

Interim Guidance

Safety is our top priority at Girl Scouts of Montana and Wyoming (GSMW). GSMW and GSUSA have assembled COVID-19 safety and health guidance to aid volunteers with decisions regarding in-person activities and meetings. These guidelines support awareness, preparedness, and health for all members and the communities served by GSMW. In all that we do in the name of Girl Scouts, it is important to demonstrate the Girl Scout Promise and the Law.

Until the CDC, government, and health officials have canceled emergency orders and guidelines pertaining to the COVID-19 pandemic, GSMW asks girls and volunteers to adhere to the safest guidelines for their inperson Girl Scout activities. Volunteers should take all reasonable precautions to limit potential exposure for girls, themselves, and families when making decisions. Please note that guidelines vary from state to state and even county to county, so remain aware of local guidance for your area. Use GSMW's guidance in conjunction with GSMW **Safety Activity Checkpoints** along with federal, state, and local COVID-19 regulations, advisories, and circumstances. Understand that the pandemic is dynamic and, as a result, we must remain flexible and well informed of all changes related to COVID-19. Continually monitor local, federal, and health department guidelines as well as information from the Center for Disease Control (CDC). GSMW may modify this guidance from time to time, as needed.

Re-opening Phases

GSMW will resume some in-person activities in areas considered Moderate Risk. COVID-19 risk is fluid and the guidance provided does not supersede more recent government guidance or restrictions. Volunteers should regularly check GSMW's Returning To In-Person Troop Meetings and Activities page on our web site. Thoroughly read GSMW emails and newsletters, and review individual state and local COVID-19 information for changes that apply to the regions in which activities are proposed.

Navigating the Guidance

- 1. Review the Hygiene/Safety/Health Risk Mitigation section.
- 2. Determine which phase your region is in.
- 3. Review the table of contents section "Troop and Service Unit Management" for topics and phase-related guidance.
- 4. Contact Customer Care at 1-800-736-5243 or customercare@gsmw.org with questions.

Phase

High Risk-substantial community spread

Shelter in-place recommended by CDC, state and local officials

Telework/Safer at Home Plan

Moderate Risk-Phase 1-community spread measures implemented to control spread

Location positive case numbers showing a decline overall. CDC supported re-open efforts nationwide. State and local guidelines for re-opening implemented. Partial re-opening. Prepping for return.

Moderate Risk Phase 2-community spread controlled

Location positive case numbers showing a consistent, sustained decline. CDC supported re-open nationwide. State and local guidelines for re-opening implemented.

Partial re-opening with capacity, scheduling requirements and safety/hygiene requirements implemented.

Low Risk-community spread consistently controlled or poses little risk

Location positive case number spread effectively managed.

Nationwide, state and local fully re-open plans in place.

Safety/hygiene requirements at a modified level.

