

Health and Safety Checklist 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.

<u>Checklist</u>
<input type="checkbox"/> 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. (When applicable)
<input type="checkbox"/> Wipe down and disinfect all areas - prior to arrival of girls (tables, chairs, bathrooms, counters, faucets, light switches, supplies) (When applicable)
<input type="checkbox"/> Check that all supplies are stocked for girls (soap, paper towels, sanitizer, disposable masks, etc.) (When applicable)
<input type="checkbox"/> For public activities always review and verify the Covid Health and Safety guidelines for the location and communicate the guidelines to the adults and girls
<input type="checkbox"/> When girls and adults arrive, collect pre-screening and check their temperature (must be under 100.4 to stay)
<input type="checkbox"/> Ensure that everyone is wearing a mask and social distancing. (unless unable due to health restrictions)
<input type="checkbox"/> Review at each meeting safety and cleaning protocols, including: hand washing, masks, touching surfaces and face, social distancing etc.
<input type="checkbox"/> Ensure adults are aware of their responsibilities to the girls regarding monitoring social distancing and must model this behavior as well.
<input type="checkbox"/> Mask check and sanitizer (adults check that all masks are on properly and everyone sanitizes their hands)
<input type="checkbox"/> Supplies are all individual (When applicable)
<input type="checkbox"/> Wipe down and disinfect all areas– mid meeting (When applicable)
<input type="checkbox"/> Finish Meeting/Activity – girls and adults leave facility
<input type="checkbox"/> Wipe down and disinfect all areas (When applicable)
<input type="checkbox"/> Discard all used cleaning supplies, wipes, gloves etc. and dispose of garbage bag when applicable.
<input type="checkbox"/> Always maintain proper social distance
<input type="checkbox"/> Always maintain appropriate group sizes based on current guidelines