



Unit Restart Guide Book

October 9th, 2020 Version

*Restart your unit safely.
We can help.*



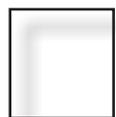
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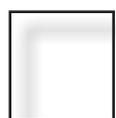
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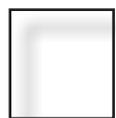
Unit Restart Plan Checklist



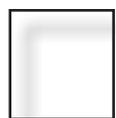
Step 1: Make a Plan



Step 2: Communicate with your Unit



Step 3: Have a FUN and SAFE meeting



Step 4: Review and Adjust



STATE and COUNTY Guidelines



When planning to engage in any sort of activity it is important to ensure that you are following all state and county guidelines. In the event these guidelines conflict, stricter regulation is the one that needs to be followed.

As part of the local guidelines that units need to consider, they 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, they must follow their guideline as well.

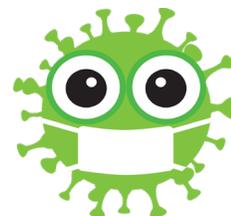
As of October 9th, 2020, generally the county and state guidelines that need to be followed are:

1. Maintain 6ft of distance between all participants.
2. Meetings indoors must be in groups of 10 or less.
3. Meetings outdoors must be in groups of 25 or less in a private residence or 25% of total room occupancy limit of room in the non-private facility being used.
4. Pre-Event screening checklist at every gathering.
5. Masks must be worn at all indoor gatherings, and any outdoor activity even if 6 feet of distance can be maintained between participants.

* Check your local county website for guidelines on COVID-19.

* Samoset Scouting also has guidelines that must be followed.

The current Samoset Scouting guidelines can be found at <https://www.samoset.org/covid19>.



Establishing a Unit Plan



Possible Meeting Structures

Some of our normal Scouting meeting places will not be open to us this year, so your unit should verify that you will have a place to meet or find a new one if necessary.

If your unit is searching for an alternate meeting location, consider what kind of meeting you're looking to have. Dens and Patrols (if smaller than 15 participants/leaders) can meet in homes, libraries, garages, churches etc. Larger meetings (packs, troops, crews) might need to meet online or outside to accommodate their larger numbers.

Scouting loves the outdoors! With proper preparation many Scouting meetings can happen outside. Consider holding a Saturday in-person activity once a month in place of virtual meetings.

Your units can use many online resources to help Scouts connect virtually. Visit <http://www.samoset.org/resources/scouting-at-home> for a collection of online tips, tools and activities. Additional national resources such as den meeting videos, are available at scouting.org.

Schools and other organizations may require users to submit a COVID-19 safety plan for their group or activity. The template at the end of this guide will at least provide a starting point.

Indoor vs. Outdoor Guidelines

Due to the different guidelines for indoor and outdoor activities, it is important to evaluate the different social distancing measures for both settings. Refer to Page 2.

Units should ask these questions about each activity:

1. How large is the group that needs to meet?
2. What is the capacity of these facilities based on the guidelines listed above?
3. How will you maintain social distancing in these facilities?
4. What activities can you do at these facilities while following the guidelines?



Establishing a Unit Plan (continued)



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, with non-household members, 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.

Dining

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

- Clean and disinfect common surfaces between groups
- Keep people 6 feet apart
- Stagger meal times to minimize the number of people dining inside at one time
- Assign seats for the duration of meal
- Avoid buffet style, salad bars, self-service, table, counter food service and other configurations that require diners to use shared utensils
- Prioritize use of “grab-go” services (i.e., boxed meals), in which meals are packaged or assembled on a tray for diners to retrieve or plate meals individually
- Discontinue use of beverage dispensers. Arrange bottles of beverage choices along a table or counter for diners to retrieve
- Discontinue the use of shared condiments. Offer condiment packets along with the meal

Remember the following points for serving any food:

1. Plan meals that limit shared utensils
2. Keep people socially distanced throughout the meal outside of family units
3. Disinfect and sanitize regularly
4. Remind and reinforce guidelines



Establishing a Unit Plan (continued)



Tenting

Camping is a major part of Scouts, but socially distancing in tents presents some obvious challenges. The best practice is to tent individually or with a member of your household. Individual tents, hammocks and bivys should be considered. Youth Protection guidelines must be followed at all times.

Units should consider the following about each activity:

1. Verify camping facilities/capacity
2. Verify participants count
3. Verify the unit and facility have the capacity for all participants to tent while socially distanced. If this is not possible, then you cannot go camping



Program Safety

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. Factors to consider when picking an activity include the ability for all participants to stay six feet apart, a lack of necessity to share equipment, and ease of sanitizing any equipment that must be shared between each use.

