

# SCOUTING FORWARD

GROWING. MOMENTUM. TOGETHER.

## COVID-19 Council Reopening Plan – July Plan Update

### Executive Summary

The Hoosier Trails Council (Council) is committed to the safety and well-being of its employees, youth members and leaders. As employees begin to return to office environments, the Council will follow guidance provided in Governor Holcomb's "Back on Track Indiana" plan as outlined on Friday, May 1<sup>st</sup> with the caveat that local ordinances which are more restrictive will supersede State guidelines.

In addition to the provision of Personal Protective Equipment (PPE) as described in the body of the Council's Reopening Plan, social distancing will continue to be a main theme in the foreseeable future. Individuals considered to be "at risk" as defined by the Center for Disease Control (CDC) will be advised to continue working remotely as an additional safety precaution. Other employees will begin to return to work beginning May 18<sup>th</sup> utilizing a phased approach consistent to the density guidelines presented by the Governor and as outlined within the contents of this plan. Telecommuting (remote work) will continue to be an option for other employees where practical and approved by staff leaders.

### Stage #1 – #4 Completed

#### Stage #5 - Beginning Saturday, August 1<sup>st</sup>

- Council camps open to visitors.
- Weekend occupancy will be limited to:
  - o 200 at Maumee Scout Reservation
  - o 100 at camp Louis Ernst
- Campsites may be reserved made by calling 812.336.6809, or at <https://campreservation.com/145/Home> (exact number of attendees must be reserved)
- Camp buildings will remain closed for the remainder of 2020, unless more information, or resources become available.
- Campers must:
  - o Social Distance and wear face covering when maintaining separation is not possible.
  - o One occupant per tent required.
  - o Wash hands often.
  - o Maintain top sanitary standards of provided restroom facilities.
- In addition to the weekend Scout unit rate of \$10/campsite, a \$30 sanitizer fee will be charged. Units will be provided a gallon of hand sanitizer, along with a spray bottle to help maintain sanitary standards.

### Preventing the Spread of Infection in the Workplace

The Council will endeavor to ensure a sanitary workplace, including the regular cleaning of objects and areas that are frequently used, such as bathrooms, breakrooms, conference rooms, and door handles. A group of employees will be tasked with creating work rules that can be implemented to promote safety through infection control. This will be an ongoing task, with continuous updates as information both inside the workplace and in our community changes.



# SCOUTING FORWARD

## GROWING. MOMENTUM. TOGETHER.

We ask all employees to cooperate in taking steps to reduce the transmission of infectious disease in the workplace. The best strategy remains the most obvious—frequent hand washing with warm, soapy water; covering your mouth whenever you sneeze or cough, preferably with your elbow/shoulder or a tissue; and discarding used tissues in wastebaskets. We will also provide hand soap at all sinks and, as they are available, disinfecting wipes and alcohol-based hand sanitizers throughout the workplace and in common areas.

Unless otherwise notified, our normal attendance, leave, and absence reporting policies will remain in place. Individuals who believe they may face particular challenges of reporting to work should discuss in advance with their staff leader who will help them understand how alternate work arrangements and/or leave policies might apply to them.

### **Travel Limitations**

All nonessential travel, including for training and other BSA events, will be cancelled until further notice.

### **Temporary Telecommuting/Remote Working (May 18 – December 31, 2020)**

Telework requests will be handled on a case-by-case basis. While not all positions will be eligible, all requests for temporary telecommuting should be submitted to the Scout Executive for consideration. Except for those with approved telecommuting requests:

- All non-exempt employees will be required to work from their council location based on the schedule located under the “Council Property/Places of Business” section of this document
- All exempt employees may work from the Council Service Center or work remotely when able to help minimize possible disease transmission within the office.

Telework requests will be considered for reasons to include, but not limited to:

- Employee lives full-time, in the same household, with a person considered at high-risk for COVID-19 as defined by the CDC (may require documentation from health care provider).
- Employee lives full-time, in the same household, with a person who is a first responder working directly with COVID-19 patients (may require documentation).
- Employee must self-isolate due to direct exposure to a person confirmed to have or who has been tested for COVID-19 (may require documentation from health care provider).

When temporary telecommuting has been approved:

- The request will be reviewed weekly for renewal.
- Employee may be periodically required to visit their council location for work-related reasons. If this occurs, all efforts will be made to protect the employee and minimize their interaction with other council employees.

### **Staying Home When Ill**

Many times, with the best of intentions, employees report to work even though they feel ill. The Council provides a generous paid time off (PTO) policy to compensate employees who are unable to work due to illness. Please see the Council Employee Handbook for details on PTO allowances as well as reporting requirements.

