



Service Unit Return to In-person Girl Scout Activities Readiness Checklist

This readiness checklist has been developed to assist Service Units, girls, and families in making a sound, safe decision as to if they are ready to return to in-person meetings and events. The safety and wellbeing of our Girl Scouts, families, volunteers and staff are paramount.

We recognize that our members and volunteers are at varying levels of readiness in regard to their comfort level in attending and/or facilitating in-person Girl Scout activities, whether or not they are held indoors or outdoors. Some members may be excited and ready to meet in-person, while other members may not. Therefore, before a Service Unit decides to resume in-person meetings or activities, they need to assess the readiness, preparedness and comfort level of the members in their Service Unit against this GSCM Service Unit in-person readiness checklist and ensure that meeting/events are facilitated in full accordance with both the *GSCM Interim COVID-19 Guidelines for Returning to In-person Troop/Group Meetings and Activities* and *GSCM Interim COVID-19 Guidelines for Returning to In-person Service Unit Meetings and Events*. All these documents are found on the GSCM *Volunteer Resource* webpage [here](#).

Because COVID-19 is an extremely contagious virus that spreads easily in the community, volunteers should take all precautions to limit potential exposure for girls, themselves, families and volunteers. **Therefore, we continue to strongly recommend initial meetings and events be held virtually and/or in outdoor settings.** Meetings and event options need to be flexible based on the fluid nature of COVID-19 risk. Service Units that are able to run online/virtual meetings as needed (or wanted) should continue to do so. **Hold in-person meetings and events only when volunteers, girls, and families feel comfortable and safe** Additionally, Service Units may not hold meetings in homes, be it indoors or outdoors, out of concern that the risk of COVID-19 exposure is too great to Girl Scout members and families.

Service Unit Volunteer Readiness

The members of the Service Unit should start by asking themselves the following questions. If volunteers can 'check' all the boxes, then the next step is to move on to assessing troop/group, girl and family readiness:

- All adult members of Service Unit have received, read, understand and are in agreement with and willing to adhere to *GSCM Guidelines for Returning to In-person Girl Scout Meetings and Activities* and *GSCM Guidelines for Returning to In-person Service Unit Meetings and Events*.
- Service Unit volunteers are comfortable with facilitating in-person meetings/events.
- All Service Unit volunteers who will lead/participate in Service Unit meetings/events have a current Girl Scout membership and a current criminal background clearance on file with GSCM.

- ❑ Service Unit volunteers have reviewed and made preparations to obtain from troop/group leaders and/or parents/caregivers the following updated/required GSCM forms (note: troop/group leaders attending events, will have all three of these forms on hand during the event for each participating girl and adult in the troop/group):
 - [Girl and Adult Health Record](#)
 - [GSCM Parent/Guardian Permission for Girl Scout Activities, Events and Trips](#)
 - [GSCM Assumption of Risk, Release and Waiver of Liability Relating to Coronavirus/COVID-19](#)
- ❑ Each Service Unit volunteer has considered for themselves whether or not their in-person participation places members of their household in an increased risk for severe illness (including older adults and those of any age who have severe underlying health conditions).
- ❑ Service Unit volunteers have completed a plan for a safe return to in-person meetings/events, which they will submit to GSCM at membercare@gscm.org at least 30 days prior to the event; and once approved, will share the plan with troop/groups, girls and families.
- ❑ Service Unit volunteers have made a plan on how they will stay connected to girls/troops and volunteers not ready for in-person Service Unit activities. To a reasonable degree, consider how the Service Unit will ensure participation is still an option for those who are unable to attend in person.
- ❑ Prepare for possible questions and concerns you may receive from troop/group leaders, girls and families about COVID-19 and how the Service Unit will work together to keep each other safe while engaged in Girl Scout activities. Girl Scouts of the USA has developed helpful resources for [How to Talk to Your Girl About Coronavirus](#) and [Help Kids Cope with Disappointment in the Face of COVID-19](#) to help minimize stress and worry in your Girl Scouts' lives and give them a sense of calm and control.

Troop/Group Leaders, Girls and Family Readiness

Service Unit volunteers should ask these questions of troop/group leaders, whether by phone or email poll, to gauge the readiness of troop/group leaders, girls and troop families to return to in-person meetings:

- ❑ Troop/Group leaders and girls/families are comfortable attending in-person meetings held in the outdoors.
- ❑ Troop/Group leaders and girls/families are comfortable attending in-person meetings held indoors.
- ❑ Do troop/group leaders and girls/families have questions/concerns about returning to in-person meetings?
- ❑ Troop/Group leaders and Girl Scout parents/caregivers have received a copy of the *GSCM Guidelines for Returning to In-person Girl Scout Meetings and Activities* and have read, understand, and agree to comply with and support troop/group leadership in adhering to these established safety guidelines.
- ❑ Parents/Caregivers have received, completed and signed the following required participation documents:
 - *Girl and Adult Health Record (revised version 8/2020)*
 - *GSCM Parent/Guardian Permission for Girl Scout Activities, Events and Trips (revised version 8/2020)*
 - *GSCM Assumption of Risk, Release and Waiver of Liability Relating to Coronavirus/COVID-19*

- Troop/group leaders and girls/families who attend Service Unit meetings/events understand that according to current GSCM guidelines, face coverings are required to be worn at in-door and outdoor Girl Scout meetings and activities. For Girl Scout activities held outdoors, face coverings are required whenever it is not possible to maintain a minimum of six (6) feet of distance from individuals who are not members of their household.

