



UNIT PROGRAM RESOURCE

Planning Safe Activities During a Pandemic



DEL-MAR-VA COUNCIL

Boy Scouts of America

UNIT PROGRAM PLAN CHECKLIST



STEP 1 - MAKE A PLAN



**STEP 2 - COMMUNICATE
WITH YOUR UNIT**



**STEP 3 - HAVE A FUN &
SAFE MEETING/ACTIVITY**



**STEP 4 - REVIEW &
ADJUST**



STATE & LOCAL GUIDELINES

When planning to engage in any sort of activity, it is important to ensure that you are following all State and local guidelines. The Del-Mar-Va Council and the Boy Scouts of America also have guidance for safe outings and meetings. In the event that these guidelines conflict, the stricter regulation is the one that will be followed.

As part of the local guidelines that need to be considered, units should contact their Charter Organization to learn what requirements they have in place. Even if a unit is not planning to meet at their Charter Organization's facility, they must follow their guidelines as well.

The guidelines that need to be followed include:

- Maintain 6 feet of distance between all participants.
- Meetings indoors are limited in size by state.*
- Meetings outdoors are limited in size by state.*
- Health checks/screening done at every gathering.
- Mask must be worn at all indoor gatherings, and any outdoor activities where 6 feet of distance cannot be maintained.
- A roster recording each participant with contact information for every activity and gathering should be maintained.

