

# UNIT RESTART GUIDE BOOK

Restart your unit safely. We can help.

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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

## STATE AND LOCAL GUIDELINES

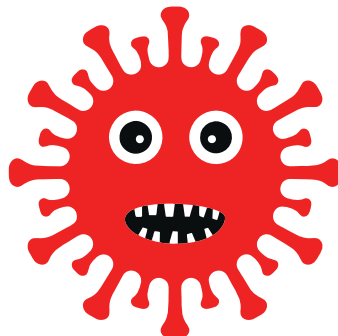
When planning to engage in any sort of activity it is important to ensure that you are following all State and local guidelines. In the event these guidelines conflict the stricter regulation is the one that needs to be followed.

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, they must follow their guidelines as well.

As of August 15, 2020, the Minnesota State Guidelines that need to be followed are:

- \_\_\_1. Maintain 6 feet 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.
- \_\_\_4. Health check at every gathering.
- \_\_\_5. Masks must be worn at all indoor gatherings, and any outdoor activity where 6 feet of distance cannot be maintained.

- The current Minnesota guidelines can be found at <https://www.health.state.mn.us/diseases/coronavirus/>.
- The Current Wisconsin guidelines can be found at <https://www.dhs.wisconsin.gov/covid-19/index.htm>.
- Northern Star Scouting also has regulations that must be followed. The current Northern Star Scouting guidelines can be found at <https://www.northernstar.org/covid19>.



**CORONAVIRUS**



# 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 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 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, libraries, garages, churches, etc. Larger meetings (packs, troops, crews) might need to meet online to accommodate their larger 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 [northernstar.org/scouting-at-home](https://northernstar.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](https://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 (pg 16) 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. 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. Your unit can have multiple groups of 25 participate in an activity outdoors, as long as the groups are safely distanced from each other and do not mix together.

<https://mn.gov/covid19/for-minnesotans/stay-safe-mn/stay-safe-plan.jsp>

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, 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 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 inside 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 use of “grab-n- 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 the use of beverage dispensers (e.g., fountain drink dispensers, common milk pitcher, etc.). 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.
- Post signs reminding diners of the guidelines such as washing hands, maintaining social distance, using assigned seats, etc.

<https://acacamps.app.box.com/s/e9jrgmz5hjpjt89tn4kumxd1phs99sdg>

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 scouts, 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 participants count.
3. Verify the unit & 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 evaluate for the following (any 'no' answers indicate a change of plans will be needed):

