

# UNIT RESTART GUIDEBOOK

Have your Scouts been 'on pause' since the beginning of the pandemic? Is your Pack, Troop, or Crew struggling to figure out how to restart this fall? This guide is here to help you navigate the challenges of Covid-19 for your unit. You'll find ideas and options for planning your unit program.

## Unit Restart Plan Checklist

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1. Establish a Plan
2. Communicate your Plan
3. Execute your Plan
4. Review and Adjust

## State and County Guidelines

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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 10, generally the county and state guidelines that need to be followed are:

1. Maintain 6ft of distance between all participants.
2. Meetings indoors should be in groups of 10 or less (private resident) or 25% of the room capacity.
3. Meetings outdoors should be in groups of 25 or less.
4. Pre-Event screening checklist at every gathering.
5. Masks must be worn at all indoor gatherings, and any outdoor activity where 6 feet of distance cannot be maintained.

## Establishing a Unit Plan

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### Possible Meeting Locations

Some of our normal Scouting meeting places will not be open to us, 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 10 participants/leaders) can meet in homes, garages, churches etc. Larger meetings (pack and troop meetings) 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 (BL Scouting at Home Site) for a collection of online tips, tools and activities. Additional national resources such as den meeting videos, are available at [scouting.org](https://www.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 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. Indoor meetings/activities are limited to 10 people per group. Multiple groups of 10 can meet indoors as long as the groups do not mix and are socially distanced from each other (i.e. separate rooms). Outdoor meetings/activities are limited to 25 people per group using social distancing precautions.

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?

### **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 and passengers should sit as far apart as possible.

### **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, 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.

### **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 or hammocks should be considered. Youth Protection guidelines must always be followed. 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 alter your activity or find another location.

### **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
6. Can/should this meeting/activity be offered in a hybrid method? \_\_\_Y \_\_\_N

**All participants should complete the screening checklist before participating in an activity.**

## Communication your Plan

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It is essential to communicate clearly with families in your unit by letting families know your 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 these elements:

1. Your complete unit plan.
2. Your unit's program calendar.
3. Your plan for alternative options for anyone who is uncomfortable or unable to participate in person.
4. The specifics of your sanitization plan.
5. The Pre-Event 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.

## Execute your Plan

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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.

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 may appear 2-14 days after exposure. People with these symptoms may have COVID-19:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches

- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- 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 diagnosed within 14 days.

## Review and Adjust

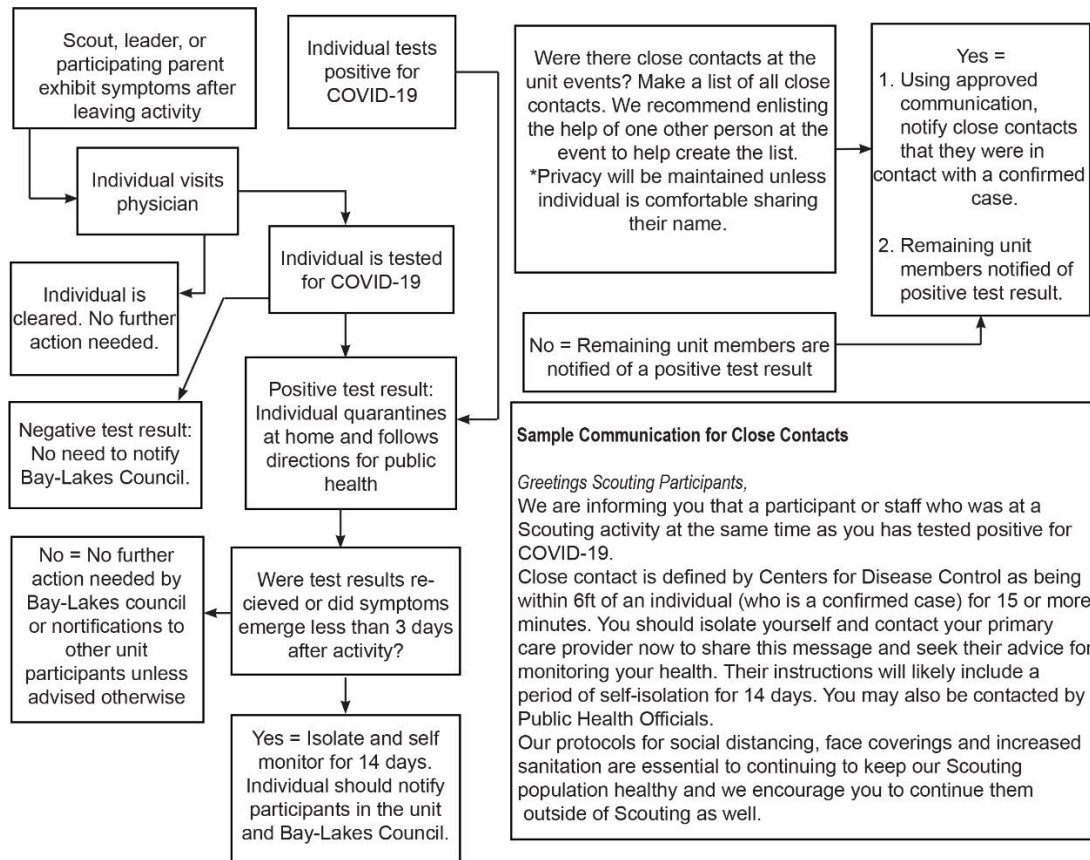
After your unit has had an activity and put it's COVID plan to the test, it is important to review and adjust the plan as necessary to keep everyone safe. State, county, and council guidelines will continue to change as well, so pay attention for updates.

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

(Close contact = within 6 feet for 15+ minutes)



**SAMPLE COVID-19 UNIT PLAN**

Unit Type and Number: \_\_\_\_\_

Primary Contact: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Meeting Location: \_\_\_\_\_ Time: \_\_\_\_\_

**The health and safety of our Scouting families is our top priority. We will follow all state and local guidelines regarding social distancing and mask wearing. Furthermore, we will do the following to make sure participants remain safe while attending our meetings and/or activities.**

- 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 communication 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?