***The current Delaware guidelines can be found at**

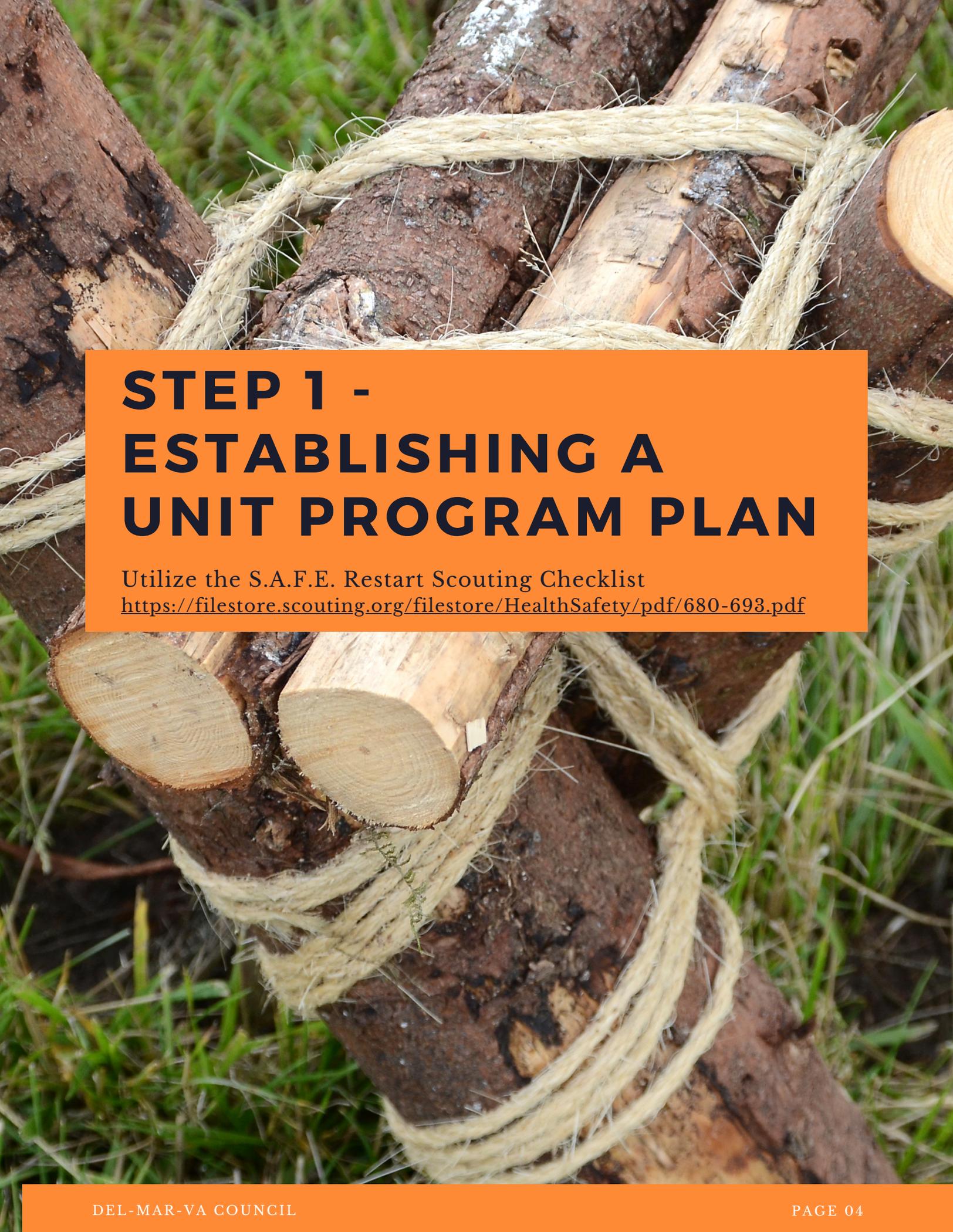
<https://coronavirus.delaware.gov/>

***The current Maryland guidelines can be found at**

<https://governor.maryland.gov/recovery/>

***The current Virginia guidelines can be found at**

<https://www.virginia.gov/coronavirus/forwardvirginia/>



STEP 1 - ESTABLISHING A UNIT PROGRAM PLAN

Utilize the S.A.F.E. Restart Scouting Checklist
<https://filestore.scouting.org/filestore/HealthSafety/pdf/680-693.pdf>



POSSIBLE MEETING STRUCTURES

Some of our usual meeting places will not be available this year, so your unit needs to verify that you will have a place to meet or find a new location, if necessary.

If your unit is searching for an alternate meeting location, consider the type of meeting you want to hold. Dens and patrols, if smaller than 10 in number including leaders and adults may be able to meet in homes, libraries, garages, churches, etc. Larger meetings (Packs, Troops, Crews, Ships and Posts) may need to meet out-doors or online to accommodate their larger numbers.

Units are encouraged to meet outside. Scouts and scouters love the outdoors! With proper preparation, most scout meetings can be held outside, even in inclement weather. A simple dining fly and propane heater can provide an adventurous meeting location.

Your unit can use many online resources to help Scouts connect virtually. Visit our Council Scouting at Home Hub at <http://www.dmvc.org/scoutingathome> for a collection of online tips, tools, and activities. Additional National resources such as den meeting videos are available at www.scouting.org.

You must follow all Youth Protection policies and guidelines for meetings both online and in-person including having multiple adults over the age of 21 present the entire time. If both male and female youth are present, one adult of each gender must also participate. As a reminder, ensure youth are never recorded or filmed.

INDOOR VS OUTDOOR

Guidelines

Due to the different (and ever-changing) guidelines for indoor & outdoor activities, it is important to evaluate the different social distancing measures for both settings.

