



## Guidelines for High Adventure, Camping and Overnight Travel for 3 days/2 nights

**Please complete this packet if you are participating in any of the following:**

- High Adventure Activities – at any location not on Girl Scouts of Citrus (GSC) properties.
- Camping - at any location not on GSC properties.
- Overnight trips that are no more than 3 days/2 nights within the state of Florida that take place at a non GSC location such as a hotel or camp site.

Submit this completed packet to Customer Care attention *Michelle Rouleau, Outdoor Adventure Manager* at [customer care@citrus-gs.org](mailto:customer care@citrus-gs.org) No less than 1 month prior to the trip or activity to allow enough time for review and approval.

### **Please note:**

- For all overnight events that are **hosted by Council Staff** on GSC properties or other locations, an Overnight Troop Travel Packet is not required. A standard TAR submitted to the Safety Coordinator will be sufficient, in addition to any event specific paperwork that may need to be completed.
- For individual troops that are camping on GSC property **only**, an Overnight Troop Travel Packet is not required. A standard TAR submitted to the Safety Coordinator will be sufficient
- If you are travelling to another Girl Scout Council for the above listed activities, a packet will still need to be completed

### **Participation in Activities:**

Each troop/family should weigh their participation based on their own health concerns. As with any social activity, participation in Girl Scouts could present the risk of contracting COVID-19. While Girl Scouts of Citrus takes every safety and preventative precaution, Girl Scouts of Citrus can in no way warrant that COVID-19 infection will not occur through participation in Girl Scout activities.

### **Insurance Information:**

All currently registered members have Plan 1 Basic Accident Insurance and are covered for all events, activities and trips that are 3 days/2 nights or less as long as the activities are approved by Girl Scouts of Citrus Council and/or the designated Community Safety Activity Coordinators.

The accident insurance policy that is included in each membership, is considered secondary insurance. The individual's personal insurance is always the primary insurance for any accidents.

## Checklist for Activities, High Adventure, Overnights and Local Travel

<u>Type of Activity/Travel</u>	<u>Requirements</u>
<p><b>Day Trips</b></p> <p>Trips/activities that do not have any risk associated with them. These can take place inside/outside Council Jurisdiction.</p>	<ul style="list-style-type: none"> <li>✓ Review GSC Activity Guidelines and Safety Activity Checkpoints for activity specific guidance and grade requirements</li> <li>✓ Review and Complete a Troop Activity Request packet (TAR) located at <a href="https://www.citrus-gs.org/en/about-girl-scouts/our-council/forms.html">https://www.citrus-gs.org/en/about-girl-scouts/our-council/forms.html</a> Submit to the Community Safety Coordinator</li> <li>✓ Parent Permission Form for each girl attending</li> <li>✓ Annual Health History Form for Girls and Participating Adults</li> <li>✓ Have a Certified Troop First Aider</li> <li>✓ Follow and submit all necessary COVID 19 Health and Safety Guidelines found on the GSC website</li> </ul>
<p><b>High Adventure</b></p> <p>Any type of high adventure activity or one that may have an element of risk such as: Horseback Riding, Aquatics, Challenge Courses, Shooting sports etc. These can take place inside/outside Council Jurisdiction including other Councils.</p>	<ul style="list-style-type: none"> <li>✓ Review GSC Activity Guidelines &amp; Safety Activity Checkpoints for activity specific guidance and grade requirements. Vendor Must Be on the GSC Approved Vendor List</li> <li>✓ Review and Complete a High Adventure, Overnight &amp; Travel Packet located at <a href="https://www.citrus-gs.org/en/about-girl-scouts/our-council/forms.html">https://www.citrus-gs.org/en/about-girl-scouts/our-council/forms.html</a> Submit to Michelle Rouleau through Customer Care at <a href="mailto:customercare@citrus-gs.org">customercare@citrus-gs.org</a></li> <li>✓ Activity waivers or other vendor paperwork (if applicable)</li> <li>✓ Parent Permission Form for each girl attending</li> <li>✓ Annual Health History Form for Girls &amp; Participating Adults</li> <li>✓ Have a Certified Troop First Aider</li> <li>✓ Follow and submit all necessary COVID 19 Health and Safety Guidelines found on the GSC website</li> </ul>
<p><b>Activities that take place on a Girl Scouts of Citrus property</b></p> <p>All events and overnight camping activities that troops participate in such as Troop Camping, Camporees, Day Events, Badge Days etc.</p>	<ul style="list-style-type: none"> <li>✓ Review GSC Activity Guidelines and Safety Activity Checkpoints for activity specific guidance and grade requirements</li> <li>✓ Review and Complete a Troop Activity Request packet (TAR) located at <a href="https://www.citrus-gs.org/en/about-girl-scouts/our-council/forms.html">https://www.citrus-gs.org/en/about-girl-scouts/our-council/forms.html</a> Submit to the Community Safety Coordinator</li> <li>✓ Parent Permission Form for each girl attending</li> <li>✓ Annual Health History Form for Girls and Participating Adults</li> <li>✓ Have a Certified Troop First Aider</li> <li>✓ Follow and submit all necessary COVID 19 Health and Safety Guidelines found on the GSC website</li> <li>✓ Any necessary forms required for the event or activity</li> </ul>
<p><b>Overnight Trips 3 Days/2 nights or less</b></p> <p>Sleeping or camping overnight for 2 nights or less in a cabin, structured building, tent, hotel, Air B&amp;B, etc. These can take place inside/outside Council Jurisdiction including other Councils.</p>	<ul style="list-style-type: none"> <li>✓ Review GSC Activity Guidelines &amp; Safety Activity Checkpoints for activity specific guidance and grade requirements. Vendor Must Be on the GSC Approved Vendor List</li> <li>✓ Review and Complete a High Adventure, Overnight &amp; Travel Packet located at <a href="https://www.citrus-gs.org/en/about-girl-scouts/our-council/forms.html">https://www.citrus-gs.org/en/about-girl-scouts/our-council/forms.html</a> Submit to Michelle Rouleau through Customer Care at <a href="mailto:customercare@citrus-gs.org">customercare@citrus-gs.org</a></li> <li>✓ Activity waivers or other vendor paperwork (if applicable)</li> <li>✓ Parent Permission Form for each girl attending</li> <li>✓ Annual Health History Form for Girls &amp; Participating Adults</li> <li>✓ Have a Certified Troop First Aider</li> <li>✓ Follow and submit all necessary COVID 19 Health and Safety Guidelines found on the GSC website</li> <li>✓ Have a Certified Troop Camper Level 1 (when camping)</li> </ul>

