



BOY SCOUTS OF AMERICA®  
SILICON VALLEY MONTEREY BAY COUNCIL



# UNIT RESTART GUIDEBOOK

July 13, 2021



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## Introduction

Before engaging in or planning any Scouting activity with your unit during this global pandemic, it is important that you take the necessary precautions required of you by all government health authorities.

Please note that the guidance from local county and state health departments is prone to change and may vary from county to county. Units should review and actively monitor local and state guidance and adhere to all suggested and required measures to prevent the spread of SARS-CoV-2.

This guidebook will direct your unit to the appropriate guidance and provide examples of ways units could meet the guidance. As each unit and situation is different, unit leaders will need to use their judgement to interpret the mitigation measures that are most appropriate for their unit.

The following are the key steps units should take to build their plan for meeting in-person:

- Review and determine applicable guidance.
- Create a written list of policies and procedures that align with CDPH guidance.
- Communicate plan with unit leadership and families.
- Reassess on an ongoing basis for gaps or necessary adjustments to your unit plan.

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## Determining Applicable Guidance for Your Unit

Scouting adventures and meetings include a wide variety of activities and experiences, which depending on the activity, may fall under different health department guidance. Current applicable guidance may include K-12 School, day camp, and other supervised youth activities **OR** youth and adult recreational sports.

To decide which category your activity or meeting falls under, you could consider the following characteristics of different types of youth activities.

### Youth and Recreational Adult Sports Guidance

- Active Learning & Activities
- Smaller Groups
- Infrequent or Shorter Meetings & Interactions
- Well-Ventilated and Open Spaces

### K-12 School, Day Camp, and Other Supervised Activities Guidance


- Classroom Style Learning & Activities
- Larger Groups
- Frequent, Prolonged Meetings and Interactions
- Poorly Ventilated and Compact Spaces





## County and State Guidance Requirements

Below are links to various county and state requirements and resources based on the guidance unit leadership determines is applicable to their meeting or activity. Specific counties with additional guidance are listed below. Where not specifically listed under county guidelines, units should default to the state guidelines.

These resources should be reviewed in detail by unit leadership and implemented before any unit activities may begin. In this guidebook you can find required guidance for each category designated by their corresponding  symbol. If deemed to be in the best interest of their Scouts and unit, units may choose to implement stricter guidance than what is required.

### California | Youth and Recreational Adult Sports

For activities that are more like Youth and Recreational Adult Sports must follow the [Guidance for the Use of Face Coverings](#). Additional information on face coverings is in the Layers of Safety section of this guidebook.

### California | K-12 School, Day Camp and Other Supervised Youth Activities\*

Day camps and other supervised youth activities must follow these specific portions of the current K-12 schools guidance:

- [Layers of safety\\*](#)
- [Confirmed or suspected COVID-19 case response\\*](#)
- [Closures\\*](#)

Day camps and other supervised youth activities may post the [checklist for day camps and other supervised youth activities](#) in the facility.

*\*As guidance for K-12, Day Camp and other Supervised Youth activities is significantly more involved than Youth and Adult Recreational Sports, this guidance is supplemented with additional sections in this guide to assist in highlighting key components of the CDPH guidance.*

### Santa Clara County (Required by units located in Santa Clara County)

[June 21, 2021 – Phasing Out of May 18, 2021 Order](#) – Releases organizations from health orders after the completion of two rounds of ascertainment of vaccination status. Vaccinations status must remain on file.\*

*\*To meet this requirement, units can collect updated [Annual Health & Medical Record](#) from adult volunteers and vaccinated youth with their covid-19 vaccination information listed on the “other” line in the Immunization section of Part B.*





## Layers of Safety

In this section you will find information on providing layers of safety for your Scouts. Required layers of safety are based on the guidance the unit determines is applicable to their meeting or activity. If deemed to be in the best interest of their Scouts and unit, units may choose to implement stricter guidance than what is required.

### K-12 School, Day Camp, and Other Supervised Activities Guidance

All layers of safety are required for activities or meetings that units judge to meet the characteristics of a program that falls under the K-12 School, Day Camp, and Other Supervised Activities Guidance.

### Youth and Recreational Adult Sports Guidance

Face Coverings guidance is required for activities or meetings that units judge to meet the characteristics of a program that falls under the Youth and Recreational Adult Sports guidance.

