RESUMING IN-PERSON SCOUTING
(UPDATED July 27, 2020)

Trading Posts & Scout Service Center Offices
- Westfield and Pittsfield Trading Posts are open. Check online for hours - wmascouting.org/offices
- Moses Trading Post remains open online with shipping or Westfield in-store pickup.
- Westfield Service Center is open for employees and limited visitors, by appointment only.
- Pittsfield Service Center is open for regular hours with limited visitors.

Unit Scouting Activities and Meetings
- Units may resume in-person unit Scouting activities after receiving written Chartered Organization authorization (ie. email, letter) that clearly indicates if they do or do not have their own restrictions or guidelines in addition to federal, state, and local requirements.
- The chartering organization and unit leadership (committee and adult leaders) share full responsibility for ensuring all the unit’s in-person Scouting activities comply with the minimum health and safety requirements of the chartering organization, WMass Council, BSA, and federal, state and local governments.
- Units must utilize the BSA pre-event medical screening procedure for all youth and adult participants to be maintained for at least 21-days for contact tracing purposes.
- Youth Program group sizes are currently limited to ≤25 people.
- Massachusetts youth program overnight stays are not permitted until phase 4.

Horace A. Moses Scout Reservation
- The camp property is open for limited day use activities, such as hiking and fishing, by either Scout groups of ≤25 people or individual Scout family Scouting-at-Home activities.
- Additional facility or program rental requests must be made through the Program Director’s office for consideration.
- Visitors will be expected to log in and out in a binder at the Manor House, to include group contact information and a verification that a pre-event medical screening was completed and a group roster will be maintained for 21-days for contact tracing purposes.
- Adult and youth service projects continue to take place, both weekdays and weekends.
- Massachusetts youth program overnight stays are not permitted until phase 4.

Council and District Activities and Meetings
- Activity authorizations will be made in writing by the staff advisor, in consultation with the Scout Executive, to ensure all Federal, State, BSA, and Council guidelines are met.
- In-person meetings of ≤25 people may be held in-person when necessary, provided social distancing and face covering guidelines are met, but must provide for virtual attendance by those concerned about health risks. Virtual meetings are recommended.

Resources
- 7/20/2020 MA Youth Programs Guidelines: https://eeclead.force.com/resource/1595274325000/Min_Req
- 7/02/2020 MA Revised Gatherings Order: https://tinyurl.com/yybod23q
- BSA Incident Reporting: https://www.scouting.org/health-and-safety/incident-report/

We want to ensure we continue to teach our Scouts good citizenship as we implement plans to begin in-person unit Scouting activities in the Western Massachusetts Council. Everyone is asked to be vigilant so that together we can ‘help other people at all times’ by meeting or exceeding these recommendations.

Prepared. For Life.™
Unit In-Person Meeting and Activity Guidance

This guidance does not eliminate the need to review federal, state, and local regulation documents.

July 27, 2020

1. General Information
   - We want to ensure we continue to teach our Scouts good citizenship as we implement plans to begin in-person unit Scouting activities in the Western Massachusetts Council. Everyone is asked to be vigilant so that together we can ‘help other people at all times’ by meeting or exceeding these recommendations.
   - These precautions are important to mitigate risk, but they do not remove the potential for exposure to COVID-19 or any other illness. Any Scouting activity includes risk to exposure. Some people with COVID-19 show no signs or symptoms of illness but can still spread the virus, and people may be contagious before their symptoms occur. These factors mean that an infected person may pass the required health screenings and be allowed into a Scouting activity.
   - Prior to resuming in-person meetings, a unit must receive written Chartered Organization authorization (email, letter, etc.) to resume in-person unit Scouting activities that clearly indicates if they do or do not have their own restrictions or guidelines in addition to federal, state, and local requirements.
   - The chartering organization and unit leadership share full responsibility for ensuring all the unit’s in-person Scouting activities comply with the minimum health and safety requirements of the chartering organization, WMass Council, BSA, and federal, state, and local government.
   - The information referenced used to create this guidance are from the Center for Disease Control (CDC), the American Camping Association (ACA), and Reopening Massachusetts guidelines found at https://www.mass.gov/info-details/reopening-massachusetts.
   - Information from the Centers for Disease Control and Prevention (CDC) states that older adults and people of any age who have serious underlying medical conditions are at higher risk for severe illness from COVID-19. If you are in this group, you should consult your physician to determine if you should stay home or follow additional precautions.