Every activity should be evaluated for the following:

1. Can all participants stay 6 feet apart? ___Y ___N
2. Will each participant have their own equipment to use? ___Y ___N
3. Can shared equipment be sanitized? ___Y ___N
4. Can food be shared by individual households only? ___Y ___N
5. Is frequent hand washing or sanitizing possible during activity? ___Y ___N



Establishing a Unit Plan (continued)



Choosing Activities that Fit YOUR Unit's COVID Plan

Now that your unit has completed its COVID plan and secured a place to meet, it is time to actually plan your in-person activities. Start brainstorming fun activities or rethink ways to offer meetings and activities that were cancelled due to COVID. Remember to evaluate your ideas against the protocols and considerations of your unit's plan.

Units should answer these questions about each activity:

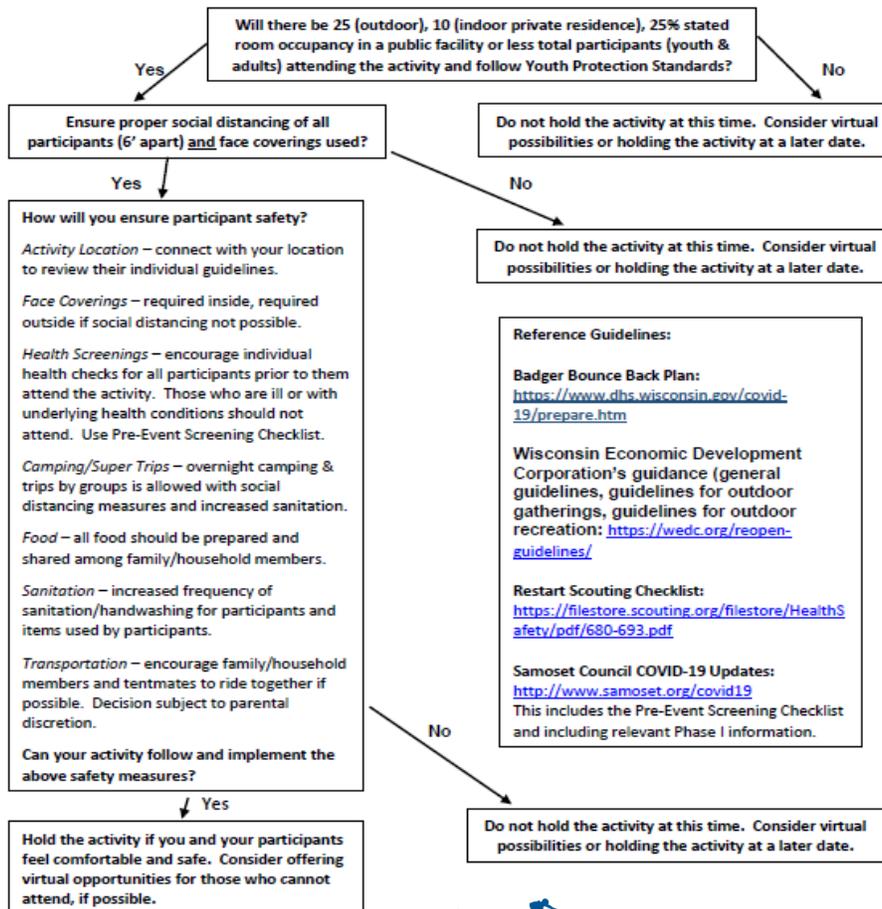
1. Is this meeting/activity compatible with your units COVID plan? ___Y ___N
2. What extra precautions need to be taken? _____
3. Can this meeting/activity be offered in a hybrid method? ___Y ___N

Use the "Can My Unit Hold Our Meeting, Activity or Outing?" flow chart below to help guide your decision making.

Can My Scout Unit Hold Our Meeting, Activity or Outing? Phase II Reopen Plan (updated October 9, 2020)



These are general guidelines based off the Badger Bounce Back Plan and the Wisconsin Economic Development Corporation's guidance (see links below). There seems to be guidance specific to each county and some counties only point to the two above plans. In reviewing the 13-county council service area, the information in this decision chart is based on the common thread of information on most county websites.



Establishing a Unit Plan (continued)



Hygiene Stations

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

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

For events that are longer in duration, or involve any activity that will soil hands, we recommend having a hand washing option available.

Before each activity, units should ensure these steps are followed:

1. Determine if hand sanitizer or hand washing 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 families of the location of hygiene stations

Pre-event Screening Plan

All participants should complete the pre-event screening checklist before participating in an activity.

Before each event, units should ensure these steps are followed:

1. All potential participants should receive the screening checklist at least 48 hours before the event
2. All potential participants should be reminded to bring their completed screening checklist 12 hours prior to the event
3. Units should print and bring extra copies of the screening checklist to the event if needed
4. Units should get a verbal confirmation of the checklist results from every individual present, if any questions are answered “yes” they should not participate.