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

# CHOOSING ACTIVITIES THAT FIT YOUR UNIT'S COVID PLAN

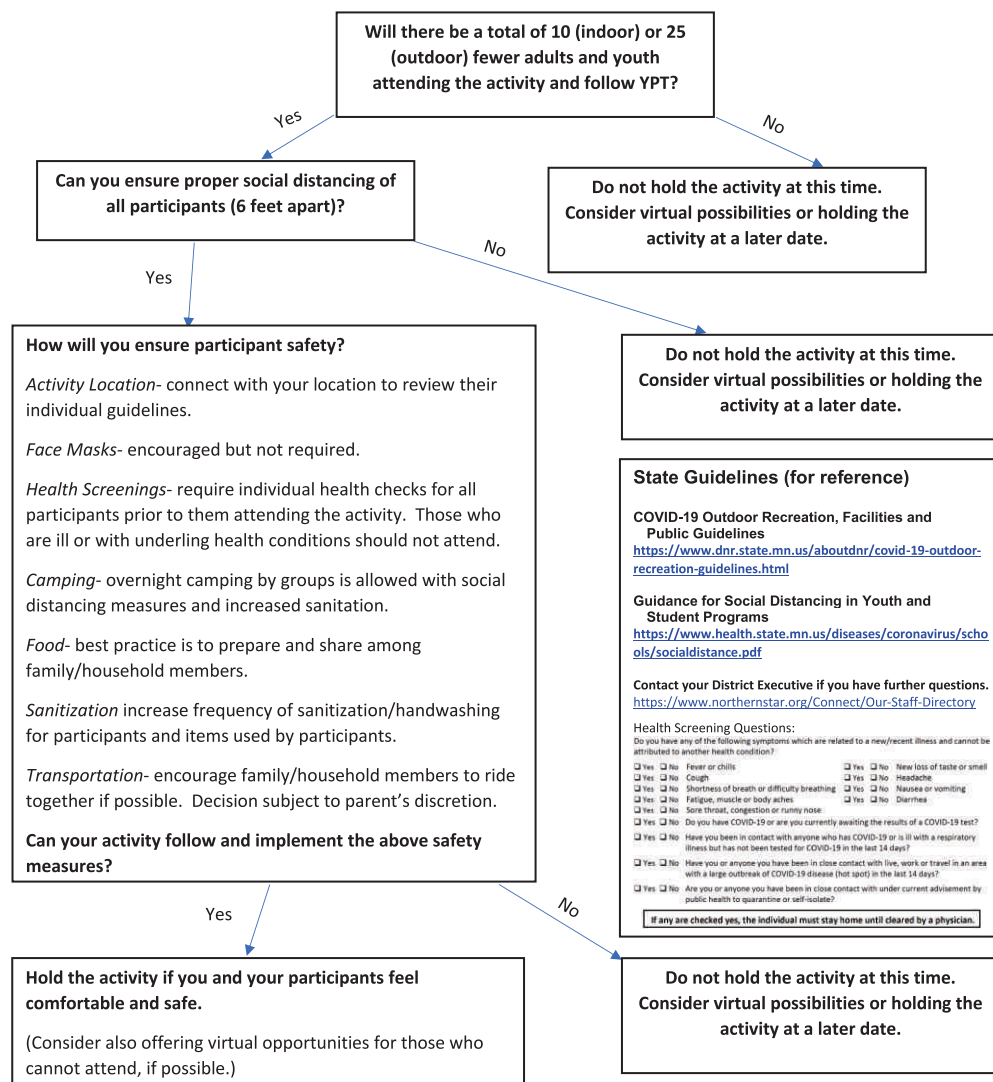
Now that your unit has completed it's COVID plan and secured a place to meet, it is time to actually plan your in-person activities. Start brainstorming fun activities or rethink ways to offer meetings and activities that were cancelled due to COVID. Remember to evaluate your ideas against the protocols 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?  
\_\_\_Yes \_\_\_No
2. What extra precautions need to be taken? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. Can this meeting/activity be offered in a hybrid method? \_\_\_Yes \_\_\_No

## Can my unit hold our meeting, activity or outing?





# ALL ABOUT FACE COVERINGS

Following state guidelines, all people should wear a mask when social distancing is difficult, either indoors or outdoors. Additionally, masks should be worn when in indoor spaces or vehicles containing multiple people. Masks are not necessary if the group of people all live together in the same household.

All participants must comply with state guidelines requiring use of masks indoors and when social distancing is not possible outdoors unless a participant has a medical exemption. Those who have a medical exemption should see the exemption sheet (<https://bit.ly/3kZLLd8>) to be kept on file with the unit or activity leader.

## All About Face Coverings

Information for Northern Star Units





### Wear them Inside:

- In a car with others who are not family
- Inside a room or building with others who are not family
- Outside if you can not have physical distance of 6 ft

### While Wearing a Mask:

1. **Cover your mouth and nose.** Make sure there are no gaps between your face and the mask.
2. **Avoid touching the mask.** If you do, clean your hands with alcohol-based hand rub or soap and water.
3. Replace the mask with a new one as soon as it is damp. **Do not re-use single-use masks.**





### Remember Clean Hands:

Wash or sanitize your hands frequently & especially:

- After using the restroom
- After you touch your face covering
- Before you eat or prepare food
- After your handle shared equipment

## 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 handwashing 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 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.
- \_\_\_\_\_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 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 will communications be sent to parents and leaders? (email, Scoutbook, Facebook group, unit website, etc.)
- \_\_\_\_\_2. When will communications be sent? (ex. 48 hours before the event, every Tuesday, etc.)
- \_\_\_\_\_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 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 higher risk for severe illness from COVID-19. Those at high risk for severe illness from COVID-19 are people aged 65 years and older and people who live in a nursing home or long-term care facility. Those at high risk include people of all ages with underlying medical conditions, particularly if not well controlled, including:

