

UNIT RESTART GUIDE BOOK

Restart your unit safely. We can help.



BOY SCOUTS OF AMERICA®
SUSQUEHANNA COUNCIL

susq.support@scouting.org

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UNIT RESTART PLAN CHECKLIST

STEP 1

Make
a
unit plan.

STEP 2

Communicate
with
your unit.

STEP 3

Have a
fun and
safe meeting.

STEP 4

Review
and
adjust.

STATE AND LOCAL GUIDELINES

When planning to engage in any sort of activity it is important to ensure that you are following all Commonwealth and local guidelines. In the event these guidelines conflict, the 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's location, they must follow their guidelines as well.

As of August 15, 2020, the Commonwealth of Pennsylvania Guidelines that need to be followed are:

1. Maintain 6 feet of distance between all participants.
2. Meetings indoors must be in groups of 25 or less.
3. Meetings outdoors must be in groups of 250 or less.
4. Health checks at every gathering.
5. Masks must be worn at all in-person gatherings, regardless of whether it is indoors or outdoors.

The Current PA Guidelines can be found at:

<https://www.health.pa.gov/topics/disease/coronavirus/Pages/Coronavirus.aspx>

For an updated list of local scouting Guidelines, visit our website at susquehannabsa.org



ESTABLISHING A UNIT PLAN

POSSIBLE MEETING STRUCTURE

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

If your unit is searching for an alternative meeting location, consider what kind of meeting you're looking to have. Dens and patrols (if smaller than 25 total youth and adults) can meet in homes, libraries, garages, churches, etc.). Larger meetings (packs, troops, crews, posts) might need to meet online or outdoors at a park to accommodate their numbers.

Scouting loves the outdoors! With proper preparation many scouting meetings can happen outside, even in inclement weather. A simple dining fly and propane heater can provide an adventurous meeting location.

Your unit can use many online resources to help scouts connect virtually. Visit susquehannabsa.org/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.

Many schools and other organizations 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 for this.

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 25 total people per group. Multiple groups of 25 can meet indoors as long as the groups do not mix and are socially distanced from each other (ie– separate rooms). Outdoor meetings/activities offer a larger group size limit but still require everyone to maintain social distancing and the wearing of facemasks (as of Aug. 15, 2020).

Units should ask these questions about each activity:

1. How large is the group that needs to meet?
2. What is the capacity of the facility I want to use?
3. How will you maintain social distancing in these facilities?
4. What activities can you do 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, masks should be worn by everyone at all times and passengers should sit as far apart as possible. Surfaces should be sanitized both before and after the trip.

FOOD AND DINING

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

- Clean and disinfect common surfaces between groups
- Keep people 6 feet apart
- Stagger meal times to minimize the number of people dining at one time
- Assign seats for the duration of meals
- **Avoid buffet style, salad bars, self-service, table, counter food service, and other configurations that require diners to use shared utensils**
- Prioritize the use of “grab-n-go” services (ie– boxed meals), in which meals are packaged or assembled on a tray for diners to retrieve or plate meals individually
- **Discontinue the use of beverage dispensers** (ie– including 2 liter soda bottles and milk pitchers, etc.). Arrange serving-size bottles or cans 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.
- Post signs reminding diners of the guidelines such as washing hands, maintaining social distance, using assigned seats, etc.
- Each unit is encouraged to have at least one leader trained and certified in safe food handling practices (ServSafe, PA Food Handlers Safety, etc.)

1 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

TENTING

Camping is a major part of scouting, but socially distancing in tents presents some obvious challenges. The best practice is to tent individually or with a member of your household. If tents are shared, social distancing should be maintained (6ft) and head-to-toe sleeping is recommended. 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 participant 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 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. (Any “No” answers indicate that a change of plans will be needed).

