



## COVID STAFF PROCEDURES for Summer 2023

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### **Updates**

March 28, 2023

These are the same procedures as 2022. The only update is the link to the GSNorCal website.

### **Ever-changing conditions**

These procedures are subject to change based on recommendations from the Center for Disease control (CDC), the California Department of Public Health (CDPH), the Contra Costa County Department of Public Health (CCCDPH) Girl Scouts of the USA (GSUSA), Girl Scouts of Northern California (GSNorCal).

## **CA ServSafe Training**

ALL staff will be strongly encouraged to complete the California ServSafe basic course (see link below). The course is valid for 2 years. At minimum, all Hive staff and at least 1 person per unit will be certified. Having both unit leaders trained would be preferable. This course takes 1.5 to 2 hours to complete. Those hours will be applied towards volunteer training requirements.

Link to the basic ServSafe CA Food Handler training. [ServSafe® Product Details](#)

There is a FREE add-on course that people are encouraged to take:

<https://www.servsafe.com/Landing-Pages/Free-Courses>

## **Pre-camp: DDC Administrator**

Who:

- Palatino / Lynn Sanford / DDC Administrator

Supplies needed:

- DDC COVID Safety Plan and DDC COVID Staff Procedures

Procedure:

- Maintains HIPPA confidentiality requirements
- Fields COVID related questions before, during and after all sessions
- Ensures the implementation of the DDC COVID Safety Plan and DDC COVID Staff Procedures
- Communicates with session directors when needed
- Keeps COVID paperwork until the end of camp to turn into GSNorCal
- Manages a response in the event there is a positive/or suspect positive case and notify Session Directors promptly in the event of a suspected or confirmed case of COVID.
- Consults authoritative websites for latest information and recommendations.

## **Pre-camp: Communication with families**

Who:

- Palatino / Lynn Sanford / DDC Administrator

Procedure:

- emails through RegPack to all families about COVID safety plan and staff procedures.
- Remind participants to stay home when sick.
- Refer participants to GSNorCal COVID guidelines:  
[Additional Resources and Coronavirus Guidelines \(gsnorcal.org\)](#)

## **At-camp: General Guidelines**

Who:

- ALL participants

Procedure:

- Whenever possible, participants will wash their hands between different

activities. When hand washing is not feasible, sanitizing gel will be used.

- Physical distancing will be maintained to the greatest extent possible.

### **At-camp: Grazing table**

Who:

- All volunteers: adult and teenagers

Supplies needed:

- Gel sanitizer

Procedure:

- Gel sanitizer will be readily available at each table.
- Participants will be encouraged to either bring store-bought pre-packaged items, OR individually wrapped home-made items. It is suggested that directors discourage people from bringing items from home and allow hive people to shop for individually wrapped items to put out.

### **At-camp: UNITS: handwashing**

Who:

- Unit Leaders, elves and campers

Supplies needed:

- Hand sanitizing gel
- Gallon-size clean milk jug or other clean-water container
- Small size trash can or other container to collect gray water
- Pump soap
- Pop-up paper towel dispenser and towels

Procedure:

- Campers will be guided to wash hands or use sanitizing gel:
  - whenever they enter or leave the unit
  - between activities if sharing equipment or supplies
  - before and after preparing or eating food
  - after using the restroom, after sneezing, coughing
- Handwashing stations will be set up in each unit. Each unit will have a pop-up paper towel dispenser and a container for gray water. This is to avoid congregating at the biffys where physical distancing may be difficult to maintain. Campers will be instructed to get one pump of soap, rub for 20 seconds and then rinse under running water.
- Bandanas are NOT to be used as hand towels. They should not be used as face masks, but they are better than nothing. Bandanas will not be allowed as face coverings on the range while shooting. Bandanas ARE allowed as a fashion accessory as a scarf or head covering.

### **At-camp: UNITS: cooking**

Who:

- Unit Leaders, elves and campers

Supplies needed:

- Disposable gloves

- Masks

Procedure:

- At least one adult in each unit will be California ServSafe certified.
- At this time, cooking is allowed. It is strongly recommended that people cooking, preparing or serving food for others should wear a face covering and disposable gloves.
- Campers will NOT bring mess kits. Instead, DDC will provide compostable paper plate, cups, forks and spoons. This will help keep hive dishwashing to a bare minimum and avoid congregating at a central location where physical distancing may be difficult to maintain.
- Since units at Camp Twin Canyon will be cooking lunch this year, it is recommended that serving food be done "cafeteria style" with one masked, gloved adult serving as campers go down the buffet line.
- Campers at Little Hills will continue to bring bag lunches each day.

**At-camp: UNITS: other considerations**

Who:

- Unit Leaders, elves and campers

Supplies needed:

- Lysol wipes
- Plastic tablecloth roll, scissors, packing or duct tape

Procedure:

- Adults or elves may cover unit tables using plastic tablecloth. It is recommended that tables be covered each morning with fresh tablecloth.

**At Camp: Hive Operations**

Who:

- Hive personnel. All Hive staff will be CA ServSafe certified.

Procedures:

- BLENDER DRINKS: Served in individual paper cups.
- SNO CONES: Crushed ice will be packed into paper cups.
- POPCORN: Popcorn will be pre-packaged in paper bags closed with tape/sticker.
- COTTON CANDY: Cotton candy, if offered, will be individually packaged in sandwich size zippy bags.

**Resources:**

GSNorCal COVID info:

[Additional Resources and Coronavirus Guidelines \(gsnorcal.org\)](https://gsnorcal.org)