- People with chronic lung disease or moderate to severe asthma
- People who have serious heart conditions
- People who are immunocompromised (Many conditions can cause a person to be immunocompromised, including cancer treatment, smoking, bone marrow or organ transplantation, immune deficiencies, poorly controlled HIV or AIDS, and prolonged use of corticosteroids and other immune weakening medications)
- People with severe obesity (body mass index [BMI] of 40 or higher)
- People with diabetes
- People with chronic kidney disease undergoing dialysis
- People with liver disease

<https://acacamps.app.box.com/s/ed5t4f3q1zass2ssell2k6fotkq48yn8>

**People in high risk categories should not participate in in-person activities but are encouraged to participate online.**





Name: \_\_\_\_\_ Unit #: \_\_\_\_\_ Date: \_\_\_\_\_

Temperature on day of departure: \_\_\_\_\_ (CDC defines fever as 100.4 F or greater)

## Participant Health Screening Checklist

For use at events, 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 I: 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 are/have:

- ☐ 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)
- ☐ 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 II: 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 is answered yes, the individual must stay home.**

### Part III: Health Screening

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

- |                                                          |                                             |                                                          |                            |
|----------------------------------------------------------|---------------------------------------------|----------------------------------------------------------|----------------------------|
| <input type="checkbox"/> Yes <input type="checkbox"/> No | Fever or chills                             | <input type="checkbox"/> Yes <input type="checkbox"/> No | New loss of taste or smell |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | Cough                                       | <input type="checkbox"/> Yes <input type="checkbox"/> No | Headache                   |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | Shortness of breath or difficulty breathing | <input type="checkbox"/> Yes <input type="checkbox"/> No | Nausea or vomiting         |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | Fatigue, muscle or body aches               | <input type="checkbox"/> Yes <input type="checkbox"/> No | Diarrhea                   |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | Sore throat, congestion or runny nose       |                                                          |                            |

**If any 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, 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 health screening questionnaire.
- \_\_\_\_\_ 7. Your communication plan if an activity needs to be changed or rescheduled.
- \_\_\_\_\_ 8. Your communication plan if a suspected or confirmed COVID-19 case arises.
- \_\_\_\_\_ 9. Remind families that safe does not mean risk free.
- \_\_\_\_\_ 10. Remind families that high risk individuals should take extra precautions, or reconsider participation.



# MEETING IMPLEMENTATION

## FOLLOW UNIT COVID PLANS & REINFORCE GUIDELINES

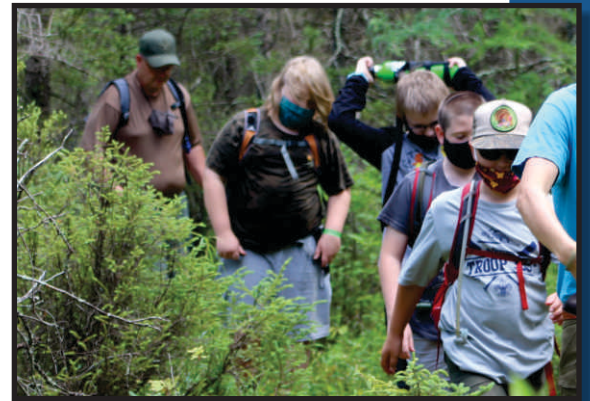
At the beginning of every meeting, it is important to make sure that everyone is aware of the unit's COVID plan and to remind everyone of relevant considerations for that meeting. The plan only works if it is enforced, so it is everyone's responsibility to monitor and reinforce the guidelines throughout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

## MONITORING FOR COVID DURING AND AFTER MEETINGS

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



Refer to “What To Do If Someone Has Symptoms” on page 16 if someone reports symptoms following a scouting event.

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.



