

# Troop Meeting Guideline for GS-NCCP Service Centers

At Girl Scouts – North Carolina Coastal Pines the safety of our girls, volunteers, families, and staff are a driving force for behind our COVID-19 guidelines. This document is to be used in conjunction with the In-Person Activity Guidance, the status meter/guidelines, and other COVID-19 resources on the [GS-NCCP website](#).

These guidelines are to assist GS-NCCP Troops and Groups with meetings until June 2021 and will be revisited in Summer 2021.

## Group Size

Group meeting size should not exceed the stated guidelines under North Carolina or the In-Person Activity Guidelines. However, as an extra precaution we have determined the maximum\* number of individuals who can be in our meetings spaces (number could be less depending on activities planned and the need to maintain 6 feet of social distancing).

- **Raleigh Service Center**
  - Troop Room - 12 individuals
  - Commons Conference Room -25 individuals
  - Outside Patio- 25 individuals
- **Wilmington Service Center**
  - Program Space – 25 individuals
- **Fayetteville Service Center**
  - Program Space – 18 individuals
- **Goldsboro Service Center**
  - Program Space – 14 individuals
  - Troop Room – 7 individuals
  - Lounge- 10 individuals

## Building Availability

Each of the GS-NCCP Service Centers will have different availability based on when the building is in use for council employees, cleaning schedule, and building layout.

### Raleigh Service Center

- Areas available- Troop Room, Commons Conference Room, and Outside Patio
  - Weekdays-Monday- Friday - Times available- After 5 p.m.
  - Weekends- Saturday- Sunday
- Restrooms
  - Troop Room- will have access to the attached troop room restrooms that is reserved for those in the troop meeting space and shared with the group from the outside patio

- Outside Patio- will have access to the troop room restrooms that is reserved for those in the troop meeting space and shared with the group from the outside patio
- Commons Room- will access to the restrooms in that part of the building, reserved for usage of the room only on weekends.

### Wilmington Service Center

- Areas available- Program Room
  - Weekdays- Monday-Friday- After 5 p.m.
  - Weekends – Saturday- Sunday
- Restrooms
  - Program Space - will have access to two single stall bathroom that will be used by staff in the office during daytime hours.

### Fayetteville Service Center

- Areas available- Program Space
  - Weekdays- Monday-Friday- After 5 p.m.
  - Weekends- Saturday- Sunday
- Restrooms
  - Program Space - will have access to a single stall bathroom that will be used by staff in the office during daytime hours.

### Goldsboro Service Center

- Areas available- Program Room, Lounge, and Troop Room
  - Weekdays- Monday- Friday- After 5 p.m.
  - Weekends- Saturday- Sunday
- Restrooms
  - Program Space and Troop Meeting Room - will share access to a two-stall restroom that is will be used by staff during daytime hours

## Building usage guidelines

### While at our Service Centers and Other Offices

- **Wear a face covering** in accordance with GS-NCCPs current In-Person Meeting Guidance.
- **Wait** – practice social distancing by maintaining at least 6 feet between you and others.
- **Eating/Drinking** – please follow GS-NCCP’s current In-Person Meeting Guidance.
- **Avoid sharing**, supplies and equipment. When using community equipment, you must clean and disinfect them before and after use.
- **Wash** – Please use hand sanitizer or wash your hands with soap and water for at least 20 seconds at the beginning and end of your visit. Hand sanitizer will be placed in common entry areas.
- **Limit your time** in the building to the your troop/group scheduled time and only in the space/room that has been reserved.

## Bathrooms

- Only one person should be in the multi-stall bathrooms at a time. Signage will be placed on the doors to allow you to indicate that the bathroom is occupied.
- Paper towels should be used to open the bathroom door upon exiting and to flip the Occupied sign on the door back to Unoccupied.
- Face masks should be worn in the bathroom if possible.
- Hands should be washed with water and soap for at least 20 seconds upon entry into and exiting from the bathroom.
- Avoid touching surfaces if possible.

## Disinfecting and Cleaning

- Routinely clean and disinfect surfaces and objects.
- At the end of each meeting time: Wipe all surfaces you may have touched – light switches, doorknobs, etc.
  - Disinfecting cleaning supplies can be found in each meeting space.
- A cleaning service will be in the building to clean on a regular basis additionally to clean commons restrooms and as a second clean of touch common touch surfaces.