



## Checklist template for cleaning and disinfecting for Troop Meetings/Activities

Please note that this is a recommended checklist to assist you. You may add items as you see fit based on the location you are using. Always be sure to have the recommended cleaning/first aid supplies listed in the guidelines for any activities.

<b><u>Checklist</u></b>
✓ Designated adult arrives at location - reviews the location to ensure who else is there. If additional groups are using the facility, additional cleaning of the bathroom before and after girl/adult use may be required.
✓ Wipe down and disinfect all areas - prior to arrival of girls (tables, chairs, bathrooms, counters, faucets, light switches, supplies)
✓ Check that all supplies are stocked for girls (soap, paper towels, sanitizer, disposable masks, etc.)
✓ When girls and adults arrive, check their temperature (must be under 100.4 to stay)
✓ Ensure that everyone is wearing a mask and social distancing. (unless unable due to health restrictions)
✓ Review at each meeting safety and cleaning protocols, including: hand washing, masks, touching surfaces and face, social distancing etc.
✓ Ensure adults are aware of their responsibilities to the girls regarding monitoring social distancing and must model this behavior as well.
✓ Mask check and sanitizer (adults check that all masks are on properly and everyone sanitizes their hands)
✓ Supplies are all individual
✓ Wipe down and disinfect all areas– mid meeting
✓ Mask check and sanitizer (adults check that all masks are on properly and everyone sanitizes their hands)
✓ Finish Meeting/Activity – girls and adults leave facility
✓ Wipe down and disinfect all areas
✓ Discard all used cleaning supplies, wipes, gloves etc. and dispose of garbage bag when applicable.