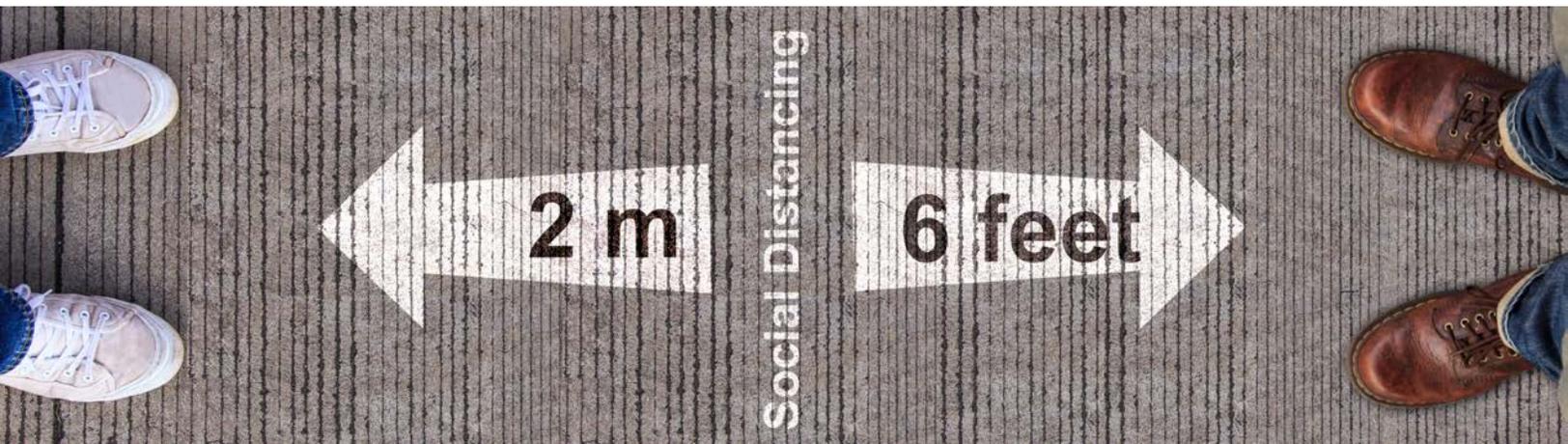
Check your state requirements for current max # for indoor & outdoor activities.

Whenever possible, all groups should be composed of the same Scouts and leaders each week.

Multiple groups can meet indoors or outdoors as long as the groups do not mix and are socially distanced from each other - i.e. in separate rooms or at opposite corners of the hall (a distance of 20 feet or more between the groups).

Units should ask these questions when preparing for each activity:

1. How many participants will attend this meeting/activity?
2. What is the capacity of the facility based on the guidelines?
3. How will social distancing be maintained at this meeting/activity?
4. What activities are possible while following these guidelines?



ALL ABOUT FACE COVERINGS



MASKS UP! **Don't let your guard down.**

Our states guidelines mandate the wearing of face coverings for all public settings.

Wearing a cloth face covering does not eliminate the need to physically distance yourself from others.

Dirty masks are not effective. For multi-day activities prepare with at least one clean mask for each day.

DINING OPTIONS

If your unit will be serving food, it is very important to take steps to limit the risks of spread. These best practices will help you limit the risk:

- Clean and disinfect common surfaces between groups.
- Although not the usual Scouting way, use of disposable dinnerware, cookware and utensils is encouraged at this time.
- Keep everyone 6 feet apart - maintain social distancing at all times.
- Assign seats for the duration of the meal.
- Avoid buffet-style, salad bars, self-service, family style and other configurations that require diners to use shared utensils.
- Prioritize use of "grab-n-go" style (i.e. boxed meals)
- Discontinue use of beverage dispensers (i.e. common pitchers or jugs)
- When serving meals, designate 1 or 2 servers to plate or prepare food for serving. Designated servers should have freshly washed/sanitized hands, wear gloves & face masks.
- Discontinue use of shared condiments. Offer condiment packets along with the meal.
- Post signs reminding diners of the guidelines such as hand washing, social distancing, assigned seats, etc.

Remember the following points for serving any food:

- Plan a menu that limits shared utensils.
- Maintain social distancing throughout the meal for everyone except same household members.
- Disinfect and sanitize regularly.
- Remind and reinforce guidelines.

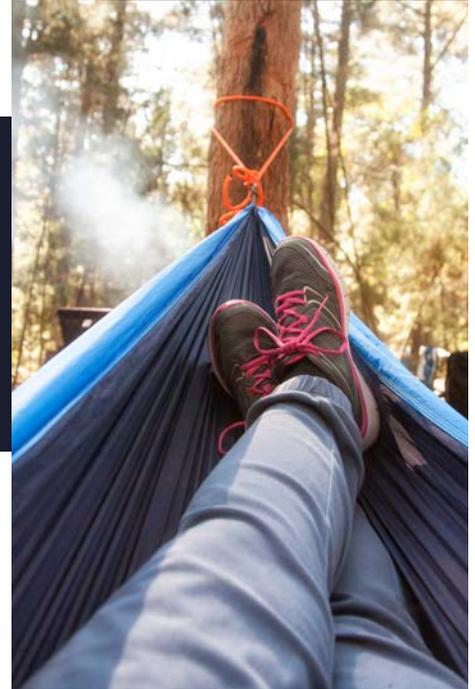


Transportation

For unit meetings and outings, the best practice is to encourage only members of the same household to ride together. Any other arrangements are at the discretion of individual parents.