2. Scout Safety/Social Distancing Standards
   - In-Person meeting/gathering cohorts are currently limited to ≤25 people each but will adjust accordingly following state guideline changes for youth serving programs.
     - Indoor gatherings are further limited to 8 persons per 1,000 square feet of accessible, indoor floor space.
     - Outdoor gatherings in enclosed, permitted, or leased spaces are limited to 25% of the maximum permitted occupancy of the facility or 8 persons per 1,000 square feet and never more than 100 persons in a single outdoor space that is enclosed, permitted or leased.
     - Outdoor gatherings in unenclosed spaces are not subject to capacity limitations.
       - Gatherings in Unenclosed Spaces: Outdoor gatherings that are not subject to the capacity limitations above, such as those in a park, backyard, athletic field, or parking lot are permitted, provided that the type of gathering is not prohibited in the list below.
       - Prohibited Activities: Street festivals, agricultural festivals, walk-a- thons, road races and bike races, and other outdoor, organized athletic or recreational events that gather large numbers of participants or spectators outdoors are prohibited until further notice.
   - Multiple cohorts are permitted but must always stay at least 20 feet apart from another cohort and individuals may not change groups.
   - Large meetings are still encouraged to be done virtually.
   - Notify all participants about the risks of participating since COVID-19 exposure cannot be eliminated.
   - Review Annual Health and Medical Records for all participants.
   - Use the BSA pre-event medical screening checklist before conducting an activity. Maintain a list of all participants for all activities for at least 21 days for contact tracing purposes.
   - Any Scouts/Scouters not feeling well or displaying symptoms must stay home.
   - No sharing of products, refreshments, or food.
   - Use face coverings when you can’t maintain social distancing or are in a public setting.
Western Massachusetts Council, BSA

- All participants should stay six feet apart whenever practical.
- Meeting space common surfaces and equipment are to be cleaned with disinfectant before and after each use.

3. Day Events
   a. General Information
      i. Pre-event screening medical checklist must be completed prior to departure to ensure they are not ill and do not show signs/symptoms of COVID-19. Maintain a list of all participants, including drivers.
      ii. If any participant is ill, they must not attend the trip.
      iii. Respect the decision of participants and parents that are not comfortable attending trip.
      iv. Recommended that each person have these personal safety items:
         1. Bottle of hand sanitizer.
         2. Face covering.
         3. When possible, container of sanitizing wipes.
      v. Must have plenty of disinfecting cleaner and other cleaning supplies for general purpose needs (cooking, cleaning common use items – picnic tables, patrol box items, etc.).
      vi. Must maintain BSA youth protection standards of at least 2 registered adult leaders.
      vii. Massachusetts youth program overnight stays are not allowed until phase 4.
   b. Transportation
      i. Recommend travel to and from event by family transportation. Carpooling is discouraged.
      ii. If the activity location is too far for family transportation, then the location should be changed to a closer location.
      iii. If a Scout travels with a family other than their own, it is up to the Scout’s parent to make that decision at their discretion.
   c. Snacks/Meals/Cooking
      i. Recommend participants bring their own food so no group cooking needs to take place.
      ii. No potluck type meals where everyone contributes a portion of the meal.
      iii. No sharing of food.
      iv. Use of disposable produces is encouraged… plates, cups and eating utensils.
      v. Cooking should only take place within the cohort group, though discouraged.
      vi. Follow the five-step cleaning process: (pre-wash, wash, rinse, sanitize, air dry)
      vii. Must wear a face covering and gloves while preparing and serving meals.
      viii. Hand wash frequently and have plenty of cleaning supplies.

4. Camping/Overnight Events
   - As of July 20, 2020, Massachusetts youth program overnight stays are not allowed until phase 4.

5. COVID-19 Known or Suspected Exposure
   - Report any known or suspected exposures using the BSA Incident Reporting Form as a “general liability” report, not a “near miss” report.