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

CHOOSING ACTIVITIES THAT FIT YOUR UNIT'S COVID PLAN

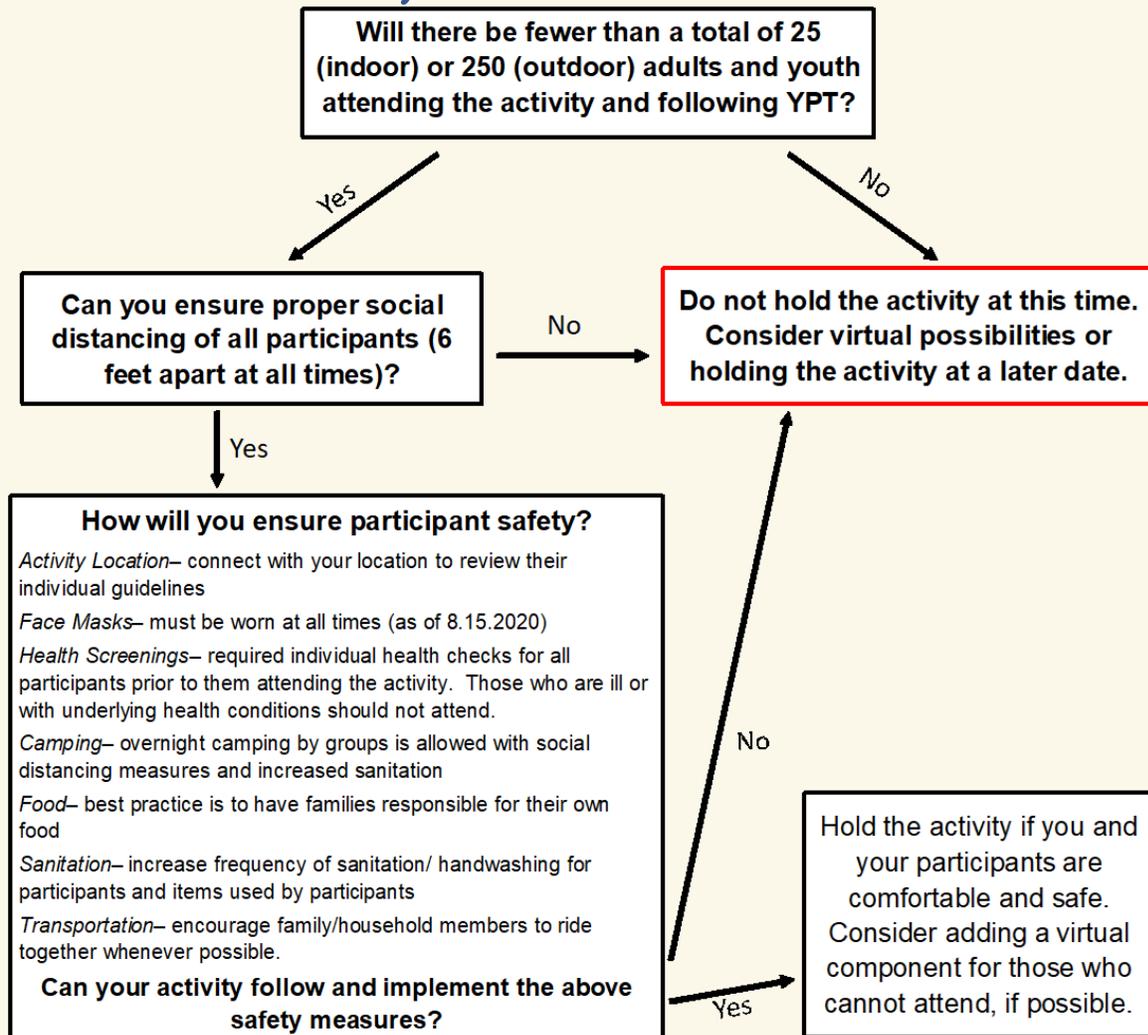
Now that your unit has completed its COVID Plan and secured a place to meet, it is time to actually plan your in-person activities. Start brainstorming fun activities or rethink ways to offer meetings and activities that were cancelled due to COVID. Remember to evaluate your ideas against the protocols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

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

Units should answer these questions about each activity.

1. Is this meeting/ activity compatible with your Unit's COVID plan?
2. What extra precautions need to be taken?
3. Can this meeting/ activity be offered in a hybrid method (incorporating virtual components)?

CAN MY UNIT HOLD OUR MEETING, ACTIVITY OR OUTING?



ALL ABOUT FACE COVERINGS

Following Commonwealth Guidelines, as of August 15, 2020, all people should wear a mask or face covering whenever they are outside of their home for any reason, including scouting functions.

1. Be sure the mask completely covers the wearer's mouth and nose so that there are no gaps between the mask and face.
2. Avoid touching the mask. If you do, clean your hands with soap and water
3. Replace the mask with a new one as soon as it is damp. Do not re-use single use masks.
4. If using a cloth mask, be sure to launder it regularly and have extras on hand to Be Prepared.
5. If a facemask cannot be worn for medical reasons, please wear a clear plastic face shield.