If sharing a vehicle, masks should be worn at all times and passengers should sit as far apart as possible. Surfaces should be sanitized both before and after the trip.

Stay local to your geographic area for unit activities. If you must travel, limit mixing with others along the way (i.e. rest stops).



Camping

Camping is a major part of Scouting, but social distancing in tents presents some obvious challenges.

Best Practices

The best practice is to tent individually or with members of the same household. Individual tents, or hammocks or bivys are recommended for all participants as the safest method of camping.

If camping in cabins, individuals must sleep head-to-toe.

As always, Youth Protection guidelines must be followed at all times.

Units should consider the following for each activity:

1. Verify camping facilities and capacity.
2. Verify participant count.
3. Verify the unit and facility have the capacity for all participants to tent while socially distanced. If the answer is "no" then a new location needs to be found.



HYGIENE STATIONS

Units should develop a hygiene station to be used at every event. Depending on the type of activity, this could be a location for hand sanitizer, a designated hand washing sink, or a "camp sink" like the one found here

<https://instructables.com/id/Camp-Sink-Temporary-Hand-Washing-Station/>

For events that are longer in duration, or involve any activity that will soil hands, it is recommended that a hand washing option be available

Before each activity, organizers should ensure that these steps are followed:

1. Determine if hand washing or sanitizing is ideal for this activity.
2. If hand washing is preferred, determine if the activity location has suitable facilities.
3. If suitable hand washing facilities are not available, determine how to construct a substitute.
4. Establish a plan to clearly mark and notify participants of the location of each hygiene station.



PROGRAM SAFETY

"Safe" does not mean risk-free.

Every activity should be evaluated for safety during the COVID-19 pandemic. Not all activities that have been safe in Scouting will be safe during the pandemic. It is also important to remember that "safe" does not mean risk-free.

Every activity should be evaluated for the following:

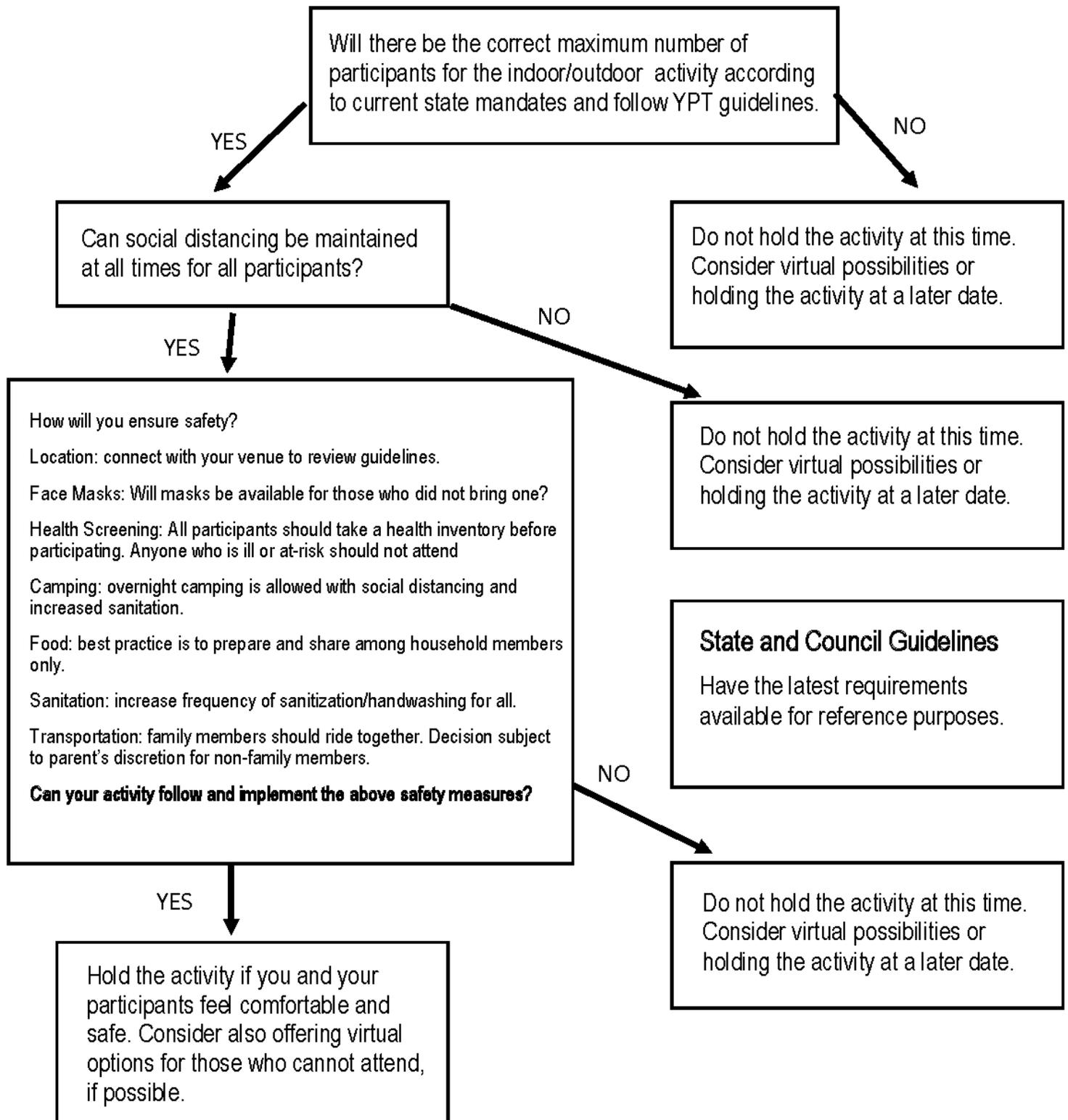
1. Can all participants stay 6 feet apart? Yes__ No__
2. Will each participant have their own equipment? Yes__ No__
3. Can shared equipment be sanitized? Yes__ No__
4. Is frequent handwashing/sanitizing possible? Yes__ No__

Any "No" answer indicates a change of plans is needed.

Can we hold our meeting, activity or outing?

Use the flow chart below to help guide your decision making.

Organizers should answer these questions for each meeting, activity or outing:



Pre-Event Screening

All participants should complete a screening checklist before participation in an activity.

Before each event, follow these steps:

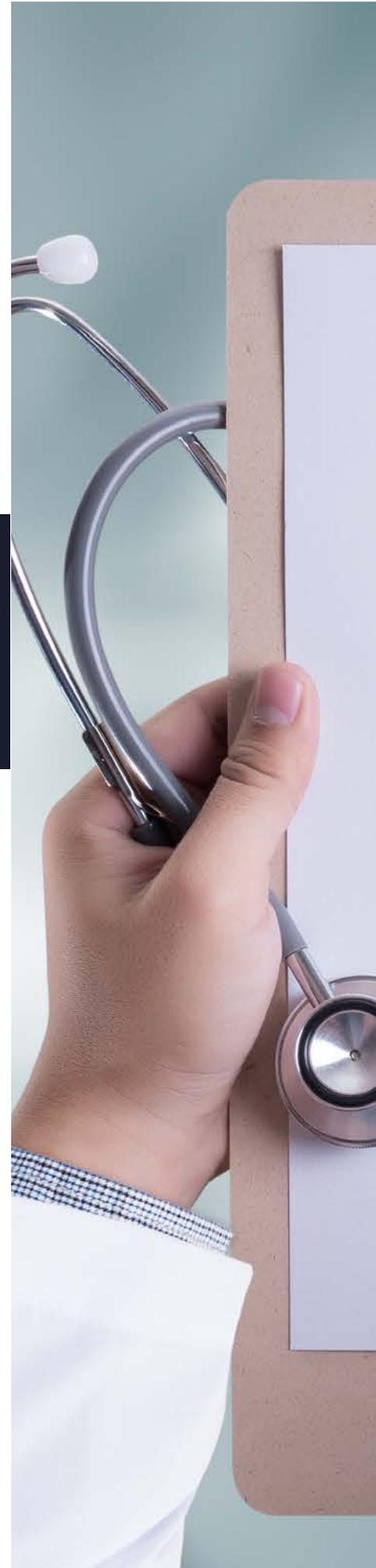
1. All potential participants should receive the screening checklist at least 48 hours prior to the event.
2. Units should print and bring extra copies of the screening checklist to the event.
3. Units must collect a screening checklist from every participant.

