



COVID-19 DISEASE RESPONSE

Safe Reopening Plan Scout Meetings

**Scout House
3225 Eureka Place
Carlsbad, CA 92008**

11.02.2020



SAFE REOPENING PLAN

Business Name: Scout Meetings

Facility Address: Scout House, 3225 Eureka Place, Carlsbad, CA 92008

This plan does not need to be submitted at this time. This plan is to be used to prepare when businesses open per the Governor's Order. The County will not require approval for this plan.

Businesses must implement all mandatory measures listed in A and B below. Businesses shall select applicable measures listed in C and D below and be prepared to explain why any measure that is not implemented is inapplicable to the business. Businesses shall also provide specific details regarding their Safe Reopening Plan pertaining to their business in section E below.

A. Signage (Mandatory):

- Signage at each public entrance of the facility to inform all employees and customers that they should: avoid entering the facility if they have a cough or fever; wear facial coverings, maintain a minimum six-foot distance from one another; and not shake hands or engage in any unnecessary physical contact.
- Signage posting a copy of the Safe Reopening Plan at each public entrance to the facility.

B. Measures To Protect Employee Health (Mandatory):

- Teleworking opportunities have been maximized.
- All employees have been told not to come to work if sick.
- All employees must either be screened for symptoms (cough, shortness of breath or trouble breathing, headache, fever, chills, muscle or body aches, fatigue, sore throat, congestion or runny nose, new loss of taste or smell, nausea or vomiting, diarrhea, exposure to individuals who have tested positive for COVID-19), or have their temperature taken upon returning to work. Alternatively, employees may self-screen or take their temperature before reporting to work. All employees with symptoms or a temperature of 100 degrees or more, should not be allowed in the workplace.
- All employees must wear facial coverings in the workplace, if within six feet of others.
- All desks or individual work stations are separated by at least six feet.
- Break rooms, bathrooms, and other common areas are being disinfected frequently, on the following schedule:

Contract custodial staff will disinfect building every night.
The scout groups will only have one meeting per day in order to avoid mixing of other groups and to allow for disinfection between groups.
Employee health screenings are done off site where the employee reports to work first.

- Personal Protective Equipment (PPE) has been provided at a level appropriate to employee job duties (describe below)

Each scout group will follow the Guidance for Small Cohorts/Groups of Children and Youth, which states, "Physical distancing between adults must be maintained as much as possible, and adults and students must use face coverings at all times, pursuant to the CDPH Schools Guidance regarding face coverings."

Gloves and hand sanitizer will be provided for employees handling cash or credit cards.

SAFE REOPENING PLAN

B. Measures To Protect Employee Safety (Mandatory) Continued:

- Soap and water are available to all employees at the following location(s):

Sink with soap and water provided in bathroom and kitchen

- Copies of the Protocol have been distributed to all employees.

C. Measures To Protect Customer Safety (Check all that apply to the facility):

- Limit the number of customers in each area at any one time to 14 which allows for customers and employees to easily maintain at least six-foot distance from one another at all practicable times.
- All patrons/visitors must have facial coverings in their possession and wear them within 6 ft. of another person
- Curbside or outdoor service is made available where feasible.
- Optional – Describe other measures:

The scout groups will only have one meeting per day in order to avoid mixing of other groups and to allow for disinfection between groups.

D. Measures To Keep People At Least Six Feet Apart (Check all that apply to the facility):

- Placing signs outside the store reminding people to be at least six feet apart, including when in line. Including encouragement for pedestrian traffic to follow one-way migration paths, if appropriate.
- Placing tape or other markings at least six feet apart in customer line areas inside the store and on sidewalks at public entrances with signs directing customers to use the markings to maintain distance.
- All employees have been instructed to maintain at least six feet distance from customers and from each other, except employees may momentarily come closer when necessary to accept payment, deliver goods or services, or as otherwise necessary.
- Appointment system is utilized, when appropriate.
- Optional – Describe other measures:

Each scout group will follow the Guidance for Small Cohorts/Groups of Children and Youth, which states, "Physical distancing between adults must be maintained as much as possible, and adults and students must use face coverings at all times, pursuant to the CDPH Schools Guidance regarding face coverings."

SAFE REOPENING PLAN

E. Additional Measures Specific to Business (Mandatory):

- According to the following frequently asked question from the [Boy Scouts of America's COVID-19 FAQ](#), "Should we hold in-person Scouting meetings, outings, or activities?":

"The Boy Scouts of America (BSA) strongly advises that in-person meetings, activities, events and gatherings be conducted only within the guidelines outlined by state and local health department and other local officials, as well as under the direction of local BSA council and chartered organization. This applies to youth and adults. Please review the [Restart Scouting Checklist](#) for additional information."