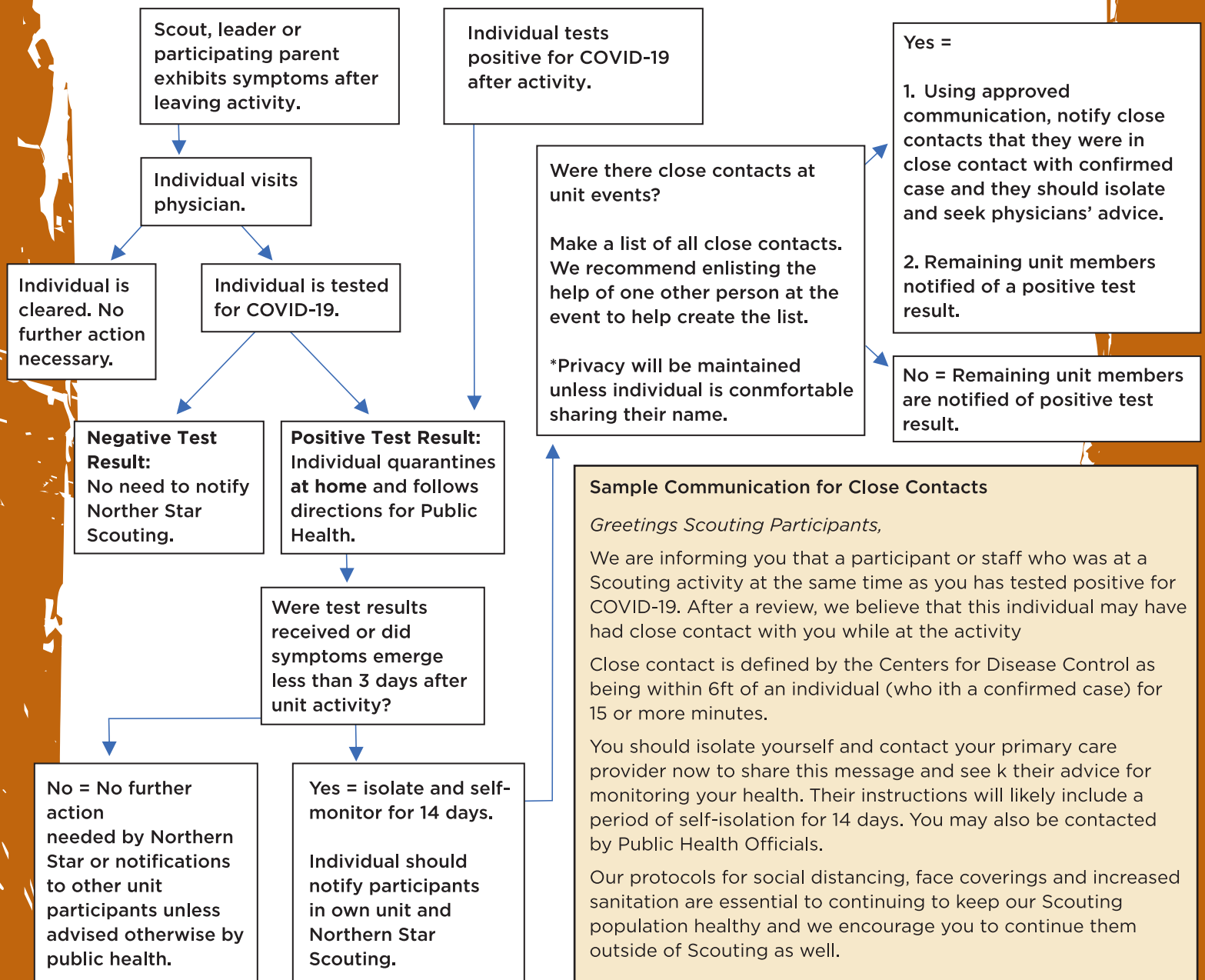
# REVIEW AND ADJUST

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, 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? \_\_\_Yes \_\_\_No
2. Did everyone follow the plan/guidelines? \_\_\_Yes \_\_\_No
3. Were the plan/guidelines effective? \_\_\_Yes \_\_\_No
4. Have state, local, and/or Council guidelines changed? \_\_\_Yes \_\_\_No

## 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
- 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?