# SCOUTING FORWARD

## GROWING. MOMENTUM. TOGETHER.

During an infectious disease outbreak, it is critical that employees do not report to work (or be sent home if conditions arise while at work) if they are ill and/or experiencing the following symptoms: fever at or above 100.4 degrees Fahrenheit or coughing or shortness of breath.

An employee may return to work when:

- He or she has had no fever for at least three (3) days without taking medication to reduce fever during that time; AND
- Any respiratory symptoms (cough and shortness of breath) have improved for at least three (3) days; AND
- At least seven (7) days have passed since the symptoms began.
- An employee may return to work earlier if a doctor confirms the cause of an employee's fever or other symptoms is not COVID-19 and releases the employee to return to work in writing.

### **Requests for Medical Information and/or Documentation**

If you submit a telecommuting request, are out sick or show symptoms of being ill, it may become necessary to request information from you and/or your health care provider. In general, we would request medical information to confirm your need to be absent, to show whether and how an absence relates to COVID-19, and to know that it is appropriate for you to return to work. As always, we expect and appreciate your cooperation if and when medical information is sought.

### **Confidentiality of Medical Information**

Our policy is to treat any medical information as a confidential medical record. In furtherance of this policy, any disclosure of medical information is in limited circumstances with supervisors, managers, first aid and safety personnel, and government officials as required by law. Hoosier Trails Council, Boy Scouts of America.

### **Employee Emotional Support**

The Council cares deeply about its employees and their families during this unusual time. Deliberate and intentional steps have been taken (to the extent possible) to preserve employment, provide workplace accommodations, as needed, and to provide a safe working environment. Should any employee feel they need additional support assistance, the Council's medical program offers a range of services through its Employee Assistance Program (EAP). More information as to what services are available can be obtained by contacting the Scout Executive or in the Council Employee Handbook.

### **Safety Precautions Being Implemented**

To ensure the safety of anyone within the Council Service Center, the following accommodations have been made:

- Rearrangement of furniture in common areas to minimize potential surface exposure.
- Physical barriers installed for customer-facing employees.
- All door handles, keypads, handrails are to be wiped continuously. Cleaning products will be made available for staff to help maintain this standard.
- Sanitation stations located at each workstation with personal protective equipment.
- Employees should not make use of others' work areas.



# SCOUTING FORWARD

## GROWING. MOMENTUM. TOGETHER.

- Staff are encouraged to wash hands frequently and after sneezing/coughing.
- Face masks are required when not at your workstation, or when interacting with others.
- Field staff will be required to use conference room space to properly distance when your workstation neighbor is at their desk.

### **Council Camps**

Because of the uniqueness of each camp location, individual accommodations will be implemented in consultation with the respective Camp Ranger/Caretaker.

### **Arrival Health Screenings**

Until further notice and in compliance with guidance provided by EEOC, all individuals coming into the Council Service Centers may be required to answer a series of health-related questions to determine whether they can remain at work. The Council also reserves the right to conduct temperature checks upon arrival and/or during the workday as it deems appropriate.

Any employee who has been around another person who has either been diagnosed with or exhibits symptoms of COVID-19 within the past 14 days or personally has symptoms (Fever, Dry Cough, Tiredness, Nasal Congestion, Runny Nose, and/or Sore Throat) should notify their immediate supervisor and refrain from reporting to work.

### **Social Distancing Guidelines for the Workplace**

The Council will implement the following social distancing guidelines to minimize the spread of the disease among the staff. During the workday, employees and volunteers are requested to:

- Avoid meeting people face-to-face. Employees are encouraged to use the telephone, online conferencing, email, or instant messaging to conduct business as much as possible, even when participants are in the same building.
- If a face-to-face meeting is unavoidable, minimize the meeting time, choose a large meeting room, and sit at least six (6) feet from each other; avoid person-to-person contact such as shaking hands.
- Avoid any unnecessary travel and cancel or postpone nonessential meetings, gatherings, workshops, and training sessions.
- Do not congregate in break room, copier room, or other areas where people socialize.
- Bring lunch and eat away from others (avoid crowded breakroom and restaurants).
- Encourage volunteers to request information and orders via phone/email in order to minimize person-to-person contact. Have the materials ready for fast pick-up or delivery.
- Non-employees (volunteers, employee family members, etc.) should not be permitted access to the any employee work areas.