## ★ ★ Face Coverings

Units must follow the [Guidance for the use of Face Coverings](#). Some of the important points to note in the guidance are:

- Masks are required indoors for unvaccinated individuals.
- Masks are required indoors for all individuals (youth and adults) regardless of vaccination status when in the presence of youth.
- No person can be prevented from wearing a mask as a condition of participation in an activity.
- Units are allowed to require masks from all participants at unit meetings and activities.
- Those with a medical exemption for wearing a mask must wear a face shield with drape.

Units should also share and teach the following:

- Information on [proper use, removal, and washing of cloth face coverings](#)
- Reminded to not touch face and to wash hands frequently.
- Have extra facemasks available for those who may need one.

## ★ Stable Groups

A stable group is a group with fixed membership that stays together without mixing with any other groups for any activities. There is no stated minimum or maximum for a stable group, but in the event of a possible exposure, stable groups help to limit spread and helps with conducting contact tracing.

Examples of a stable group could include:

- Dens
- Patrols
- Packs
- Troops

Some of the important points to note in the guidance are:





- When creating stable groups, units should think outside of just Scouting meetings and try to create groups that keep families who carpool or socialize together in the same groups.
- Whenever possible, unit should assign and keep adult volunteers with their stable group.
- Consider facility capacity for maintaining physical distancing when creating groups.
- Group membership can be switched after a break in a semester or quarterly.
- Limit visitors or extraneous individuals from unit activities.

## ★ Physical Distancing

Units should maintain physical distancing between Scouts and between Adult Volunteers and Scouts. Included are some of the items units could consider to help maintain physical distancing:

### Transportation, Arrival & Departure

- Maximize space between individuals during transportation. Keep windows open to increase ventilation in the vehicle.
- Stagger arrival and drop off-times and locations as consistently as practicable to minimize scheduling challenges for families.
- Designate routes for entry and exit, using as many entrances as feasible. Put in place other protocols to limit direct contact between people as much as practicable.

### Classroom and Other Similar Indoor Spaces

- Distance volunteers at least 6 feet away from Scouts and other leaders. Maintaining a minimum of 3 feet between Scouts chairs is strongly recommended. A range of physical distancing recommendations have been made nationally and internationally, from 3 feet to 6 feet.

### Non-Classroom Spaces

- Limit communal activities and areas of congregation.
- When using cafeterias or other large rooms, keep Scouts in their stable groups and maintain 6 feet of social distancing space as much as possible.
- Consider meeting outdoors whenever possible.

### Adequate Ventilation

Units should ensure adequate ventilation for all meetings and activities. Some way's units can improve ventilation include:

- Meeting outdoors whenever possible.
- Refraining from using classrooms or other spaces with no ventilation.
- Opening windows in vehicles
- Refraining from using devices that recirculate air in unventilated spaces (air conditioners or fans blowing into the space or overhead fans creating air currents across occupants)





## ★ Hand Hygiene

Teach and reinforce [washing hands](#), avoiding [contact with one's eyes, nose, and mouth](#), and [covering coughs and sneezes](#) among Scouts and volunteers.

- Teach Scouts and remind volunteers to use tissue to wipe their nose and to cough/sneeze into a tissue or their elbow.
- Scouts and volunteers should wash their hands frequently throughout the day, including before and after eating; after coughing or sneezing; after classes where they handle shared items, such as outside recreation, art, or shop; and before and after using the restroom.
- Scouts and volunteers should wash their hands for the time it takes to slowly recite the Scout Law twice with soap, rubbing thoroughly after application. Soap products marketed as "antimicrobial" are not necessary or recommended.
- Volunteers should model and practice good handwashing practices.
- Scouts and volunteers should use fragrance-free hand sanitizer when handwashing is not practicable. Sanitizer must be rubbed into hands until completely dry. Note: frequent handwashing is more effective than the use of hand sanitizers.
- Scouts and Volunteers must wear gloves when handling food and units should consider gloves for high touch activities.
- Consider portable handwashing stations to minimize movement and congregating in bathrooms to the extent practicable.
- Develop routines enabling Scouts and volunteers to regularly wash their hands at staggered intervals.
- Ensure adequate supplies to support healthy hygiene behaviors, including soap, tissues, no-touch trashcans, face coverings, and hand sanitizers with at least 60 percent ethyl alcohol for volunteers and youth who can safely use hand sanitizer.