Communication Plan

More than ever, good communication is essential for making sure your Scouts and parents have a great experience. Since each event could be different, make sure to identify the procedures you plan to follow to keep attendees safe.

Take time to create a communication plan that addresses the following topics:

1. How will communications be sent to parents and leaders?
2. When will communications be sent?
3. Who will send communications about a suspected or confirmed case of COVID-19?
4. Who should parents contact if they have a suspected or have a confirmed case in their household?
5. How will alternative ways of participating be communicated to families?



SAMOSET COUNCIL PRE-EVENT SCREENING CHECKLIST



The intent of this checklist is to review with each participant (youth and adult) their current health status both before departure and upon arrival. Unit leaders should collect this form from their Scouts prior to departing.

All participants are required to submit this form.

Participant Name: _____	Unit Number: _____
Address: _____	
Phone: _____	Email: _____
Name of Driver: _____	

Section 1

- | Yes | No | |
|-----|-----|---|
| ___ | ___ | Have you been in contact with anyone who has COVID-19 or is otherwise sick? |
| ___ | ___ | Have you or anyone you have been in close contact with live, work, or travel in an area with a large outbreak of COVID-19 (known as a hotspot area such as New York & Chicago)? |
| ___ | ___ | Are you or anyone you have been in close contact with under current advisement by public health to quarantine or self-isolate? |

If the answer is yes to either of these questions, the participant must stay home.

Section 2

Have you or any of your immediate family had any of the following symptoms in the last 24 hours?

- | Yes | No | |
|-----|-----|-----------------------------|
| ___ | ___ | Shortness of breath |
| ___ | ___ | New or worsening dry cough |
| ___ | ___ | Fever of 100.4 F or greater |
| ___ | ___ | Flu-like symptoms |
| ___ | ___ | Vomiting |
| ___ | ___ | Diarrhea |

If the answer is yes to any of the symptoms above, the participant must stay home.

Section 3

Have you or any of your immediate family had any of the following symptoms in the last 24 hours?

- | Yes | No | |
|-----|-----|---|
| ___ | ___ | Cough |
| ___ | ___ | Unexplained extreme fatigue or muscle aches |
| ___ | ___ | Rash |
| ___ | ___ | Sore throat |
| ___ | ___ | Open sore |

If the answer is yes to any two of the symptoms above, the participant must stay home.

Parent Signature: _____ Date: _____



Communicate With Your Families



It is essential to communicate clearly with families in your unit. In Step 2, you created a communication plan, now is the time to let families know exactly what that plan is, that's right, you need to communicate your communication plan! In this ever changing environment, it is important to ensure families know all of the details of your unit restart 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 all of these elements:

1. Your complete unit plan
2. Your unit's program calendar
3. Your plan for alternative participation for anyone who is uncomfortable or unable to participate in person
4. The specifics of your sanitization plan
5. The Pre-Event Health Screening Checklist
6. Your communication plan if an activity needs to be changed or rescheduled
7. Your communication plan if a suspected or confirmed case of COVID-19 case arises
8. Remind families that safe does not mean risk free
9. Remind families that high risk individuals should take extra precautions, or reconsider participating.



Meeting/Activity Implementation



Follow Unit COVID Plans & Reinforce Guidelines

At the beginning of every meeting, 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 meeting. The plan only works if it is enforced, so it is everyone's responsibility to monitor and reinforce the guidelines throughout the meeting.

Monitoring for COVID during AND after Meetings/Activities

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

Symptoms of COVID-19 to watch for:

1. Fever
2. Cough
3. Shortness of breath
4. Chills
5. Headache
6. Muscle pain
7. Sore throat
8. Fatigue
9. Congestion
10. Loss of taste or smell
11. Less common symptoms include gastrointestinal symptoms like nausea, vomiting or diarrhea

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

1. Monitor participants for changing health conditions and symptoms of COVID during all meetings
2. Remind participants that they should avoid high risk individuals during the next 14 days
3. Remind participants to monitor for symptoms and notify a leader if they are diagnosed within 14 days