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:

<http://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 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 event 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 screening checklist before participating in any activity. Follow these steps for each event:

1. All potential participants should receive the 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.
4. Units must collect a screening checklist from every individual present or confirm the screening checklist has been completed by each individual present.

COMMUNICATION PLAN

Units should establish a communication plan to ensure all parents, guardians, and leaders are aware of the procedures before in person activities restart (or continue), are reminded of the procedures before each activity, and are aware of ways they can participate in person and through alternative means. Be sure to address the following topics in your communications plan:

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

IDENTIFYING HIGH RISK INDIVIDUALS

Currently, information indicates that older adults and people of any age who have serious underlying medical conditions might be at a higher risk for severe illness from COVID-19. Those at high risk for severe illness from COVID-19 are people ages 65 years and older and people who live in a nursing home or long-term care facility. Examples of underlying medical conditions that may indicate higher risk are:

- Chronic lung disease or moderate to severe asthma
- Serious heart conditions
- Those who are immunocompromised
- Body Mass Index (BMI) of 40 or higher
- Diabetes
- Chronic kidney disease undergoing dialysis
- Liver Disease

People in high risk categories are strongly encouraged to participate in scouting through virtual options



CONTACT US

Have specific questions or need more information? Send us an email at susq.support@scouting.org or contact our Scout Executive, Dennis Dugan.

Dennis Dugan, Scout Executive

Phone: (570) 326-5121 x103

Email: dennis.dugan@scouting.org

Name: _____ Unit #: _____ Date: _____

Temperature on day of event start: _____ (CDC defines fever as 100.4°F or greater)

Participant Health Screening Checklist

For use at events, meetings, camps and outings

All participants, visitors, vendors, etc. (youth and adult) MUST use this checklist to screen for potentially communicable diseases.

This checklist must be completed **before departure** on the day of the event. It will be reviewed upon arrival.

PART 1: Higher Risk for Serious Illness

Are you in a higher-risk category as defined by CDC Guidelines? If so, we recommend that you stay home unless you have approval from your health care provider.

The CDC describes those at higher risk for severe illness from COVID-19 as those who fall into one or more of the following categories:

- 65+ years old
- Obesity (BMI of 30 or higher)
- Smoker
- Breathing Issues (moderate to severe asthma, cystic fibrosis & lung disease)
- Circulation Issues (high blood pressure, coronary artery disease, stroke, cardiomyopathies, heart abnormalities, etc.)
- Diabetes, type 1 or 2
- Uncommon conditions (sickle cell diseases, severe blood disorder, or HIV infection)
- Immunosuppression (chemotherapy or transplantation)
- Chronic kidney or liver disease
- Children who are medically complex

PART 2: Recent Interactions

- Yes No Do you have COVID-19 or are you currently awaiting the results of a COVID-19 test?
- Yes No Have you been in contact with anyone who has COVID-19 or is ill with a respiratory illness but has not been tested for COVID-19 in the last 14 days?
- Yes No 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 disease (hot spot) in the last 14 days?
- Yes No Are you or anyone you have been in close contact with under current advisement by public health to quarantine or self-isolate?

If any question above is answered "YES," the individual must stay home.

PART 3: Health Screening

Do you have any of the following symptoms which are related to a new or recent illness and cannot be attributed to another health condition?

- Yes No Fever or Chills Yes No Loss of taste or smell
- Yes No Cough Yes No Headache
- Yes No Shortness of breath/ difficulty breathing Yes No Nausea or vomiting
- Yes No Sore throat, congestion or runny nose Yes No Diarrhea

If any above are checked "YES," the individual must stay home until cleared by a physician.