- The state guidance that applies to scout meetings is the [Guidance for Small Cohorts/ Groups of Children and Youth](#)
- Additional guidance:
 - [Information regarding COVID-19 in San Diego County](#)
 - [Reopening Guidance for Cleaning and Disinfecting](#)

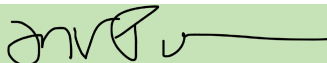
*Any additional measures not included here should be listed on separate pages, which the business should attach to this document.

You may contact the Health and Safety Coordinator with any questions or comments about this protocol:

Name: **Mike Pacheco**

Phone Number: **760-434-2858**

Signature, Appointing Authority or Designee



Date of Form Completed: 11/02/2020

CITY OF CARLSBAD – PARKS & RECREATION DEPARTMENT

Closure Plan for if a Person Associated with a Facility or Program Becomes Ill with COVID-19

Staff response to a report of a person experiencing COVID-19 like symptoms

- Report the incident and location to the Facilities Division at 760-434-2943
 - Reports should be made confidentially and not shared with entities outside of the organization.
 - Leadership and supervisors should be informed in accordance with established protocols and chain of command.
- Close off all areas potentially used by the infected individual using temporary obstructions such as a chair with a sign posted. Depending on the location and time, Facilities Division will provide further instructions and support to obstruct the area from further traffic. Note: Avoid blocking hallways or exit routes.
 - Department, Facilities Division and/or HR management will identify which general areas need to be closed off and cleaned and no infected individual should be identified through this process.
 - To limit the identification of specific employees, please block entire areas and do not place signs on or block specific offices or cubicles.
- Open outside doors and windows to promote air circulation of the area.

The current CDC recommendations on wearing disposable gloves, gowns, masks as well as face masks when cleaning contaminated surfaces are as follows:

- The risk of exposure to cleaning staff is inherently low. Cleaning staff should wear disposable gloves and gowns for all tasks in the cleaning process, including handling trash.
 - Gloves and gowns should be compatible with the disinfectant products being used.
 - Additional PPE might be required based on the cleaning/disinfectant products being used and whether there is a risk of splash.
 - Gloves and gowns should be removed carefully to avoid contamination of the wearer and the surrounding area. Be sure to clean hands after removing gloves.
 - If gowns are not available, coveralls, aprons or work uniforms can be worn during cleaning and disinfecting. Reusable (washable) clothing should be laundered afterwards. Clean hands after handling dirty laundry.
- Gloves should be removed after cleaning a room or area occupied by ill persons.
- Clean hands immediately after gloves are removed.
- Cleaning staff should immediately report breaches in PPE such as a tear in gloves or any other potential exposures to their supervisor.
- Cleaning staff and others should clean hands often, including immediately after removing gloves and after contact with an ill person, by washing hands with soap and water for 20 seconds. If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains at least 60% alcohol may be used. However, if hands are visibly dirty, always wash hands with soap and water. Custodial staff should also follow the best practices of changing soiled or potentially contaminated clothes prior the end of shift and before driving their

personal vehicle home. Dirty or soiled clothes should be placed in a trash bag while wearing gloves before being put in the car, preferably the trunk, then the gloves disposed of and hands washed. Clothes washed at home should be put directly into the washing machine from the trash bag to minimize contact with the soiled clothes.

Staff Response to a report of a person testing positive

In addition to the steps above:

- The CDC recommends avoiding the area for at least 24 hours or as long as practical before cleaning.
 - In accordance with current CDC guidelines, Facilities Division will deploy professional cleaning contractors to clean and sanitize the area. Contractor shall clean and sanitize all areas, including all common areas used by the infected individual, focusing on frequently touched surfaces.
 - Department, Facilities Division and/or HR management will identify which general areas need to be cleaned and no infected individual should be identified through this process.



Sandra Shewry
Acting Director

State of California—Health and Human
Services Agency
**California Department of
Public Health**



GAVIN NEWSOM
Governor

September 4, 2020

TO: All Californians

SUBJECT: Guidance Related to Cohorts - UPDATED September 4, 2020

This guidance applies to groups of children and youth in controlled, supervised, and indoor environments operated by local educational agencies, non profits, or other authorized providers, including, but not limited to, public and private schools; licensed and license-exempt child care settings; organized and supervised care environments, i.e., "distance learning hubs"; recreation programs; before and after school programs; youth groups; and day camps.

Guidance and directives related to schools, child care, day camps, youth sports, and institutions of higher education are not superseded by this document and still apply to those specified settings.

Purpose: To provide guidance for necessary in-person child supervision and limited instruction, targeted support services, and facilitation of distance learning in small group environments for a specified subset of children and youth, and for those programs to understand the required health and safety practices needed to prevent the spread of COVID-19 in their settings.

