

PRODUCT DELIVERY & DISTRIBUTION CHECKLIST

*This checklist is designed to help volunteers implement appropriate health and safety requirements for receiving and distributing product to troops and/or girls and their families. Regardless of [California Blueprint for a Safe Economy](#) county status, all **participation is limited to individual households**. Individual Household is a single household of people who have been social distancing together that participate in an approved, controlled GSNorCal activity. Updated 10/2020.*

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. Follow all local health and safety requirements and best practices for staying safe.

- Confirm additional delivery agent safety precautions when confirming delivery window.
- Individual household receives product from delivery agents. Allow extra time to count and verify product if prior multi-household support was used.
- 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.
- Schedule pickups a minimum of 20 minutes apart to reduce chance of household overlap. If 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. Additional PPE, such as disposable gloves and hand sanitizer are recommended.
- ❑ Minimize sharing of equipment or materials by designing a system for contactless piece count approvals. For example, request troops bring their own pen to sign their delivery ticket then drop it in a box, or create a text-based approval system.
- ❑ Remind participants to adhere to all contactless, safety precautions when transferring product from person to person, including porch product deliveries to customers.
- ❑ Have a contingency plan if the delivery or distribution needs to change or be cancelled to adapt to changing conditions.

3. 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, and 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 with the reporting volunteer 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.

As the COVID-19 pandemic continues to evolve and new guidance and approvals for re-opening continue to emerge at the state and local levels, GSNorCal will continue to update our guidelines.

For more information on COVID-19 permitted activities and restrictions, please visit our [GSNorCal COVID-19 webpage](#). 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.

Electronic Signature By typing my name on this form, I am entering my "electronic signature" (as defined in The California Uniform Electronic Transactions Act 1633.1 - 1633.17) and certifying that I have read, fully understand and accept all terms of this agreement.

Please type your full name here: *