Hygiene/Safety/Health Risk Mitigation

Personal	Create a safe way for girls and volunteers to greet and end meetings (like tapping elbows)
Contact	instead of hugs, handshakes, high-fives, and the friendship circle.
	Note: Ensure culturally appropriate behavior and messaging.
First Aid	Troop first aid supplies should include COVID-19 prevention items including hand sanitizer
Supplies	(at least 60% alcohol), tissues, disposable facemasks, wipes, and disinfectants. Supply
	trash baskets or bags for meeting and activity spaces, if not already available. Bag items
	such as masks, wipes, tissues, etc. and dispose of items in trash receptacles. Follow label
	directions for disposal of hand sanitizers and disinfectants.
First Aid/CPR	
	Keep skills up-to-date for any emergency. Explore alternative methods of training that may
Training	be available during this time, such as online training. While in-person training is not
	available, volunteers can receive online training with a council-approved training provider.
	Once possible, volunteers may resume in-person skills assessments.
Disinfectants	Clean and disinfect surfaces before and after activity by following CDC guidelines as well as
and	objects that are frequently touched (i.e., table tops, markers, scissors, etc.). Use a
Disinfecting	household cleaner, or see the EPA's list of effective cleaners approved for use against
	COVID-19 and follow the manufacturer's instructions for all cleaning and disinfection
	products (e.g., concentration, application method and contact time, etc.).
	Household bleach is effective against COVID-19 for up to 24 hours when properly diluted.
	Check that the bleach is not expired and determine if it can be used on a given surface.
	Follow the manufacturer's instructions for application and proper ventilation. Never mix
	household bleach with ammonia or any other cleanser.
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	To prepare a bleach solution, mix:
	- 5 tablespoons (1/3 rd cup) bleach per gallon of water or
	- 4 teaspoons bleach per quart of water
	Treaspoons bleach per quart of water
	See the CDC's website for more about cleaning and disinfecting community facilities.
	See the ebes website for more about clearing and distincting community facilities.
	FDA Warning
	The FDA advised consumers (6/19/2020) not to use any hand sanitizer manufactured by
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	Eskbiochem SA de CV in Mexico, due to the potential presence of methanol (wood alcohol),
	a substance that can be toxic when absorbed through the skin or ingested. FDA has
	identified the following products manufactured by Eskbiochem:
	All-Clean Hand Sanitizer (NDC: 74589-002-01) Fall Biards and Mary Mary (NDC: 74589-002-01) Fall Biards and Mary Mary (NDC: 74589-002-01) Fall Biards and Mary Mary (NDC: 74589-002-01)
	EskBiochem Hand Sanitizer (NDC: 74589-007-01) Class Care No Care Advanced Hand Care History 750(Alachad (NDC 74500 000 04)) Class Care No Care Advanced Hand Care History 750(Alachad (NDC 74500 000 04)) Class Care No Care Advanced Hand Care History 750(Alachad (NDC 74500 000 04))
	CleanCare NoGerm Advanced Hand Sanitizer 75% Alcohol (NDC: 74589-008-04)
	• Lavar 70 Gel Hand Sanitizer (NDC: 74589-006-01)
	The Good Gel Antibacterial Gel Hand Sanitizer (NDC: 74589-010-10)
	CleanCare NoGerm Advanced Hand Sanitizer 80% Alcohol (NDC: 74589-005-03)
	CleanCare NoGerm Advanced Hand Sanitizer 75% Alcohol (NDC: 74589-009-01)
	CleanCare NoGerm Advanced Hand Sanitizer 80% Alcohol (NDC: 74589-003-01)
	Saniderm Advanced Hand Sanitizer (NDC: 74589-001-01)
	Methanol is not an acceptable ingredient for hand sanitizers and should not be used due to
	its toxic effects. Stay completely away from sanitizers containing methanol.
	Consumers who have been exposed to hand sanitizer containing methanol should seek
	immediate treatment, which is critical for potential reversal of toxic effects of methanol
	poisoning.
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Face Coverings

Volunteers should remind girls that Girl Scouts wear face coverings/masks/shields not only to protect themselves but to protect others during troop meetings and Girl Scout activities. Face coverings are a civic responsibility and a sign of caring for the community.

Girls can bring their own face covering. Have disposable masks available for those who need them. Volunteers can teach girls how to handle their face covering so that the coverings are effective.

Some girls or volunteers may not be able to wear masks due to medical conditions such as asthma. An alternative face covering or shield may be a better option for these girls. If a volunteer or girl cannot wear any type of face covering due to a medical condition, enforce social distancing of at least six feet at all times. If you have questions or concerns, please contact us at 1-800-736-5243 for guidance on how best to handle these circumstances as they arise.

Reporting a positive COVID-19 Test

Council staff, not GSMW volunteers, are responsible for reporting and communicating a positive COVID-19 test. All health information is private and confidential to be shared only on a need-to-know basis. There are laws and regulations governing sharing of health data.

Council staff, not volunteers, will notify others about a positive test result. The tester's identity will be confidential. The council staff will:

- Record the facts.
- Create a file to organize and maintain all information related to the incident.
- Confirm and trace the positive tester.
- Notify the facility and anyone potentially exposed (without sharing positive tester's identity).
- Alert the state Department of Health.
- Inform others of and implement guidance from department of health.