Review and Adjust

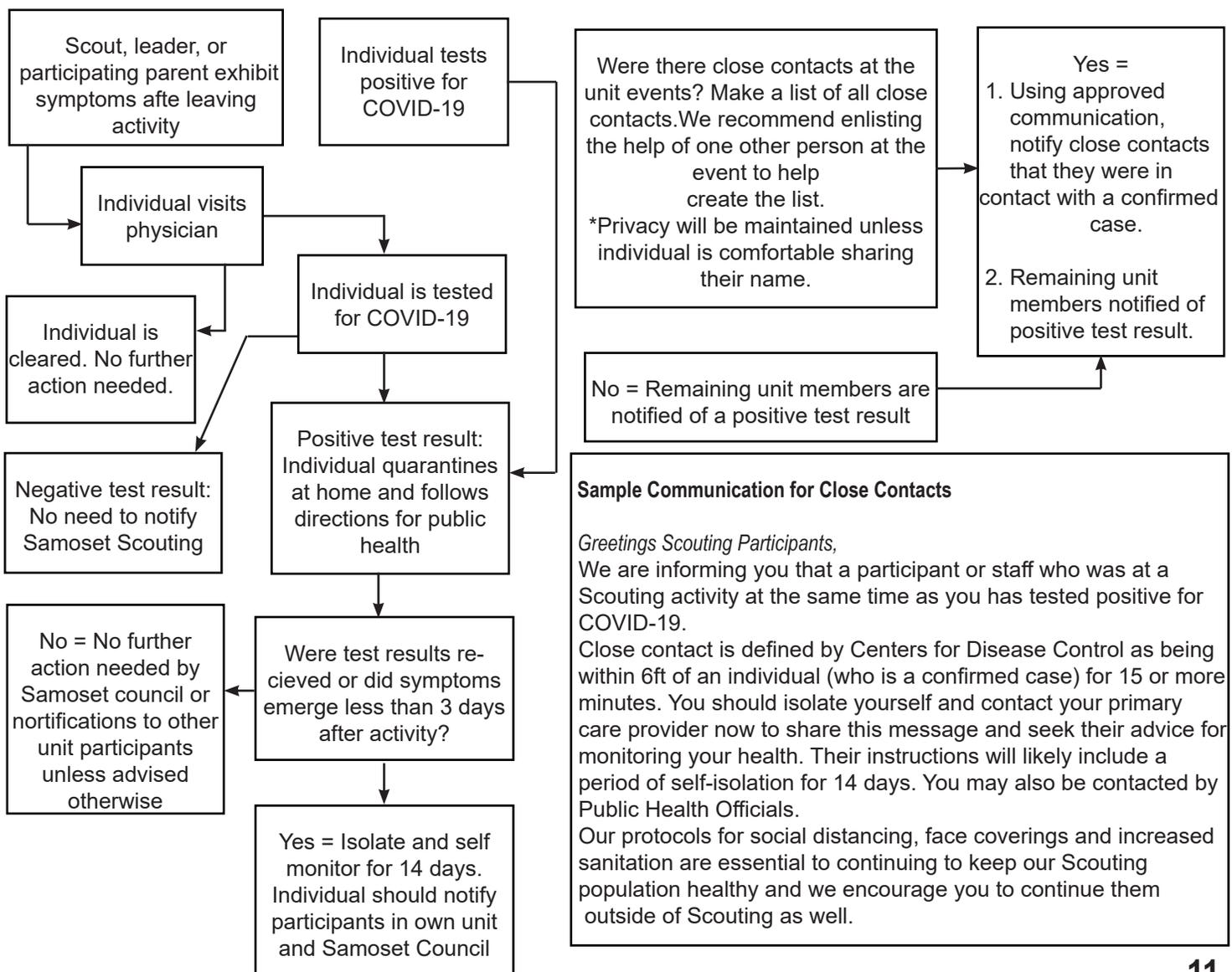


After your unit has had an activity and put its COVID plan to the test, it is important to review and adjust the plan as necessary to keep everyone safe. State, county, and council guidelines will continue to change as well, so pay attention for updates.

After each meeting, ask the following questions:

1. Did everyone understand the plan/guidelines? ___Y___N
2. Did everyone follow the plan/guidelines? ___Y___N
3. Were the plan/guidelines effective? ___Y___N
4. Have state, county, and/or Council guidelines changed? ___Y___N

What To Do If Someone Has Symptoms



Scout Unit COVID-19 Plan



Unit Type: _____ Unit #: _____
Primary Contact: _____ Phone: _____
Email: _____
Meeting Location: _____

Scouting units follow all state and local guidelines regarding social distancing and mask wearing.

- Our unit will enforce social distancing guidelines
- Our unit will organize and maintain pods for participants
- Our unit will ensure no-contact between participants
- Our unit will ensure that equipment is not shared between participants
- Our unit will promote participant hygiene throughout the meeting
- Our unit will clean and disinfect equipment both during and after meeting
- Our unit will communicate to families that only registered participants will be allowed to participate
- Our unit will enforce that only participants will be allowed at the meeting by monitoring and controlling admission to the meeting
- Our unit will enforce the stay-at-home when sick expectations by refusing entry to anyone that does not pass the health screening
- Our unit will enforce health checks and screenings for all participants by requiring every individual to complete health screenings before every meeting that will be tracked
- How will your unit communicate and enforce that participants need to bring their own beverages as water fountain use will not be allowed?

