

PRODUCT DELIVERY & DISTRIBUTION EVENT CHECKLIST

*This checklist is designed to help volunteers implement appropriate health and safety requirements while designing a **contactless curbside pickup model** for product distribution events with troops and/or girls and their families. As described below, this year's "contactless" product program will happen through a combination of: mask-wearing; social distancing with minimal interactions; and no multi-household social gatherings.*

Service unit initial distribution events

- Events will be reviewed for alignment with state and county guidance by a GSNorCal staff member.
- Events will be contactless, with a focus on staging and distribution with very minimal interaction.
- Volunteers will communicate specific event guidance to their troops prior to the event.
- This year's initial delivery and distribution events are not designed as programmatic for girls.
- Sanitation stations are required for distribution events with multiple households who are socially distancing.

Cupboard distribution

- Cupboard Managers will include specific site guidance in eBudde for troops to review prior to placing an order.

Troop to family distribution

- Troop volunteers are asked to review and adhere to this guidance by designing a contactless porch pickup and receipting system for distributing product with their families.
- Volunteers are asked to share guidance with their families to support coordination of contactless porch product deliveries with customers.

Updated 12/2020 according to the [California Blueprint for a Safe Economy](#), [California Regional Stay at Home Order](#), [CDPH COVID-19 Retail Industry Guidance](#) and [CDPH General Checklist for Retail Employers](#).

1. Participants with any of the following should not participate in product receiving or distribution, including contactless porch product deliveries to customers:

- Are exhibiting any signs of illness such as sneezing, coughing, sniffles, have or have had a fever in the previous 14 days, chills, repeated shaking/shivering, cough, sore throat, shortness of breath, difficulty breathing, feeling unusually weak or fatigued, new loss of taste or smell, muscle pain, headache, runny or congested nose, diarrhea, or are not feeling well.
- Have been exposed to a person with a confirmed or suspected case of COVID-19.
- Have been diagnosed with COVID-19 and not yet cleared as noncontagious by state or local public health authorities.
- Have a high-risk person in their family or household (such as persons over 60 or with a chronic medical condition) for whom they do not want to create any increased risk of exposure.

2. Plan for appropriate Personal Protective Equipment (PPE) Protocol.

- Appropriate PPE **must be worn and/or used** when receiving, staging, and distributing product - including **face masks, disposable gloves, disinfectant spray, disinfectant wipes**. Sanitation stations are required for distribution events with multiple households.
- Post signage** and make public address announcements to remind participants that they **must** use face covers, practice physical distancing, not touch their face, frequently wash their hands with soap and water, and use hand sanitizer.

3. Plan for appropriate Ventilation, Cleaning, and Disinfecting Protocol.

- Use **open-air distribution** spots rather than indoor spaces – including houses and garages. If product is stored inside, specific products for distribution must be **staged outside**.
- Clean and disinfect shared equipment** between use – including touchable surfaces between users or shifts, whichever is more frequent.
- Design a **contactless piece count** system – stage product for easy visual counting, take picture for verification, or similar.
- Design a **contactless receipting** system – text approvals, encourage receiver to use their own pen to sign receipt and leave in a box, or similar.

4. Physical Distancing Guidelines

- Clearly mark curbside or **outside pickup locations** that maintain a minimum of 6 feet of physical distance.
- Implement measures to **physically separate people** by at least 6 feet using measures such as physical partitions or visual cues – such as floor markings, colored tape, or signs to indicate where people should stand.
- Schedule pickups a minimum of **20 minutes apart** to reduce chance of household overlap and allow time for disinfecting.
- When multiple vehicles are present, **only passengers from a single vehicle** should be outside their vehicle counting and loading product at a time.
- Participants **maintain 6 feet of distance** from each other and **wear facemasks at all times**.
- Have a **contingency plan** if the delivery or distribution needs to change or be cancelled to adapt to changing conditions.

5. After Receiving and Distributing Product.

If you, your girl, or anyone in your household has a positive COVID-19 test following attendance at a Girl Scout distribution event and has potentially exposed other participants, contact GSNorCal staff immediately. Our staff will work with you to communicate with the parents or other troop members to protect everyone's health, safety, and privacy.

Please notify GSNorCal through Member Services at info@gsnorcal.org or by phone at 800-447-4475. If on a weekend or after business hours, please call our emergency line: 877-636-1912. GSNorCal staff will be responsible for:

- Confirming and tracing the positive tester.
- Making a plan to contact the families of anyone potentially exposed.
- Notifying a facility or homeowner where a troop has met.
- Alerting the department of health, where required.

Please note: Even with health and safety precautions, there are no guarantees that anyone can prevent exposure to COVID-19. There is an inherent risk of exposure and illness in participating in any in-person gathering, meeting or event. If you or your girl choose to participate in person, you assume full responsibility and risk of illness, loss or liability, or death, and any cost that may be incurred as a result of participation in the meeting or event. It is up to the volunteers, parents, caregivers, and guardians whether you feel safe attending or allowing your girl to attend any in-person Girl Scout meeting or event. Volunteers and families are responsible for ensuring that all applicable public health requirements for holding in-person gatherings are met and followed.

If you have questions as you consider your options and plans, please contact GSNorCal Member Services at info@gsnorcal.org or by phone at 800-447-4475.