly encouraged. (Please note, all campers must provide their own mask and carry it with them at all times when attending resident and day camps, as there may be times during which campers and staff will be required to mask, regardless of location or vaccination status, for the safety of the entire camp community, such as at check-in or in case of an emergency.)

Masks 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. Participants should not wear masks, but should continue to practice social distancing, when sleeping, or when engaging in activities like swimming that may cause a mask to become wet. Some girls or volunteers may not be able to wear masks due to medical conditions such as asthma. Contact Council for guidance on how best to handle these circumstances as they arise.

☐ 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 virtually, outdoors (weather permitting) or at places local to the community such as parks, churches, community centers or libraries. Meetings in the home are permitted when other options are unavailable, but only when GSEM COVID-19 Response Guidelines are followed.

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 GSEM and its local jurisdiction's 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?

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, follow the “Food, Dining and Snacks” guidance in the Troop Meeting and Volunteer-Led Activity chapter of this document.

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.