Service Unit Meeting/Event Location Preparations

If Service Unit volunteers, troop/group leadership, girls and families are ready to return to in-person Service Unit meetings/events, the next step is to assess the readiness and availability of the meeting/event location. If Service Unit volunteers are able to 'check' all the boxes below, the next step would be to assess meeting/event program and materials preparedness:

- Service Unit volunteers have identified a meeting place/event location that will permit them to hold Girl Scout meetings/activities and to inquire what the capacity is for meetings/events. If Service Unit volunteers need assistance in finding a location or help in assessing the appropriateness of a location, contact membercare@gscm.org
- Service Unit volunteers have contacted the facility/venue to confirm that they are following CDC and local health department guidelines in regard to maintaining a safe location site.
- The meeting/event space is large enough to maintain a social distancing expectation of six (6) feet between girls and adults at all times, whether or not the meeting/event will be held indoors or outdoors.
- The location has a protocol for sanitation of the meeting/event space prior to the meeting/event.
- The Service Unit has readily available disinfectant (e.g. disinfectant wipes/cleaner, disinfectant aerosols, etc.) in order to disinfect the meeting/event location before and after, regardless of whether or not the facility has cleaned the space prior to the meeting/event.

Service Unit Meeting/Event Program and Materials

Next, consider meeting/event material preparedness:

- The Service Unit has an extra supply of face coverings, hand sanitizer, soap, paper towels, tissues, gloves, and a well-stocked first-aid kit, including an insta-read thermometer for taking participants' temperatures upon arrival to the meeting/event.
- The Service Unit is prepared with individual supplies for each girl to use for activities (e.g. markers, crayons, etc.) or has asked troop/group leaders and/or parents/caregivers to provide individual supplies.
- If deemed snacks/food/drinks for meeting/event is necessary, the girls and adults have been asked to bring their own or the Service Unit volunteers will provide individually wrapped snacks/drinks.
- The Service Unit volunteers have reviewed the meeting/event program plan to determine if adjustments and/or additional materials are needed to adapt activities (i.e. badge/Journey work, ceremonies, games, activities, etc.).

Prepare for the First Back to In-person Service Unit Meeting/Event

Before the meeting/event:

- Review and share with all troop/group leadership and girls/families the *GSCM Guidelines for Returning to In-person Girl Scout Meetings and Activities*.
- Plan for obtaining the following participation documentation for every participant or ensure that the troop/group leadership have with them for each participating girl and adult (hardcopy or electronic copy):
 - *Girl and Adult Health Record (revised version 8/2020)*
 - *GSCM Parent/Guardian Permission for Girl Scout Activities, Events and Trips (revised version 8/2020)*
 - *GSCM Assumption of Risk, Release and Waiver of Liability Relating to Coronavirus/COVID-19*
- Purchase needed materials and disinfecting supplies for the meeting/event.
- Update the Service Unit first aid kit (see *GSCM Guidelines for Returning to In-person Girl Scout Meetings and Activities*.)
- Prepare signage in regard to social distancing, washing hands, etc. The Centers for Disease Control (CDC) offers [printable COVID-19 health and safety signage](#).
- Arrive early to disinfect space, set-up social distancing measures, etc. Suggestions for designating individual space:
 - Mark tables and/or chairs with girls' names
 - Use masking tape to mark spots on floor
 - Use hula hoops to denote where girls would stand/sit for activities
 - Have girls bring their own chair or a sit-upon

During the meeting/event:

- Designate a Service Unit volunteer to welcome troop/groups, girls and families; conduct a symptoms and temperature screening of each girl and adult prior to their entry to the meeting/event (see *GSCM Interim COVID-19 Guidelines for Returning to In-person Troop/Group Meetings and Activities* and *GSCM Interim COVID-19 Guidelines for Returning to In-person Service Unit Meetings and Events*).
- Collect the following participation documentation for every participant or ensure that the troop/group leadership have with them for each participating girl and adult:
 - *Girl and Adult Health Record (revised version 8/2020)*
 - *GSCM Parent/Guardian Permission for Girl Scout Activities, Events and Trips (revised version 8/2020)*
 - *GSCM Assumption of Risk, Release and Waiver of Liability Relating to Coronavirus/COVID-19*
- Take attendance; retain attendance records for one (1) year.
- Have everyone wash/sanitize their hands prior to entering the meeting/event space.
- Begin the meeting/event with a statement of recognition that meetings will be a bit different in light of COVID-19; explain participation expectations and safety to girls. Provide any needed training on social distancing protocols, safety, and hygiene practices.

After the meeting/event:

- ❑ Clean and disinfect meeting/event space (see *GSCM Guidelines for Returning to In-person Girl Scout Meetings and Activities.*)
- ❑ For participants not a member of a troop/group, file and secure original/copies of participant's *GSCM Assumption of Risk, Release and Waiver of Liability Relating to Coronavirus/COVID-19, Girl and Adult Health Record and Parent/Guardian Permission for Girl Scout Activities, Events and Trip* forms.

A note on engaging troops/groups and girls who are not ready for in-person meetings/events:

- Consider virtual or call-in options, if possible.
- Provide meeting/event activities to troops/groups/girls ahead of time so they can participate at home.
- Share information about the [GSCM Girl Scouts at Home](#) activities and programs.
- Follow-up with troop/groups, girls and families so they stay connected.