

COVID-19 First Meeting Plan

Based on GSKSMO In-Person Activity Guidance

This meeting plan will help you think through how to prepare your meeting space and work with your girls to set up a safe environment to help minimize the spread of COVID-19. Review the full [In-Person Activity Guidance](#) document for all guidelines and requirements. This is also a great time to engage parents/caregivers to assist when meeting in person to help girls follow CDC guidelines and social distancing

BEFORE THE MEETING

Set family expectations

- Share the [COVID-19 Family Agreement](#) form
- Connect with families and ask questions to gauge their interest on meeting in-person.
 - Are you interested in resuming in-person gatherings?
 - Are there questions or concerns you have about resuming in-person meetings?
- Be clear on what you expect families and girls to do before and during meetings (stay home when ill, recommendation of masks, location requirements, social distancing, etc.)
- Share any important details about your meeting location, including how they should enter the space.

Prepare your space

- Plan how will they come into the meeting space. Consider having a designated volunteer greet the girls at a drop off place and give them directions to enter the meeting space to maintain social distancing.
- Use visuals or other methods to encourage social distancing. Make it girl-led by asking the troop for suggestions.
 - Ideas: chairs with their names on them, spots or carpet squares on the floor, masking tape or use sticky name tags to designate where they sit, or hula-hoops to designate space.
- Clean and disinfect commonly touched surfaces.

DURING THE MEETING

Welcome Back

- Begin by welcoming them back, letting them know that you are so happy to spend time with them.
- Open the meeting with a question or icebreaker.
 - Share a fun memory from the spring or summer.
 - What did you miss most about seeing your Girl Scouts sisters in person?
 - What is your favorite food to eat in the summertime?

Talk about safety and social distancing

- Acknowledge that things have been different the past few months and because of that we will have to think differently in our meeting spaces.
- Ask the troop to share what they have been doing differently at home or in the community. From this you can learn commonalities, differences, and/or fears that they might have.

- As a group, list the things everyone can do at your troop meetings to stay safe in your meeting space. (examples may include wash hands, keep your distance, no hugs, wear a mask, etc.)
 - If available, write the ideas on a poster or whiteboard.
 - Review the list at the next few meetings until you know the girls are prepared to follow them without being reminded.

What if girls express concerns and fears?

- Listen, invite them to tell you more, stay calm.
- Ask if they have ideas of what helps them to feel better and how they can support one another.
- Remind them that they are powerful and together they can get through this.
- Keep to the routines of the troop and build new fun routines.

AFTER THE MEETING

- Clean and disinfect commonly touched surfaces. See the [In-Person Activity Guidance](#) document for information on disinfecting or learn more on the [CDC website](#).

TIPS FOR ENGAGING FAMILIES WHO HAVE OPTED OUT OF IN-PERSON MEETINGS

- Consider various ways to ensure all girls are engaged and connected.
- Offer a virtual and/or call-in option.
- Send meeting activities ahead of time for families to do it themselves (via email, mail or drop-off/pick-up).
- Follow-up with families that are not able to join so that girls can still stay connected with troop leaders, do some reflection, or share photos so the girls can see what they all did.

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