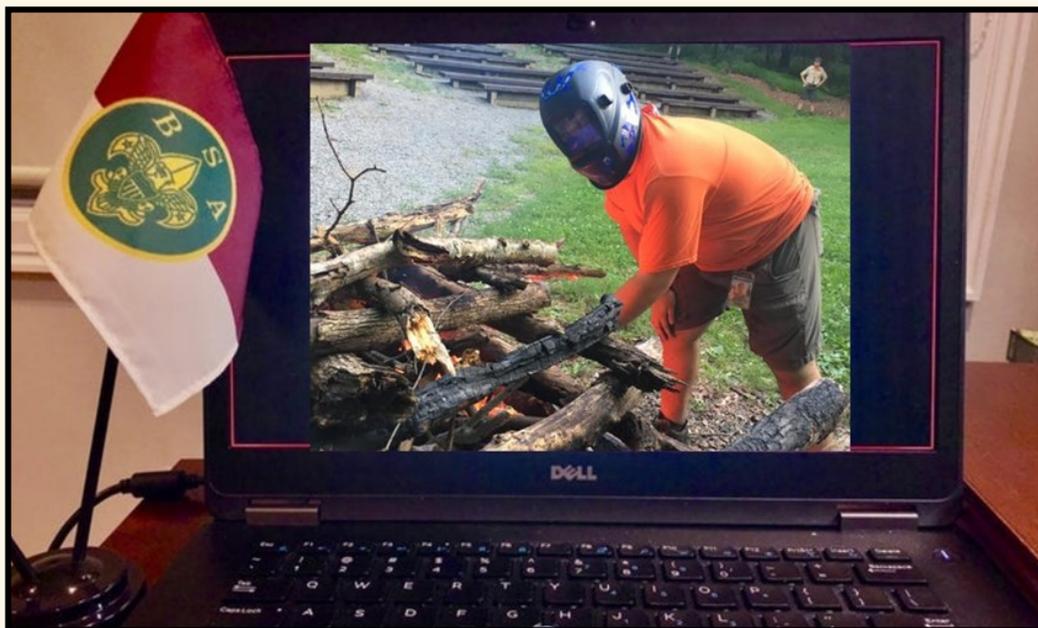
COMMUNICATE WITH YOUR FAMILIES

Once you have decided to hold in-person meetings, it is essential to communicate clearly with families in your unit. In Step 2, you created a communication plan and now is the time to put it to use. Let your families know exactly what that plan is. 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.

Reminder - As new information becomes available, be sure to revisit your unit plan to see if it makes sense to make changes. Be sure to communication any changes to your families.

When communicating with families, it is important to include ALL of these elements:

1. Your Complete Unit Plan.
2. Your Unit's Program Calendar (even if it says "subject to change").
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 health screening questionnaire.
6. Your communication plan if an activity needs to be changed or rescheduled.
7. Your communication plan if a suspected or confirmed 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 in-person participation.



MEETING IMPLEMENTATION

FOLLOW UNIT COVID PLANS AND REINFORCE GUIDELINES

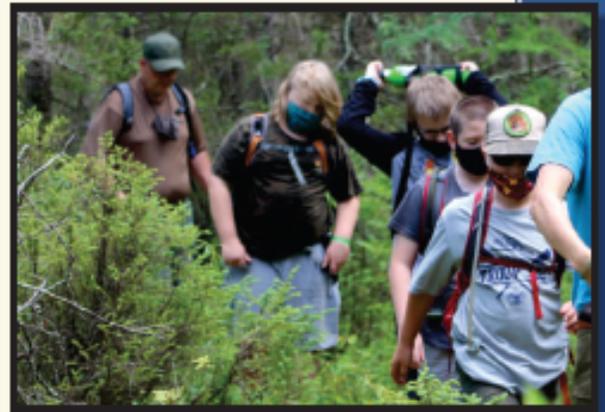
At the beginning of every meeting, it is important to make sure that everyone is aware of the unit's COVID plan and to remind everyone of the relevant considerations for that meeting. The plan only works if it is enforced, so it is everyone's responsibility to monitor and reinforce the guidelines throughout the meeting.

MONITORING FOR COVID DURING AND AFTER MEETINGS

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.



If someone reports a positive case of COVID following a scouting event, contact the Scout Executive immediately.

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 to 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.