GSMW Activity Health Check

GSMW requires a signed COVID-19 Activity Participant Health Check form for each minor and adult participant prior to participation in a Girl Scouts activity. Participants may be required to submit more than one health check form depending on the GSMW and the host's obligations.

- Troop Co-Leaders collect a completed COVID-19 Activity Participant Health Check form for each participant attending troop activities/meetings and maintain on file along with annual Blue/Yellow cards.
- Event/meeting/program coordinators must collect a completed COVID-19 Activity Participant Health Check form for each participant before the start of the event. See "Hosting Events/Programs" section for more info.
- Participants in council-hosted events may submit a COVID-19 Activity Participant Health Check digitally as requested for each event.

See here and "Additional Resources" for GSMW's **COVID-19 Activity Participant Health Check** form.

Participation Rosters

Volunteers who host in-person activities will be required to maintain a sign-in sheet recording every attendee for each in-person activity conducted in the name of Girl Scouts (i.e. SU meeting, girl program). Record should include date, location, and start/end times. Volunteers should retain records for three years from the date of activity. Also see: Hosting Events/Programs

Food, Dining and Snacks

Volunteers should be careful when handling and serving food. Direct girls to interact with care while eating. Safety recommendations for food, dining, and snacks include:

- Encourage girls to bring their own foods to eat (bag lunch or dinner).
- Encourage girls not to share their food after touching it (i.e. a bag of chips).
- Consider only individually wrapped food items.

If providing snacks, have a single designated volunteer wash their hands and wear gloves and a mask to distribute food to girls at their seats.
Use a serving spoon or scoop to reach into a bag or bowl.
Avoid "serve yourself" buffets.
Public dining only after phase permits in your location.
Use disposable plates, forks, napkins, etc. when possible.
Encourage girls to bring foods they can easily cook themselves (a prepacked foil pack) or hotdog for outdoor cooking.
Ensure food handlers wash hands, even if they will be wearing gloves, prior to food prep or meals, following CDC handwashing guidelines.

between each use, or bring enough utensils so each person has their own. Continue recommendation for 6-foot spacing during mealtimes.

Restrooms

Most public restrooms regulate the number of people using the restroom at one time. Ensure girls take turns and maintain social distancing in the restroom. Require face coverings in the restrooms. It is ideal to have automatic flushers and sensory faucets. If these are not available, use tissue or paper towel to open doors and latches, touching as little as possible. Use every-other-stall, leaving an empty stall between each person.

If sharing outdoor cooking utensils (roasting forks), wash and sanitize them

Additional Resources

GSMW Safety Activity Checkpoints

• Safety Activity Checkpoints

GSMW COVID-19 Activity Participant Health Check Form

• COVID-19 Activity Participant Health Check Form

GSMW COVID-19 Activity Participant Waiver

COVID-19 Activity Participant Waiver

Restrictions to Consider by State

• State-by-State Restrictions

Cloth Face Coverings

• Face Coverings

General Coronavirus Information

https://www.cdc.gov/coronavirus/2019-ncov/

Department of Health by State

- MT: https://dphhs.mt.gov/
- WY: https://health.wyo.gov/

Respiratory Etiquette: Cover your Cough or Sneeze

- https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html
- https://www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html

Social Distancing

 https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-businessresponse.html

Cleaning & Disinfecting

- https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html
- https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfectingyour-home.html
- https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaningdisinfection.html

Handwashing

- https://www.cdc.gov/handwashing/pdf/Handwashing-Middle-School-8x11-p.pdf
- https://www.cdc.gov/handwashing/pdf/HH-Posters-Eng-Restroom-508.pdf

Troop and Service Unit Management Activities & Meetings

Below, you will find color-coded charts listing guidance for each phase of pandemic-related reopening. Consider council guidance and determine which risk-category the community is in before planning activities & meetings.

Safer at Home	High Risk- substantial community spread
	No in-person gatherings. CDC/Government "Shelter-in Place" in effect or advised.
Return with	Moderate Risk- community spread measures implemented to control spread
Modifications	In-person activities can resume following local & CDC restrictions and advisories.
Return to New	Low Risk- community spread controlled or poses little risk
Normal	Local modifications are in place and/or the CDC has lifted precautionary measures.