## **Participation in Activities**

The following safety and health guidelines have been established for the girls and volunteers of Girl Scouts of Citrus Council (GSC) based on guidance from Girl Scouts of the United States of America (GSUSA), Center for Disease Control (CDC), American Camping Association (ACA) and all other local and state governing bodies. We recognize that as the risk of exposure changes, we can provide more guidance and allow for additional activities to take place. This guidance is to be used in conjunction with Safety Activity Checkpoints and all other GSC guidelines that are in place for any/all activities, meetings, overnights etc.

### **Each troop/family should weigh their participation based on their own health concerns.**

As with any social activity, participation in Girl Scouts could present the risk of contracting COVID-19. While Girl Scouts of Citrus takes every safety and preventative precaution, Girl Scouts of Citrus can in no way warrant that COVID-19 infection will not occur through participation in Girl Scout activities.

The COVID-19 pandemic continues to change as infection rates rise and fall in different areas. There may be regional differences or developments since this guidance was published. Continue to follow local and national directives. Discuss plans with families.

As we continue to phase into certain in person activities, please keep in mind that these guidelines can change daily based on information from the CDC, GSUSA, and other governing bodies. Citrus Council's website will have the most current information.

All troops should monitor local restrictions and refer to the GSC Website for the most up-to-date status on council operations. Restrictions vary greatly from county to county, and even from town to town and can frequently change.

Please be sure to follow the guidelines listed below when submitting paperwork, ensuring that all information is complete and provided at the time of submission will allow for a timely turnaround.

## **High Adventure Activities**

Girl Scouts of Citrus Council wants to always ensure the safety of our girls, volunteers, and staff. By following Safety Activity Checkpoints, Volunteers Essentials and Risk Management guidelines for all events, activities, travel, and high adventure opportunities this will ensure the safety of everyone involved.

### **What is an Approved Vendor/Activity?**

An approved vendor/activity is defined as: a location, facility and/or specific high adventure activity that has been vetted through a designated approval process that reviews safety, policies, insurance, and training. Approval by Girl Scouts of Citrus (GSC) staff must be completed prior to active participation by Girl Scouts. Please refer to the most current Approved Vendor and Program Partner list at [www.citrus-gs.org](http://www.citrus-gs.org) **\*Please note: that this list is updated periodically, and vendors may change. Always refer to the most current list available.**

### **Which activities require approval?**

All high risk/adventure activities need prior approval from council. High risk is defined as: any activity that requires specialized skills, training, equipment and/or supervision on the part of the participant, instructor and/or the vendor. Examples of these include but are not limited to: Horseback riding, rock climbing, low & high ropes, climbing walls, canoe/kayak, paddleboard, surfing, indoor trampoline, indoor skydiving or shooting sports or locations and/or sites that provide these types of activities. High Adventure activities on GSC properties do not need prior approval as our properties adhere to these standards as well as additional safety measures.

### **Which activities do not require approval?**

In general, the following activities do not require approval: family fun centers, ice/roller skating, bounce houses and age-appropriate arts and crafts. When activities do not require Council approval/vetting, before participating the designated adult that is coordinating the activity must always remember to: review all council guidelines, refer to Safety Activity Checkpoints for the specific activity such as health and safety guidelines and grade/age requirements. Be sure to contact the facility prior to the activity for any site-specific guidelines and requirements such as: waivers, weight & height restrictions, etc.