Related Resources:
- 7/20/2020 MA Youth Programs Guidelines: https://eeclead.force.com/resource/1595274325000/Min_Req
- 7/02/2020 MA Revised Gatherings Order: https://tinyurl.com/ybod23q
- BSA Incident Reporting: https://www.scouting.org/health-and-safety/incident-report/

As this is an evolving situation, this information is subject to change.
Model Pre-Event Medical Screening Checklist

Use this checklist to assist in identifying potentially communicable diseases before event participation. The intent of this checklist is to review with each youth and adult participant their current health status, both before departure and upon arrival at the event. Anyone entering a camp or event — including visitors, vendors, etc. — should be screened using this checklist.

Councils should customize with input from their council health supervisor and local health department.

- Yes  ☐ No  Have you been in contact with anyone who has COVID-19 or is otherwise sick?
- Yes  ☐ No  Have you or anyone you have been in close contact with traveled on a cruise ship, internationally, or to an area with a known communicable disease outbreak in the last 14 days?

If the answer is “yes” to either of these questions, the participant must stay home.

- Yes  ☐ No  Are you in a higher-risk category as defined by the CDC guidelines?
  If the answer is “yes” to this question, we recommend that you stay home. Should you choose to participate, you must have approval from your healthcare provider and then proceed to the symptom decision tree below.

If the above answers are “no,” proceed to this symptom decision tree.

- Shortness of breath
- New or worsening dry cough
- Fever of 100.4° or greater
- Flu-like symptoms
- Vomiting
- Diarrhea

If NONE of these symptoms are present, proceed to the next question.

- Cough
- Unexplained extreme fatigue or muscle aches
- Rash
- Sore throat
- Open sore

If YES to any TWO or more symptoms, the participant must stay home.

These symptoms are associated with communicable diseases and the participant MUST stay home until medically cleared by their health care provider.
**S = Supervision**
- Understand local and state guidance on preventing COVID-19 exposure.
- Engage your chartered organization and local council on necessary adjustments.
- Conduct the “before you gather” protocols.

**A = Assessment**
- Identify participants who fall under the CDC’s group of higher-risk individuals. Notify all participants about the risks of participating since COVID-19 exposure cannot be eliminated.
- Verify that the planned activity, gathering or group sizes are not prohibited by local or state orders.

**F = Fitness and Skill**
- Review Annual Health and Medical Records and consider using a pre-event screening for all participants.

**E = Equipment and Environment**
- Verify that handwashing, hygiene and cleaning supplies are available and used properly.
- Monitor social distancing, interactions and sharing of equipment and food among participants.
- Monitor participants for changing health conditions.
- Use the “as you gather” protocols.

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**SAFE ≠ Risk-Free**

As the response to the pandemic shifts to a state-focused, phased approach, the Boy Scouts of America advises local councils to consult with their local and state health departments, as well as local chartered partners, to implement appropriate protocols to help keep our members, volunteers and employees safe.

Precautions and mitigation strategies are important, but they cannot eliminate the potential for exposure to COVID-19 or any other illness when in-person activities resume.

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.

The Centers for Disease Control and Prevention (CDC) states that older adults and people of any age who have serious underlying medical conditions are at higher risk for severe illness from COVID-19. If you are in this group, please ensure you have approval from your health care provider prior to resuming in-person Scouting activities.

Every member, volunteer and family must evaluate their unique circumstances and make an informed decision before attending in-person activities.

We hope this information will be helpful as you make that choice.

For updates, please monitor [https://www.scouting.org/coronavirus](https://www.scouting.org/coronavirus)
Before you gather:

- **Consult** your council and chartered organization to understand community standards and protocols in place.
- **Communicate** to all parents and youth that the Boy Scouts of America recommends that no one in the higher-risk category take part in person. Continue to engage virtually.
- **Communicate** that anyone who feels sick must **stay home**. If you become sick or develop symptoms, isolate yourself then go home and seek care.
- **Educate and train** all participants on appropriate social distancing, cleaning and disinfecting, hand hygiene and respiratory (cough or sneeze) etiquette before meeting for the first time. Periodically reinforce the behaviors as needed.
- **Before attending**, upon arrival and at least daily for longer events, all participants should be screened for any of the following new or worsening signs or symptoms of possible COVID-19:
  - Cough
  - Shortness of breath or difficulty breathing
  - Chills
  - Repeated shaking with chills
  - Muscle pain
  - Headache
  - Sore throat
  - Loss of taste or smell
  - Diarrhea
  - Feeling feverish or having a temperature greater than or equal to 100.0 degrees Fahrenheit
  - Known close contact with a person who is lab-confirmed to have COVID-19
- **As appropriate**, participants should have **face coverings** available to wear when gathering or when in public areas or venues. Several coverings per person may be needed.
- **Communicate** that those who take part in person should avoid contact with higher-risk individuals for 14 days after the event.