Safer at Home	High Risk-substantial community spread
Saler at notifie	No in-person gatherings suggested. Local Shelter-in Place orders in effect

Troop Meetings/Events/Gatherings

In this phase, there is substantial community spread, and for the safety of the girls, we strongly encourage virtual meetings only. Visit GSMW's Returning to In-Person Troop Meetings page to review our Resources to Meet Virtually. Use GSMW's Safety Activity Checkpoints to guide your virtual meeting plans. If you must meet in person, limit your group to eight girls and two adults unless local restrictions and guidelines are more restrictive.

Activities/Overnights/In- and Out-of-State Travel

Not permitted if shelter in-place orders or prohibitive restrictions are in effect or recommended by the CDC, health department, or government where you'll gather:

- In your state, county, or town
- Any planned stops along the way to/from your final destination
- At your final destination

Transportation

Zero transportation policy. Carpooling and public transportation is prohibited.

Return with	Moderate Risk-community spread measures implemented to control
Modifications	In-person activities can resume based on local restrictions for gatherings and/or
	CDC, health department, and government recommendations.

Meetings

Before in-person meetings, the lead volunteer must collect GSMW COVID-19 Activity Participant Health Check forms and maintain participation rosters as outlined in the section titled **Hygiene/Safety/Health Risk Mitigation**.

In "yellow" phases, base meeting plans on the fluid nature of COVID-19 risk. Troops should continue to run online meetings, if possible. GSUSA recommends maintaining virtual meetings at least 20% of the time to keep tech skills and virtual meeting habits fresh should shelter-in-place restrictions resume. This also allows participation for those members who are not ready to meet in-person.

If in-person service unit meetings begin, the group should maintain a virtual option to allow all members' participation. Contact regional GSMW membership staff for help with virtual meetings.

Troop Meetings

Check local restrictions and guidelines for small gatherings. If your area permits larger gatherings, confirm the number permitted and follow proper girl-to-adult ratios. Utilize all social distancing practices and follow all preventative guidance in the **Hygiene/Safety/Health Risk Mitigation**.

For large troops, stay connected while waiting for a safe time to gather. Consider virtual troop meetings and/or gathering in smaller sub-groups—such as age-level groups, patrols, or groups of girls with a particular badge they would like to work on.

Large Meetings/Gatherings

Seek council guidance before planning gatherings of more than ten people. Confirm the number of people allowed under your location's restrictions and maintain proper girl-to-adult ratios. If possible, meet outside, and maintain social distancing. Follow CDC and health department guidelines, restrictions, and recommendations.

Answer the following questions to help guide the decision to meet in-person or not:

- Has a successful final phase of re-opening been completed?
- Do state and local guidelines/restrictions permit large gatherings? How many people are permitted to gather indoors/outdoors?
- Have schools been re-opened for in-person classes?
- Is the event indoors or outdoors? (outdoors is safer than indoors)
- Can everyone in your group maintain a physical distance of six feet or more?
- Can you reasonably follow CDC, local government, and GSMW guidance/restrictions pertaining larger in-person gatherings?

Community Meeting/Event Space

Volunteers should use caution in selecting an offsite meeting or event location. To minimize contact with people outside of your group, avoid facilities that have high foot traffic (i.e. restaurants, stores). Do not hold your meetings/events in fitness centers or gyms because the atmosphere in sports facilities results in a higher risk for contracting the virus.

GSMW Camp Property

Once overnight stays and travel are permitted in the areas of our camps and other properties, on a case-by-case basis, GSMW may consider permitting troops and families to use or rent our facilities.

If using a GSMW property for a meeting/event, all participants must submit a signed COVID-19 Member Participant Waiver stating GSMW cannot guarantee COVID-19 virus will not be present and must practice and follow all preventive guidance in the section titled **Hygiene and COVID-19 Risk Mitigation**.

Public Facilities

GSMW strongly recommends only using outdoor public spaces where everyone can maintain physical distance. Volunteers should get advance permission from the property owner, government entity, or the jurisdiction that owns/maintains/manages the public location.