**\*Please note: If a venue has multiple activities, some of them may require approval and some may not, be sure to verify prior to participation.**

### **What if a vendor is not on the list?**

We are always on the lookout for new opportunities for our girls and volunteers. To request vendors and/or activities to be approved, please submit the Vendor/Partner Request Form found on our website at [www.citrus-gs.org](http://www.citrus-gs.org). Please remember to plan your activities accordingly, the approval process can take 4 to 6 weeks. Please be sure that the activity is approved before finalizing with the girls. **\*Please note: submission of this form does not automatically approve the vendor, all requestors will be contacted upon completion of visit.**

For all questions regarding High Adventure Activities, Safety Guidelines or Vendor Approval please email Michelle Rouleau at [mrouleau@citrus-gs.org](mailto:mrouleau@citrus-gs.org)

### **Camping/Trip Travel – No more than 3 days/2 nights**

As of May 1<sup>st</sup> troops will be allowed to submit Troop Activity Requests for overnight camping/trips. Providing they adhere to the following criteria:

- Adhere to all current Safety Activity Checkpoint, Volunteer Essential and COVID – 19 guidelines
- The Camping/ Weekend trip is no more than 3 days/2nights
- Complete the Activity Packet (dated 4-15-2021) and submit 2 weeks ahead of time to customer care
- All locations must be vetted and on current vendor list (if not currently approve you must submit a minimum of 4 weeks ahead of time)
- All girls attending the trip hold a current membership and all adults attending and/or driving must have a current membership/approved Certified Background Check (CBC)
- All troops must have a current First Aider anytime they participate in an activity outside of their meeting place, no matter where the location- including GSC properties
- All troops must have the correct level of Troop Camper for the type of overnight activity they are participating in, when applicable
- All participants must complete the pre-screening form and have their temperature taken and logged daily
- All overnight camping/trips must take place within the state of Florida

### **Overnight Guidelines – for Cabins, Tents and other Outdoor Structures**

When planning any type of overnight experience with people outside of your own household, the following guidelines must be always adhered to by adults and girls:

Reduce the sleeping capacity by approximately 50% of total capacity depending on the type of accommodations you are using.

When sleeping in the same structure, the following guidelines must be followed:

- Everyone sleeps 6 feet apart
- Everyone has their own bed/sleeping area
- All participants must sleep head to toe or feet to feet (never face to face)
- Always ensure the troop/group has a Troop Camper that holds a current Outdoor Skills Certification - Troop Camper Level 1, that includes new Covid-19 guidelines. (for those that had previous training from 2019-2020, there will be a brief update module sent to you to view)
- When tent camping, it is also advised that only those that are in the same household share a tent. However, if there is a need for non-family members to stay in the same tent there should be no more than 2 people in a tent.
- Masks should be worn up until everyone is laying down
- Adults sleep in separate structures unless the event is specified for that such as a family camp event, Mom and me/Dad and me
- All clothing, toiletries and personal items should remain in closed bags when not in use

- Everyone should have their own personal items/toiletries that are labeled and stored when not in use, including multiple masks. Avoid sharing any personal items outside of family members
- Sleeping areas should be kept well ventilated and a disinfectant spray should be sprayed in the sleeping area once per day, while girls/adults are not in the area
- When brushing teeth everyone needs to maintain 6 feet apart and wear a mask while they are waiting
- If there are any male volunteers on the trip, they must always sleep in a completely different area and have their own restroom (when possible) if the restroom is shared, there must be a sign or indication on the door. The door/entrance must be locked/blocked, or a female adult should be outside ensuring girls do not enter

### **For Hotels and Air B&B's**

- It is recommended at this time that only those that are in the same household share a hotel room/bedroom. However, if there is a need for non-family members to stay in the same room all the guidelines in the Overnight guidelines need to be adhered to at this time.
- Be sure that the Air B&B's are approved through GSC.

### **Cleaning and Sanitation**

All sleeping areas should be cleaned and disinfected prior to setting up their beds as well as daily. This would include:

- Depending on the mattress - wiping down mattresses with disinfectant wipes or spraying down bedding with disinfectant spray when you arrive to the site and then each morning Sleeping areas should be kept well ventilated by opening windows, flaps etc. to allow enough air flow once girls begin their day
- Disinfectant spray should be sprayed in the sleeping area once per day, while girls/adults are not in the area
- Ensure that there are sufficient hand sanitizers throughout your area and activities
- Wash hands frequently with soap and water throughout the day
- Always sanitize before and after:
  - Each activity
  - Eating meals or snacks
  - Entering or leaving a building or structure
  - Using the restroom
- Everyone must always have masks on except during:
  - Eating, drinking, or Sleeping
  - Participating in water activities, such as swimming or boating
- Troops/groups must ensure there is enough supplies for everyone for the weekend. This can be done by asking everyone to bring their own based on the CDC guidelines for cleaning and sanitizing, troops should also have additional supplies available for the group for the event. Supplies to have on hand are:
  - Cleaning /sanitizing wipes and spray
  - Paper towels, soap, and garbage bags
  - Sanitizer, disposable masks

## 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