## Hand Sanitizer

- Isopropyl alcohol-based hand sanitizers are more toxic when ingested or absorbed into skin.
- Do not use hand sanitizers that may contain methanol which can be hazardous when ingested or absorbed.
- Children under age 9 should only use hand sanitizer under adult supervision. Call Poison Control if consumed: 1-800-222-1222.

## ★ Symptom and Exposure Screening

Daily screening for COVID-19 symptoms and for exposure to someone with COVID-19 prior to leaving for a Scouting meeting can prevent some people with COVID-19 from participating while infectious, thus preventing transmission. Screening does not prevent asymptomatic cases from spreading SARS-CoV2, the virus that causes COVID-19.

CDPH recommends that:

1. Parents be provided with the list of [COVID-19 symptoms](#) and instructed to keep their child at home if the child is feeling ill or has symptoms of COVID-19, even if symptoms are very mild, and to get their ill child tested for SARS-CoV2.





2. Volunteers should be provided with the list of COVID-19 symptoms and be instructed to call in sick and stay home if having symptoms of COVID-19 and to get tested for SARS-CoV2.

Note: If a Scout or volunteer has chronic allergic or asthmatic symptoms (e.g., cough or runny nose), then a change in their symptoms from baseline would be considered a positive symptom.

## Implementation of Home Symptom and Exposure Screening

- Units can distribute the symptom screening chart in this guide for families to use at home to screen for symptoms prior to a Scouting meeting or activity.
- Unit leaders can choose to verify with attendees that they have reviewed the form and confirm they are not experiencing any of the symptoms of Covid-19 before they are allowed to participate in the meeting.

## Symptoms at a Scouting Meeting or Outing

- Identify an isolation room or area to separate anyone who exhibits 1 or more symptoms of COVID-19 while present.
- Volunteers and Scouts should self-monitor throughout the day for signs of illness; Volunteers should observe students for signs or symptoms of illness to support students who are less able to self-monitor or less likely to self-report.
- Any volunteers and Scouts exhibiting 1 or more symptoms should be required to wait in the previously identified isolation area until they can be transported home or to a healthcare facility, as soon as practicable.
- If a Scout is exhibiting 1 or more symptoms of COVID-19, volunteers should communicate with the parent/caregiver and refer to the Scout's Annual Health and Medical Record.
- There is no need to exclude asymptomatic contacts (Scouts or Volunteers) of the symptomatic individual from school until test results for the symptomatic individual are known.

## Return to Scouting after Exclusion for Symptoms at Home or at a Meeting or Outing:

- Testing of symptomatic Scouts and volunteers can be conducted through local health care delivery systems or other testing resources, as fits the context of the local health jurisdiction.
- Advise volunteers and Scouts with symptoms of COVID-19 infection not to return for in-person meetings until they have met [CDPH criteria](#) to discontinue home isolation for those with symptoms:
  1. At least 24 hours have passed since resolution of fever without the use of fever-reducing medications; and
  2. Other symptoms have improved; and
  3. They have a negative test for SARS-CoV-2, OR a healthcare provider has provided documentation that the symptoms are typical of their underlying chronic condition (e.g., allergies or asthma) OR a healthcare provider has confirmed an alternative named diagnosis (e.g., Streptococcal pharyngitis, Coxsackie virus), OR at least 10 days have passed since symptom onset.







## ★ Covid-19 Case Response & Reporting

Listed below are the actions to take if there is a confirmed case of Covid-19 reported to the unit.

1. Within 24 hours, notify your local health department and the council.
  - Santa Clara County – [Case Reporting Portal](#)
  - Santa Cruz County - (831) 454-4242
  - Monterey County – (831) 769-8700
  - San Benito County - (831) 636-4113

You will need the following information for your report:

