

COVID-19 First Meeting Plan

Based on Girl Scouts – North Carolina Coastal Pines In-Person Girl Scout Activity Guidance



We know you are super eager and excited to kick off a new Girl Scout year! This meeting plan will help you think through how to prepare your meeting space and work with your girls to set up a safe environment to help minimize the spread of COVID-19. Review the full [In-Person Girl Scout Activity Guidance](#) document for all guidelines and requirements.

The following information is designed to walk you through deciding when and how you can host in-person activities while following all applicable health and safety guidelines for your county. Leaders will need to monitor information for their counties and local communities to know what stage of reopening their county is in. Continue to follow local, state, and national regulations and guidance. It is up to the volunteers, parents, caregivers, and guardians whether you feel comfortable hosting or attending any in-person troop activity.

Inclusion and access continue to be critically important as Girl Scouts considers planning activities. Make sure that you have considered access, inclusion and sense of community as you make your plans. Here are some prompts to get you started:

- Do all girls have access to transportation? How about internet and devices?
- Are all families comfortable being in-person?
- Are there immunosuppressed girls or family members in your group or troop?
- Are there girls living in multi-generational households in your group or troop?
- Consider planning meetings that girls can participate in virtually or in-person, according to each family's circumstances and comfort level.
- Be creative about ways to engage girls who can't meet in person or online – providing activity packets or kits, sending emails, writing letters, etc.

BEFORE THE MEETING

Deciding to Meet

- Review applicable GS-NCCP, national, state and local health orders and requirements to confirm in-person group gatherings are allowed. Plan to monitor the requirements up to the day of the event and be willing to cancel or change plans if the conditions change.

Set family expectations

- Share the COVID-19 Family Agreement and GS-NCCP Assumption Risk waiver COVID 19. Have families complete the [Online Assumption of Risk Waiver](#).
- Connect with families and ask questions to gauge their interest in meeting in-person.
 - Are you interested in resuming in-person gatherings?
 - In accordance with North Carolina mask mandates, face coverings or masks are required at all indoor activities as well as outdoor activities where social distancing of at least six feet is not feasible but strongly encouraged at all outdoor activities to protect yourself and others from spreading or contracting

COVID-19..

- Are there questions or concerns you have about resuming in-person meetings?
- Be clear on what you expect families and girls to do before and during meetings (stay home when ill, requirement of masks, location requirements, social distancing, etc.)
 - Be clear that girls and families should plan to stay home if they:
 - Are exhibiting any signs of illness such as sneezing, coughing, sniffles, have a fever, or are not feeling well.
 - Have been exposed to a person with a confirmed or suspected case of COVID-19.
 - Have been diagnosed with COVID-19 and not yet cleared as noncontagious by state or local public health authorities.
- Share any important details about your meeting location, including how they should enter the space.

Create a meeting plan

- Build your meeting plan to adhere to all local and county requirements and maximize girl and adult health and safety.
 - Make a plan for girl transportation. Only girls living in the same household may ride in a car together.
 - Always maintain the required social distancing, except when safety concerns dictate closer proximity. Follow the prescribed social distance requirements. This sadly means no hugs, high-fives, or friendship circles. (Come up with a fun socially distanced way to greet each other and celebrate!)
 - Minimize shared equipment or materials and sanitize any must-have shared equipment between users.
 - No additional parents or siblings (tagalongs). To meet attendance guidelines (10 or fewer indoors; 25 or fewer outdoors), nonregistered siblings and adults should not participate in the meeting and/or activity.
 - All attendees must bring their own food and drink or provide single-serving food and drink. No shared food or beverage preparation or service is allowed.
 - Attendees must bring and use their own facemasks and any other desired personal protective equipment (PPE) appropriate for the activity. Facemasks must be worn at all times* to protect everyone's health (*with noted exceptions in guidance document). Sharing PPE is prohibited.
 - Make sure girls and adults wash hands frequently, especially between touching high-contact areas, either with soap and water, or hand sanitizer with at least 60% alcohol if handwashing facilities are not available.
 - Bring disinfecting supplies to clean all restroom facilities upon arrival. Teach girls and volunteers how to minimize their exposure to surfaces and how to clean facilities after use, such as sanitizing faucets and door handles.
 - Review the applicable rules and expectations for preventing the spread of COVID-19 with all girls and volunteers attending.

Prepare your space

- Plan how will they come into the meeting space. Have a designated volunteer greet the girls at a drop off place, ask the screening questions, and give them directions to enter the meeting space to maintain social distancing.

- Use visuals or other methods to encourage social distancing. Make it girl-led by asking the troop for suggestions.
 - Ideas: chairs with their names on them, spots or carpet squares on the floor, masking tape or use sticky name tags to designate where they sit, or hula-hoops to designate space.
- Clean and disinfect commonly touched surfaces.

DURING THE MEETING

Welcome Back

- Begin by welcoming them back, letting them know that you are so happy to spend time with them.
- Open the meeting with a question or icebreaker.
 - Share a fun memory from the spring or summer.
 - What did you miss most about seeing your Girl Scouts sisters in person?
 - What is your favorite food to eat in the summertime?

Talk about safety and social distancing

- Acknowledge that things have been different the past few months and because of that we will have to think differently in our meeting spaces.
- Ask the troop to share what they have been doing differently at home or in the community. From this you can learn commonalities, differences, and/or fears that they might have.

If you learn that someone in your troop has a positive COVID-19 test and has potentially exposed other troop members, contact GS-NCCP staff immediately, and our staff will work with you to communicate with the parents or other troop members to protect everyone's health, safety and privacy. Please notify GS-NCCP at COVIDReporting@nccoastalpines.org using the [COVID 19 Notification Form](#).

GS-NCCP staff will be responsible for:

- ▶ Contacting the parents of anyone who may have been exposed (or other volunteers),
- ▶ Notifying a facility or homeowner where a troop has met
- ▶ Alerting the department of health, where required

As the COVID-19 pandemic continues to evolve and new guidance and approvals for re-opening continue to emerge at the state and local levels, GS-NCCP will continue to update our guidelines.

For more information on COVID-19 activities and guidance, please visit our [GS-NCCP COVID-19 webpage](#). **If you have questions as you consider your plans, please contact GS-NCCP Customer Care at customercare@nccoastalpines.org or by phone at 800-284-4475.**