Outside of the workday, employees are requested to:

- Avoid public transportation (walk, cycle, drive a car) or go early or late to avoid rush-hour crowding on public transportation, where possible.
- Avoid recreational or other leisure classes, meetings, activities, etc., where employees might come into contact with contagious people.



# SCOUTING FORWARD

GROWING. MOMENTUM. TOGETHER.

- Avoid contact with those not in the same household which may result in your exposure to an individual(s) who has been in a setting (work or otherwise) that could result in your need to self-quarantine.

## Sanitation Stations

The Council is taking all reasonable/prudent steps in order to establish sanitation stations in all office settings including the following items (as available):

- Disposable Face Masks (Employees are encouraged to use their own, if desired)
- Disposable Gloves
- Disinfecting Wipes and/or Spray Bottles
- Hand Sanitizer
- Hand Soap (Bathrooms and Breakroom)
- Paper Towels (Bathrooms and Breakroom)

## Recommended Steps to Resuming Scouting Meetings

**Step 1:** With your Unit Committee, develop your Unit's plan to restart Scouting operations safely.

**Step 2:** Share your plan with your Chartered Organization. Work to incorporate requirements and guidelines they may have in place, and ensure you have permission to begin using facilities/space for meetings. Assess if outdoor spaces may be utilized for meetings.

**Step 3:** Communicate your Unit's plan to your Scouting families. Consider offering hybrid programming where possible (virtual and in-person) so that all Scouts have the opportunity to participate. Families should resume Scouting when they are comfortable, realizing every family's circumstances and comfort levels are different. Encourage parents to ask questions.

**Step 4:** Begin meeting. Maintain social distancing and find helpful ways to reinforce your Unit's plan before and during meetings (visual cues, reminders, announcements, etc.) If meeting outside, assess the safety of the area and monitor the weather.

**Step 5:** Continue to adjust your Unit's plan following current local, state, and federal guidelines. Review your plan and communicate necessary adjustments as new guidance is issued. The safety of all Scouts, volunteer leadership, and families is our number one priority. As needed, repeat Steps 1 - 4.



# SCOUTING FORWARD

GROWING. MOMENTUM. TOGETHER.

## **Building Your Unit's Plan to Restart Scouting Operations Safely**

- Follow local, state, and federal requirements relating to group sizes, and keep group sizes manageable so that social distancing can be achieved. Include two-deep leadership when assessing group size.
- Be mindful that social distancing for younger age groups, such as Cub Scouts, may be more difficult to maintain.
- Wear face coverings when in close proximity.
- Ensure proper sanitation of meeting spaces and gear. Consider reducing shared gear or program equipment at meetings.
- No sharing of food or communal food preparation.
- Consider precautions for any Scouts or Scouters that may have risk-factors.
- Ask Scouts and Scouters to self-screen (temperatures, symptoms) before attending any unit function.
- Have a prepared plan to address medical protocols should a Scout or Scouter become ill during a meeting or activity.
- Maintain attendance records for both youth and adults participating in all unit meetings and activities.
- For the time being, eliminate carpooling to events. Do not make unnecessary stops en route when traveling to or from Scouting events.
- Follow all overnight camping requirements from State and local authorities.
- One Scout/ Scouter per tent for any overnight activities is strongly encouraged.
- Follow the FAQ found at: <https://www.scouting.org/coronavirus/covid-19-faq/> and continue to follow the Guide to Safe Scouting for all activities and meetings

Finally, as representatives of Scouting, it is important that we demonstrate the principles of the Scout Oath and Law now more than ever before. As restrictions begin to lift, individuals within your Scout unit may have varying levels of comfort or anxiety. It is our responsibility to be kind while being helpful and friendly and to demonstrate empathy and respect to everyone, even if they have beliefs different than ours. As we move forward, let's be cheerful and brave while showing trustworthy obedience to the rules, regulations and guidance of our State, Counties, Cities and Chartered Organizations. Stay Safe and Keep Scouting!

---



# SCOUTING FORWARD

GROWING. MOMENTUM. TOGETHER.

This plan may require alterations as we move ahead and learn more about COVID-19.

These are uncharted times for all of us and the Council does not have answers to all questions and challenges that will arise. This plan has been developed in accordance with Indiana's plan to reopen: <https://www.in.gov/gov/files/Executive%20Order%2020-26%20Roadmap%20to%20Reopen%20Indiana.pdf>

Employees, volunteers, customers, and Scouts are tasked with the obligation to live up to the Scout Oath and Law, by protecting themselves and others that will come into contact with us from spreading the COVID-19 virus.