- The full name, address, telephone number, and date of birth of the individual who tested positive.
  - The date the individual tested positive, the school(s) at which the individual was present on-site within the 10 days preceding the positive test, and the date the individual was last on-site at any relevant school(s)
  - The full name, address, and telephone number of the person making the report.
  - You may also be required to provide the names and phone numbers of close contacts or stable group members.
2. Exclude the Scout or volunteer from Scouting meetings and activities for 10 days from symptom onset date or, if asymptomatic, for 10 days from specimen collection date. If confirmation is made during a Scouting meeting, the individual should be isolated immediately and sent home as soon as possible.
  3. Identify and notify stable group contacts, inform the local health department of identified contacts, and exclude the stable group from Scouting meetings and activities for 10 days after the last date the individual with the confirmed case was present at a Scouting meeting or activity while infectious. A communication template is included in this guide.
  4. Recommend testing asymptomatic contacts 5-7 days from last exposure and immediate testing of symptomatic contacts (negative test results will not shorten 10-day exclusion).
  5. [Disinfection and cleaning of primary spaces](#) where case spent significant time.

## ★ Program Suspension Determination

Individual program suspension, in which all Scouts and volunteers are not holding in-person meetings or programs, is recommended based on the number of cases and stable groups impacted, which suggest that active in-unit transmission is occurring. Suspension of in-person programs should be done in consultation with the local health department. Situations that may indicate the need for in-person suspension:

- Within a 14-day period, an [outbreak](#) (3 or more cases) has occurred in 25% or more stable groups in the unit.
- Within a 14-day period, at least three [outbreaks](#) (3 or more cases) have occurred in the unit AND more than 5% of the unit population is infected.
- The local health department may also determine program is warranted for other reasons, including results from public health investigation or other local epidemiological data.





## Program Reopening

Units may typically reopen after 14 days and if the following have occurred:

- Cleaning and disinfection
- Public health investigation
- Consultation with the local health department

## ★ Volunteer & Youth Training Resources

Train all volunteers and provide educational materials to families in the following safety actions:

- [Proper use, removal, and washing of face coverings](#)
- [Physical distancing guidelines and their importance](#)
- Unit symptom screening practices
- [COVID-19 specific symptom identification.](#)
- [How COVID-19 is spread.](#)
- [Enhanced sanitation & hygiene practices.](#)
- The importance of volunteers and youth not coming to in-person meeting if they have symptoms, or if they or someone they live with or they have had close contact with has been diagnosed with COVID- 19.
- For volunteers, COVID-19 specific symptom identification and [when to seek medical attention](#).
- The unit's plan and procedures to follow when volunteers or scouts become sick at a meeting or outing.
- The unit's plan and procedures to protect volunteers from COVID- 19 illness.

Consider conducting the training and education virtually, or, if in-person, outdoors, and ensure a minimum of six-foot distancing is maintained.

## ★ Communicating Your Unit's Plan

Units should establish a communication plan to ensure all parents and leaders are aware of procedures before in person activities restart, are reminded of procedures before each activity, and are aware of ways they can participate in person and through alternative means. A unit communication plan should address the following topics:

1. How communication will be sent to parents and leaders. (email, Scoutbook, Facebook group, unit website, etc.)
2. When communications will be sent. (ex. 48 hours before, every Tuesday, etc.)
3. Unit policies for enforcing applicable layers of safety (a checklist is provided on the following page to assist)
4. Who will send communication about a suspected or confirmed case of COVID-19
5. Who parents should contact if they have a suspected or confirmed case of COVID-19 in their household.
6. How alternative ways of participating will be communicated to families.





## 2021 COVID-19 Unit Checklist

This checklist is intended to help units conducting indoor and outdoor day camps and other organized, supervised youth activities implement and communicate their plan to prevent the spread of COVID-19 among volunteers and youth. **(Note: This in for unit programs that fall under youth sports guidance.)**

Please note that this checklist is meant to be a guide for units and is not a substitute for the recommended [checklist](#) provided by the CDPH that should be posted publicly on your unit's website or meeting location.