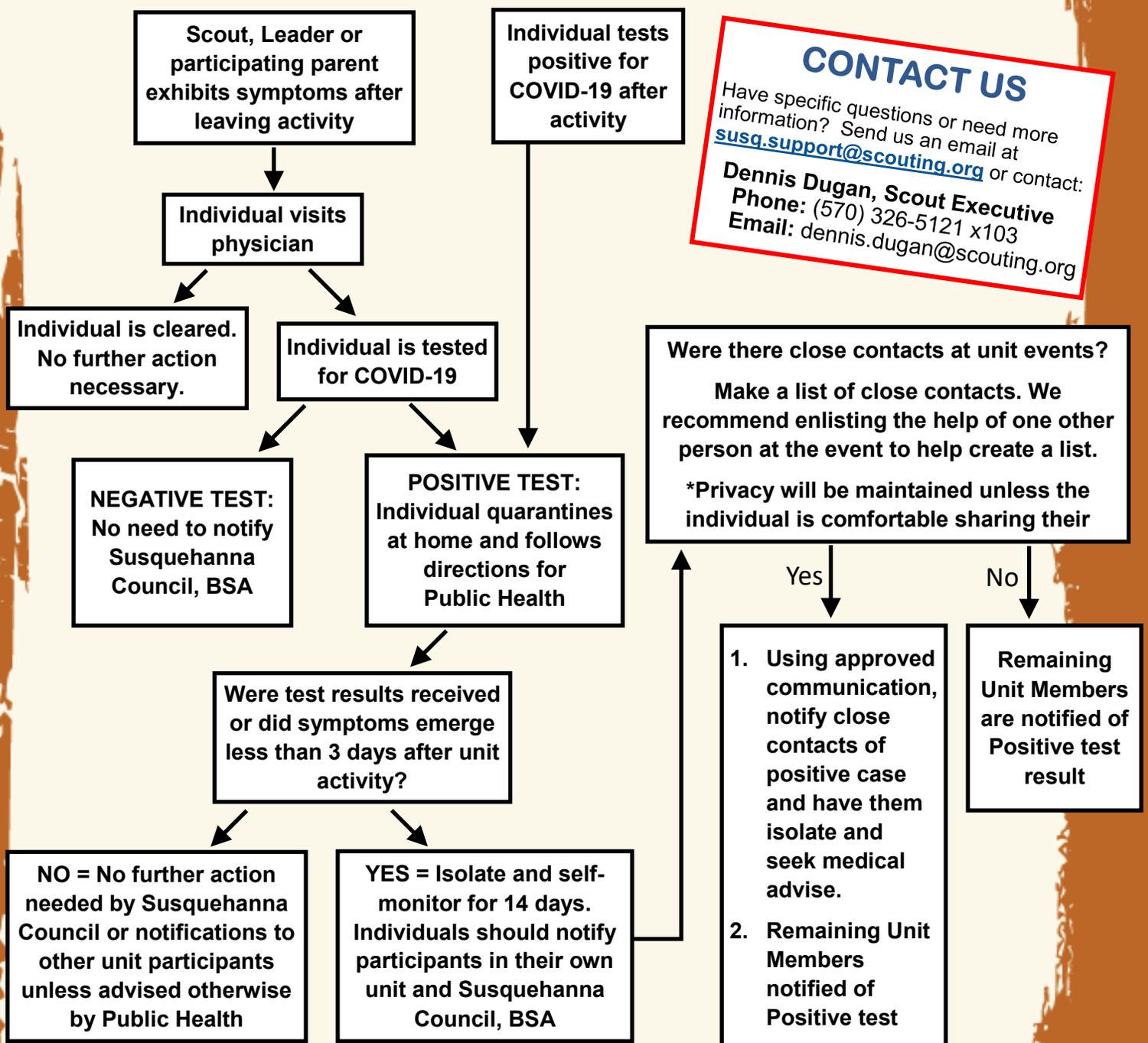
REVIEW AND ADJUST

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, local, 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?
2. Did everyone follow the plan/ guidelines?
3. Was the plan/ guidelines effective?
4. Have state, local and/or Council guidelines changed since the unit plan was last used?

What to Do if Someone has Symptoms



CONTACT US

Have specific questions or need more information? Send us an email at susq.support@scouting.org or contact:

Dennis Dugan, Scout Executive
 Phone: (570) 326-5121 x103
 Email: dennis.dugan@scouting.org

Were there close contacts at unit events?

Make a list of close contacts. We recommend enlisting the help of one other person at the event to help create a list.

*Privacy will be maintained unless the individual is comfortable sharing their

Yes ↓

No ↓

1. Using approved communication, notify close contacts of positive case and have them isolate and seek medical advise.
2. Remaining Unit Members notified of Positive test

Remaining Unit Members are notified of Positive test result

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 enact the following safety measures:

- Our unit will enforce social distancing guidelines (6 feet)
- Our unit will enforce mask wearing guidelines
- Our unit will organize and maintain pods for participants
- Our unit will ensure no contact between indoor groups of more than 25
- 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 before and after use
- Our unit will communicate to families that only registered participants will be allowed to participate. It will enforce this by monitoring and controlling admission to the meetings
- 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 screening before every meeting that will be tracked.
- Our unit will report any suspected COVID-19 presence or transmission at their event to the unit's families and Scout Executive as soon as possible.