



## **Potawatomi Area Council, BSA Office Safety & Health Reopening Guidelines**

On May 26, 2020, the Potawatomi Area Council Service Center will reopen to a “Modified Front Desk” service. We miss seeing our Scout volunteers and families and have developed a plan to reopen the Council office in a safe manner to protect our visitors and staff. (Please note, that the Scout Shop will reopen on June 1, 2020. Reopening guidelines will be provided by the Scout Shop)

The Conference rooms will not be open for group meetings or trainings for the foreseeable future.

### **Please help us stay safe by following these guidelines when visiting the office:**

- Whenever possible, please continue to conduct business via phone or e-mail to minimize unnecessary visits to the office.
- If you are sick or have a fever, please do not come into the office.
- If you must come to the office, please follow these helpful directions that will be posted:
  - Use the provided hand sanitizer located at the entrance vestibule.
  - Ring the doorbell for entry into the lobby.
    - The number of people allowed in the lobby will be 1-2 customers at a time, depending on available front desk staff.
    - Please feel free to use the benches outside of the front door while you wait for entry.
  - Once entry is granted, please follow a minimum of 6 feet social distancing guidelines.
    - There will be a mark on the floor to indicate safe distance from the front desk staff.
    - Plexiglass screens will also be provided for safety.
  - If you must use the restroom, please wash your hands thoroughly.

We are happy to be getting back to Scouting and continuing to provide service to our Leaders, Scouts and their families. We will continue to monitor the COVID-19 situation and adjust our plan as needed.

## **Potawatomi Area Council Activity Guidelines for Units**

Since the State of Wisconsin has started the reopening of businesses and activities, we wanted to give you some guidance regarding current recommendations from the State of Wisconsin, Waukesha County, and the National Boy Scouts of America. Please follow these steps in your planning of Scout/Exploring Unit activities.

1. Read through the following guidelines:
  - a. CDC guidelines: [Center for Disease Control and Prevention](#)
  - b. Boy Scouts of America guidelines and frequently asked questions about COVID-19:
    - i. [COVID-19 FAQ's](#)
  - c. State and County guidelines:
    - i. You are encouraged to visit [Wisconsin Department of Health Services](#) or
    - ii. [Wisconsin Economic Development Corporation](#) for the latest information and resources related to Wisconsin's response to this health emergency.
  - d. Waukesha County Reopening guidelines:
    - i. [Waukesha County Issues Guidelines to Help Businesses Safely Reopen during the COVID-19 Pandemic](#)
  - e. Local city/village/town guidelines:

- i. Check their official Facebook page
  - ii. Check their official website.
2. Contact the facility or location that you will be meeting in or having your outing.
  - a. Do they have additional guidelines for you to follow for group outings?
3. Contact your Chartered Organization to determine what guidelines they want you to follow.
4. Once all the facts are gathered do the following:
  - a. Meet as a Committee to discuss how to proceed with the facts given.
    - i. Can you meet the guidelines for the activity that is planned?
      1. Quantity of participants
      2. PPE equipment
      3. Social distancing requirements
      4. Proper disinfecting and handwashing of all activities and meals
5. Once the Unit Committee has decided their recommendation discuss with Scout families on how they feel about the activity.
6. No youth can attend that cannot meet these requirements:
  - a. Currently have no temperature/fever
  - b. Have not had a temperature or fever in the past 2 weeks
  - c. Have not been sick in the last 2 weeks
  - d. Family members who have not had a temperature/fever or been sick in the last 2 weeks

These are guidelines to help you make a sound, safe and healthy decision for our Scouts and their families. The safety and health of our Scouts are our focus as we get back to the "Outing in Scouting".