People in high-risk categories should not participate in person but are encouraged to participate online.

High-Risk Individuals

Currently, information indicates that older adults and people of any age who have serious underlying medical conditions may be at higher risk for severe illness from COVID-19. Those considered at high-risk include:

- People 65 years old and older
- People who live in a nursing home or long-term care facility
- People with chronic lung disease or moderate to severe asthma
- People with serious heart conditions
- People with immune-compromised issues
- People who have severe obesity
- People who have diabetes
- People with chronic kidney disease undergoing dialysis
- People with liver disease



Model COVID-19 Pre-Event Medical Screening Checklist

Use this checklist to assist in identifying potential COVID-19 cases before event participation.

Review with each youth and adult participant their current health status, both before departure and upon arrival at the event. **Anyone entering a camp or event – including visitors, vendors, etc. – must be screened.**

Councils should customize with input from their council health supervisor and local health department.

- Yes No Have you or has anyone in your household been in [close contact*](#) in the past 14 days with anyone known or suspected to have COVID-19 or is otherwise sick?
- Yes No Have you or has anyone in your household been in [close contact*](#) with anyone who has been tested for COVID-19 and is waiting for results?
- Yes No Have you or has anyone in your household been sick in the past 14 days, or have you or they been tested for any illness and are waiting for results?
- Yes No Has anyone in your household been exposed to an individual known or suspected to have COVID-19 in the past 14 days?
- Yes No Have you or has anyone you have been in [close contact*](#) with traveled on a cruise ship or internationally or to an area with a known communicable disease outbreak in the past 14 days?

***According to the Centers for Disease Control and Prevention (CDC), “close contact” means:**

- You were within 6 feet of someone who has COVID-19 for a cumulative total of 15 minutes or more over a 24-hour period
- You had direct physical contact with an infected person (hugged or kissed them)
- You shared eating or drinking utensils
- An infected person sneezed, coughed, or otherwise got respiratory droplets on you

If the answer is YES to any one of the five questions above, the participant must stay home.

If all answers above are NO, proceed to the symptoms list below.

Symptoms of COVID-19

*If anyone in your household has **any one** of the following new or worsening signs or symptoms of possible COVID-19, **the entire household must stay home.***

- Shortness of breath**
- Cough**
- Fever of 100.0° or greater**
- Flu-like symptoms**
- Repeated shaking with chills**
- Fatigue**
- Muscle or body aches**
- Headache**
- Sore throat**
- Loss of taste or smell**
- Diarrhea**
- Nausea or vomiting**

****Potential Higher-Risk Individuals****

- Yes No Are you in a higher-risk category as defined by the [CDC guidelines](#), including older adults, people with medical conditions, and those with other individual circumstances?

If the answer is “yes,” we recommend that you stay home.

Should you choose to participate, you must have approval from your health care provider.



COMMUNICATION PLAN

Units should establish a communication plan to ensure that all adults are: aware of procedures before any in-person activity, are reminded of protocols before each activity, and are aware of ways they can participate in-person and through virtual means.

A communication plan should address the following topics:

- How will communications be sent to parents and leaders?
- When will communications be sent?
- Who will send communications about a suspected or confirmed case of COVID-19?
- Who should parents contact if they have a suspected or confirmed case of COVID-19?
- How will alternative ways of participation be communicated to families?



STEP 2 - COMMUNICATE WITH YOUR FAMILIES

Spread the word! Light the fire.