- Face Coverings:** The Unit plans to comply with [CDPH's face covering requirements](#) to satisfy and enforce with volunteers and youth.
- Healthy Hygiene Practices:** The availability and location of handwashing stations and hand sanitizer, and how their safe and appropriate use will be promoted and incorporated into routines for volunteers and youth.
- Health Screenings:** The plan for how youth and volunteers will be screened for symptoms of COVID-19 (at home or on site) and how and where symptomatic youth or staff will be separated from others and sent home immediately.
- Physical Distancing:** Space and routines will be arranged to allow for physical distancing of youth and volunteers as appropriate.
- Entrance, Egress, and Movement:** Ensure movement of youth, volunteers, and parents will be managed to avoid close contact and/or mixing of cohorts.
- Stable Group Structures:** Youth and volunteers will be placed in stable groups with fixed membership as much as possible, that stay together for all supervised youth activities and minimize/avoid contact with other groups or individuals who are not part of the stable group.
- Transportation:** If transport vehicles are used by the unit, drivers should practice all safety actions and protocols as indicated for other volunteers (e.g., hand hygiene, face coverings, and physical distancing). Masks are required by all passengers, including driver.
- Identification and Tracing of Contacts:** Actions that unit leaders will take when there is a confirmed case. Communicate designated volunteer(s) to support contact tracing, such as creation and submission of lists of exposed youth and volunteers to the local health department and notification of exposed persons. Each organization must designate a person for the local health department to contact about COVID-19.
- Identification and Reporting of Cases:** At all times, reporting of confirmed positive and suspected cases of youth and volunteers that will be done in cooperation and coordination with the local health department for appropriate contact tracing and follow-up.
- Communication Plans:** How the unit leadership will communicate with youth, staff and parents about cases and exposures at the supervised youth activity setting, consistent with HIPAA privacy requirements.
- Staff Training and Family Education:** How volunteers will be trained, and families will be educated on how the plan will be implemented and enforced.



## Confirmed Case Notification Template

From Committee Chair (or Designee)

[DATE]

Dear Parents/Guardians,

We would like to inform you that we have been notified about a confirmed case of COVID-19 (Coronavirus Disease 2019) in a member of [SCOUTING UNIT & NUMBER]. The individual who tested positive (the "case") was last on school premises on [DATE]. All areas where the case spent time will be cleaned and disinfected before they are in use again.

We are working with the [LOCAL HEALTH DEPARTMENT] to follow up with the case and will reach out to all persons who are identified as having had close contact with the case to recommend home quarantine and COVID-19 testing. If you or your child are not contacted, it means that you or your child were not identified as exposed to the case.

Please remind your child to use their face covering, stay at least 6 feet from other people, and wash their hands often with soap and water for at least 20 seconds.

Symptoms of COVID-19 may appear 2-14 days after exposure to the virus and include:

- 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

Anyone with COVID-19 symptoms should be tested. However, many infected people do not develop symptoms, which is why it is recommended that exposed people be tested whether they have symptoms or not.

Ensuring the health and safety of our Scouts and Volunteers is of the utmost importance to us. If you have any questions or concerns, please contact [CONTACT NAME] at XXX-XXX-XXXX.

Sincerely,

Committee Chair (or Designee)





## Participant Health Screening Checklist

For use at meetings, events, and outings

All participants, visitors, vendors, staff etc. (youth and adult) must use this checklist to screen for communicable diseases before departure on the day of the event.

PLEASE READ EACH QUESTION CAREFULLY		CIRCLE THE ANSWER THAT APPLIES TO YOU	
Have you experienced any of the following symptoms in the past 48 hours? <ul style="list-style-type: none"> <li>• Fever or chills</li> <li>• Cough</li> <li>• Shortness of breath or difficulty breathing</li> <li>• Fatigue, muscle or body aches</li> <li>• Sore throat, congestion or runny nose</li> <li>• New loss of taste or smell</li> <li>• Headache</li> <li>• Nausea or vomiting</li> <li>• Diarrhea</li> </ul>		<b>YES</b>	<b>NO</b>
Within the last 14 days, have you been in close physical contact (6 feet or closer for at least 15 minutes) with a person who is known to have laboratory-confirmed COVID-19 or with anyone who has any symptoms consistent with COVID-19?		<b>YES</b>	<b>NO</b>
Are you isolating or quarantining because you may have been exposed to a person with COVID-19 or are worried that you may be sick with COVID-19?		<b>YES</b>	<b>NO</b>
Are you currently waiting on the results of a COVID-19 test?		<b>YES</b>	<b>NO</b>
Did you answer NO to ALL QUESTIONS?		Access to this meeting, event and outing is <b>APPROVED</b> . Thank you for helping us protect you and others during this time.	
Did you answer YES to ANY QUESTION?		Access to this meeting, event and outing is <b>NOT APPROVED</b> . Thank you for helping us protect you and others during this time.	