Definitions:

Cohort: a cohort is a stable group of no more than 14 children or youth and no more than two supervising adults (or a configuration of no more than 16 individuals total in the cohort) in a supervised environment in which supervising adults and children stay together for all activities (e.g., meals, recreation, etc.), and avoid contact with people outside of their group in the setting.

Supervising adult: an adult assigned to one cohort of children or youth, who does not physically interact with any other cohorts. This includes child care staff, certificated or classified school staff, volunteers, participating parent or caregiver, or other designated supervising adult(s).

Supervised care environment: an environment where multiple children or youth, from multiple families or households, are being supervised simultaneously by an adult. This includes, but is not limited to, licensed child care facilities, licensed exempt child care programs, supervised programs on a school site while a school is not in session or is providing curriculum in a distance-learning format, or where some educational services are being offered to a subgroup of students as identified by a local educational agency on a school campus.

Considerations for Cohorts

Utilizing cohorts minimizes the number of people exposed if a COVID-19 case is identified in a child or youth attendee, provider, other instructional support provider, or staff member of a particular cohort.

Children or youth, attendees and adults in supervised care environments during the COVID-19 pandemic must be in groups as small as possible. This practice decreases opportunities for exposure to or transmission of the virus; facilitates more efficient contact tracing in the event of a positive case; and allows for targeted testing, quarantine, and isolation of a single cohort instead of an entire population of children or youth and supervising adults in the event of a positive case or cluster of cases.

While present at the supervised care environment, children or youth and supervising adults in one cohort must not physically interact with children or youth and supervising adults in other cohorts, other child facility staff, or parents of children or youth in other cohorts.

Cohort Size

- Cohorts must be limited to no more than 14 children and youth and no more than two supervising adults, or a configuration of no more than 16 individuals total (children and youth or adults) in the cohort.
- Requirements for adult to child ratios continue to apply for licensed child care programs.
- Cohorts can be divided, as needed, into subgroups of children and youth from the same cohort, as long as the 14-to-2 ratio is not exceeded.
- The maximum cohort size applies to all children and youth in the cohort, even when all children are not participating at the same time. For example:
 - A cohort may not include 6 children or youth who attend full-time, 6 children on Mon/Wed/Fri, and 6 children on Tue/Thu (total of 18).
 - A cohort may not include 8 children or youth who attend for the entire day, 4 who attend mornings only, and 4 who attend afternoons only (total of 16).

Cohort Mixing

- Prevent interactions between cohorts, including interactions between staff assigned to different cohorts.
 - Assign children and youth who live together or carpool together to the same cohort, if possible.
 - Avoid moving children and youth from one cohort to another, unless needed for a child's overall safety and wellness.
 - Cohorts must be kept separate from one another for special activities such as art, music, and exercise. Stagger playground time and other activities so that no two cohorts are in the same place at the same time.
- The requirement to prevent interaction between cohorts can be met either by having each cohort in a separate room or space created by partitions.
- One-to-one specialized services can be provided to a child or youth by a support service provider that is not part of the child or youth's cohort.
- Specialized service includes but not limited to occupational therapy services, speech and language services, and other medical, behavioral services, or educational support services as part of a targeted intervention strategy.
- Services must be provided consistent with the industry guidance for Limited Services (PDF).

Considerations for Staff

Supervising adults should be assigned to one cohort and must work solely with that cohort, unless serving children five years of age and younger in which case an adult may be assigned to no more than 2 cohorts. Avoid changing staff assignments to the extent practicable. Substitute providers who are covering for short-term staff absences are allowed but must only work with one cohort of children per day.

Meetings among the staff from different cohorts must be conducted remotely, outdoors, or in a large room in which all providers wear cloth face coverings and maintain at least 6 feet distance from other providers. Outdoor meetings and meetings in large rooms with the windows open are preferred over meetings in small rooms with windows closed.

Precautions and Considerations

Physical distancing, in combination with the use of face coverings, decreases the risk of COVID-19 from respiratory droplets. Physical distancing between adults must be maintained as much as possible, and adults and students must use face coverings at all times, pursuant to the CDPH Schools Guidance regarding face coverings. Physical distancing between young children in the same cohort should be balanced with developmental and socio-emotional needs of this age group. Supervised care settings should follow applicable industry guidance on appropriate use of face coverings by children and youth.

See the CDPH Guidance on Schools and School Based Programs (PDF) and on Child Care (PDF) for additional considerations regarding, face masks, meals, cleaning, drop off and pick up and health screening.

California Department of Public Health
PO Box, 997377, MS 0500, Sacramento, CA 95899-7377
Department Website (cdph.ca.gov)



Page Last Updated : September 5, 2020