You need to Communicate your Plan

Once you have decided to hold in-person meetings, programs or activities, it is essential to communicate clearly with the Chartered Organization and families in your unit. In Step 1, you created a communication plan, now it is time to let families know exactly what that plan is.

In this ever-changing environment, it is important to ensure that families know all of the details of your unit's program plan to help them feel comfortable with the safety of the program and to help them have the answers before they ask you the questions.

When communicating with families it is important to include these elements:

- Your complete unit program plan
- Your unit's program calendar
- Your plan for alternate participation for anyone who is uncomfortable or unable to participate in person
- The specifics of your sanitation plan
- The health screening questionnaire
- Your communication plan if an activity needs to be changed or rescheduled
- Your communication plan if a suspected or confirmed COVID-19 case arises
- Remind families that "safe" does NOT mean "risk free"
- Remind families that high-risk individuals should take extra precautions or reconsider in-person participation





STEP 3- HAVE A FUN AND SAFE MEETING/ACTIVITY

Implement the plan.

Meeting Implementation

Follow unit COVID Plans & Reinforce Guidelines

At the beginning of every meeting, program or activity, it is important to make sure that everyone is aware of the unit's COVID plan and to remind everyone of relevant considerations for that event. The plan only works if it is enforced, so it is everyone's responsibility to monitor and reinforce the guidelines throughout the event.

Monitoring for COVID During & After Meetings

People with COVID-19 may show no signs or symptoms of illness, but they can still spread the virus. Some people may be contagious before their symptoms occur, if they ever occur. The fact is that someone with COVID-19 may pass the required health screening and be allowed into program activities.

Symptoms of COVID-19 to watch for:

- Fever
- Cough
- Shortness of Breath
- Chills
- Headache
- Muscle Pain
- Sore Throat
- Fatigue
- Congestion
- Loss of taste or smell

Take the following steps to catch possible cases and prevent the spread of COVID:

- Monitor participants for changing health conditions and symptoms of COVID
- Remind participants to avoid high-risk individuals during the next 14 days.
- Remind participants to monitor for symptoms and notify a leader if they are diagnosed within 14 days.



A close-up photograph of a person wearing a red jacket, holding a thick, dark brown rope. The person's hands are visible, and they appear to be in the process of tying or adjusting the rope. The background is slightly blurred, showing more of the person's clothing and the rope.

STEP 4- REVIEW & ADJUST

Wrap it up.
What can be done even better next time?



HOW'D WE DO?

After your unit has had an activity and put its COVID plan to the test, it is important to review and adjust the plan as necessary to keep everyone safe. State, local, and Council guidelines will continue to change as well, so stay informed with the latest updates.

After each meeting, program or activity ask the following questions:

1. Did everyone understand the plan? Yes__ No__
2. Did everyone follow the plan/guidelines? Yes__ No__
3. Was the plan effective? Yes__ No__
4. Have state, local, and/or Council guidelines changed? Yes__ No__

Following assessing your meeting plan, make adjustments as needed and communicate any changes to your families for future meetings.

WHAT IF SOMEONE TESTS POSITIVE?

Even when all precautions are taken and guidelines are followed, a COVID case may still occur.

In the event that this does happen, swift and appropriate follow-up will be required.

1. Contact Del-Mar-Va Council to report a positive test result.
2. Unit participants will have to be notified. A brief email from the unit's leadership should be sent as soon as possible after notification.
3. Unit members who have been in close contact with the individual may be required to self isolate for 14 days as instructed.

Sample Communication for Close Contacts

Greetings _____,

We are informing you that a participant (or Scout/leader/adult) who was at our Scout _____ at the same time as you has tested positive for COVID-19. After a review of our participant log, we believe that this individual may have had close contact with you (your child) while at the activity.

Close contact is defined by the CDC as being within 6 feet of an individual (who has a confirmed case) for 15 or more minutes.

You should isolate yourself and contact your primary care provider to share this message and seek their advice for monitoring your health. Their instructions will likely include a period of self-isolation and/or instruction to be tested. You may also be contacted by Public Health Officials.

Yours in Scouting,