For meetings at public facilities, volunteers should contact the facility ahead of time and ask:

- Does someone clean and sanitize the space and commonly-touched surfaces (i.e., tabletops, light switches, chairs, etc.) daily and between every user group?
- Who else uses the space (how often, what size is the group)? Who is responsible for cleaning between user groups?
- What type of faucets and soap dispensers are in the restroom (sensory or manual)? Volunteers should bring sanitizing wipes and hand sanitizer, regardless of the facility's cleaning and disinfecting policies and procedures. Prepare to clean the facility upon arrival and before your group meets. If faucets are manual, have volunteers show girls how to shut them off with a paper towel and use paper towels to open doors.

Personal Residences

For the safety of all members, do not to meet at personal residences.

Transportation (Carpooling)

GSMW does not recommend carpooling until the county, town, or state is safely past its final phase of re-opening. This includes any county, town, or state on your driving route. Until the final stage of reopening, family units should drop-off and pick-up their own girls from meetings or events. Avoid carpooling or public transportation.

Once a location is past its final re-opening stage, carpooling may resume as necessary. In the meantime, if it is essential to carpool, consider the following precautions:

- Girls and adults should wear masks when inside a vehicle.
- Keep car windows open (at least slightly) to circulate fresh air.
- Consider the personal situation of your girls:
 - Do they live with an immunocompromised person who is at high risk of serious complications due to COVID-19? If so, make alternative plans for transportation.
 - Has every family been socially isolating for at least two weeks? If so, the troop could possibly be a "safe bubble".

Remember, sustained interpersonal contact, within six feet, for longer than 10 minutes, greatly increases the chance of virus transmission. Use extreme caution when deciding to carpool or not.

Hosting Events/Programs

Consult the CDC as well as local and national restrictions and guidelines for gatherings. Follow all COVID-19-related restrictions and guidelines at all times. Maintain six feet of physical distance, and follow all preventative guidance outlined in the **Hygiene/Safety/Health Risk Mitigation** section.

When considering group gatherings of greater than ten people, volunteers should answer the following questions to assist with decision-making::

- How many volunteers are willing and able to support the event/program? Will your program be able to meet required girl-to-adult ratio?
- How many participants and volunteers will attend the event/program? Do state and local restrictions permit this size of gathering?
- Is the event indoors or outdoors? (If physical distancing of six feet is maintained, outdoor events and programs are safer than indoor events and programs)
- Can every volunteer/participant maintain six feet of physical distance for the entire event? Contact your region's volunteer support staff or customercare@gsmw.org for decision-making support.

For the contact-tracing and liability reasons, the volunteer responsible for the in-person event will:

- Collect a GSMW COVID-19 Activity Participant Health Check for each participant and volunteer at the event (including, but not limited to, tagalongs, observers, or anyone present for any part of the event).
- Maintain a sign-in sheet, recording every program/event attendee.
- Keep all COVID-19 Activity Participant Health Check and sign-in sheets in your possession for three years.

Activities and Overnight Stays

Follow CDC guidance, and use **GSMW Safety Activity Checkpoints** and the **Hygiene/Safety/ Health Risk Mitigation** guidance outlined in this document to plan special activities like field trips:

- Visit the facility's website for COVID-19 preventative measures.
- Call ahead to the facility or vendor to confirm that they are following CDC and local health department guidelines. Ask questions about your group's safety.
- If the facility is providing equipment/gear, ask the provider if they clean and disinfect equipment between user groups.
 - Make accommodations based on the **Hygiene/Safety/Health Risk Mitigation** guidance outlined in this document. Bring hand sanitizer and disinfectant wipes.
- Review the plan with your group's family or household members.
- Decide as a group whether to go on the field trip. Postpone your activity if participants express concerns.
 - Collect a GSMW COVID-19 Activity Participant Health Check form for each participant, adult and child.
- For Troop Trips and High Risk Activities that require council approval, each participant, child or adult, must submit a COVID-19 Member Participation Waiver to council before GSMW can approve the trip. GSMW advises trip leaders to collect all waivers and submit them all at once via scanned document.
- Troop Trip and High Risk Activity leaders should also collect the COVID-19 Activity Participant Health Check form for each participant on the day of the event.
- For more information on which Troop Trip and High Risk Activities require council approval, and to find all Troop Trip and High Risk Activities resources and submission link, please view our web page: https://www.gsmw.org/en/outdoors-travel/travel/Troop_Trips.html Troop Trip and High Risk Activity requests must be submitted at least two weeks before the trip or event.