As you gather:

- **Minimize group sizes**. Small groups of participants who stay together all day every day, remain **6 feet apart** and do not share objects are at the lowest risk. Think of a den or patrol that does not mix or gather with other dens or patrols, with supervision that stays with the small group. *Scouting’s Barriers to Abuse always apply.*
- **Stay local** to your geographic area and groups for unit activities. If you must travel, limit mixing with others along the way.
- **Minimize mixing** with parents or siblings unless they are part of the unit activity. For example, the same parent picks up and drops off youth, and stays in the car. No guests or visitors who have not been through the pre-gathering protocols and screening should take part.
- **Have hand sanitizer**, disinfecting wipes, soap and water, or similar disinfectant readily available for use at meetings, activities and campouts.
- **Minimize the use** of common areas and shared tools. If unavoidable, they should be thoroughly cleaned and disinfected between uses.
- **Develop dining protocols** (including but not limited to):
  - No self-serve buffet meals or common water coolers.
  - Use of disposable utensils, napkins, cups and plates.
  - Clean and disinfect eating and cooking gear after each use.
- **Develop tenting protocols** for the group:
  - Minimize use of fans or devices that stir the air.
  - Campers should sleep head-to-toe in bunks or cots spaced as far apart as possible.
  - Individual tents, hammocks and bivys may be considered.
- **During program activities**:
  - Equipment that must be shared should be disinfected before and after each use.
  - Where possible, assign activity-related protective equipment for the duration of an event to a single individual (life jacket, gloves, harness).
  - Effective handwashing before and after each program area use.
- **In case of an injury or illness**, promptly report the incident, including COVID-19 exposures. Utilize **Incident Reporting Resources**, including COVID-19 instructions.

When you get home:

- **Avoid contact** with higher-risk individuals for 14 days.
- **Monitor** for any signs of illness for 14 days, and
- **Communicate** with your unit leadership should you develop symptoms.
WESTERN MASSACHUSETTS COUNCIL
MODEL PRE-EVENT SCREENING CHECKLIST

The intent of this checklist is to review with each participant (youth and adult) their current health status both before departure and upon arrival. Unit leaders should collect this form from their Scouts prior to departing and maintain for 21-days contact tracing purposes.

All participants are required to submit this form.

Participant Name:______________________________________ Unit Number: ____________
Address:__________________________________________________________
Phone:___________________________________ Email: ________________________________
Name of Driver: ________________________________________________

Section 1

Yes  No
_____  _____ Have you been in contact with anyone who has COVID-19 or is otherwise sick?
_____  _____ Have you or anyone you have been in close contact with traveled on a cruise ship, internationally, or to an area with a known communicable disease outbreak in the last 14 days?

If the answer is yes to either of these questions, the participant must stay home.

Section 2

Yes  No
_____  _____ Are you in a higher-risk category as defined by the CDC guidelines?

If the answer is “yes” to this question, we recommend that you stay home. Should you choose to participate, you must have approval from your healthcare provider and then proceed to the symptom decision tree below.

Section 3

Have you or any of your immediate family had any of the following symptoms in the last 24 hours?

Yes  No
_____  _____ Shortness of breath
_____  _____ New or worsening dry cough
_____  _____ Fever of 100.4 F or greater
_____  _____ Flu-like symptoms
_____  _____ Vomiting
_____  _____ Diarrhea

If the answer is yes to any of the symptoms above, the participant must stay home.

Section 4

Have you or any of your immediate family had any of the following symptoms in the last 24 hours?

Yes  No
_____  _____ Cough
_____  _____ Unexplained extreme fatigue or muscle aches
_____  _____ Rash
_____  _____ Sore throat
_____  _____ Open sore

If the answer is yes to any two of the symptoms above, the participant must stay home.

Parent/Guardian Signature: _______________________________ Date: ___________________