Overnight Stays

Within the yellow phase, GSMW may allow overnight stays on a case-by-case basis, depending on CDC guidance, local and governmental guidance and restrictions, rate of virus spread, rate of deaths related to COVID-19, and more. Council approval of overnight stays will also depend on the distance of travel and the towns/areas through which the group will travel. Council approval will vary from state to state, county to county, and even city to city.

Overnight Travel

As always, volunteers must seek council approval for some out-of-town and overnight troop trips. After consulting this document, if you proceed with trip planning, submit an online Troop Trip Request as early as possible and at least two weeks before your trip.

GSMW may permit overnight travel if the community you will be staying in is nearing or past its final stage of reopening. Ensure that the community does not have any restrictions on the activities you are planning. See **Travel Outside Your Community, Transportation** in the **GSMW Safety Activity Checkpoints**. Follow guidance from the CDC, local health departments, and **GSMW Safety Activity Checkpoints**. Continue to practice the **Hygiene/Safety/Health Risk Mitigation** guidance outlined in this document. Also see **Activities and Overnight Stays** section.

Day Trips in Montana and Wyoming

Day trips within council jurisdiction do not require council approval unless they involve a "High Risk Activity". For more information on Troop Travel and High Risk Activities, reference our web site: https://www.gsmw.org/en/outdoors-travel/travel/Troop_Trips.html, or customercare@gsmw.org

Return to New Normal

Low Risk-community spread controlled or poses little risk

Modifications may be in place at the local level and/or the CDC has lifted precautionary measures.

In general, there are no restrictions in this phase, but maintain enhanced hygiene guidelines.

Troop Meetings/Large Meetings/Gatherings

Meetings and gatherings may resume. Volunteers should follow **GSMW Safety Activity Checkpoints** and the **Hygiene/Safety/Health Risk Mitigation** guidance in this document.

Troop Meetings-GSMW Camps & Properties

No restrictions on GSMW Camps and properties. Volunteers should call Customer Care at 800-736-5243 for availability. Volunteers should follow **GSMW Safety Activity Checkpoints** and the **Hygiene/Safety/Health Risk Mitigation** guidance outlined in this document.

Public Facilities

The use of public facilities, fitness centers, or gyms may resume. Volunteers should get advance permission from the facility/property manager/owner. Volunteers should follow **GSMW Safety Activity Checkpoints** and the **Hygiene/Safety/Health Risk Mitigation** guidance outlined above.

Hosting Events/Programs & Activities

In this phase, programming may resume. Follow **GSMW Safety Activity Checkpoints** and the **Hygiene/Safety/Health Risk Mitigation** guidance outlined in this document.

Overnight Stays/Travel

Overnight travel may resume. Volunteers must seek council approval for some out-of-town and overnight troop trips. See **Travel Outside Your Community**, **Transportation** in the **GSMW Safety Activity Checkpoints** and the **Hygiene/Safety/Health Risk Mitigation** guidance outlined above.

Day Trips in Montana and Wyoming

Day trips may resume. Day trips within council jurisdiction do not require council approval unless they involve a "High Risk Activity". For more information on Troop Travel and High Risk Activities, please reference our web site: https://www.gsmw.org/en/outdoors-travel/travel/Troop_Trips.html. Follow **GSMW Safety Activity Checkpoints** and the **Hygiene/Safety/Health Risk Mitigation** guidance outlined in this document to plan for special activities.

Transportation (carpooling)

Carpooling may resume in accordance with **GSMW Safety Activity Checkpoints**. Even then, girls and adults may want to consider keeping car windows opened, at least slightly. Remember, sustained contact within six feet, for longer than ten minutes, increases risk for virus transmission.