

Council & District Event Checklist - COVID Safety



BOY SCOUTS OF AMERICA[®]

Capitol Area Council

Event: _____

Event Date(s): _____

Event Location: _____

Event Director/Leader: _____

Email _____ Phone # _____

Event COVID Safety Officer: _____

Email _____ Phone # _____

As the Director/Leader of this Council event please fill in the following and submit to **Michael Sullivan**, Council Vice President of Program (sully@austin.rr.com).

1. Have you read and commit to adhere to the Council Guide to Reopening Camp Procedures Document? Yes No Initials
2. How many people are you planning on having on camp for this event? _____
3. How do you plan on putting and keeping participants in smaller groups or cohorts?
4. Have you read through the Council Cleaning Procedures? Yes No Initials
5. Who will be performing the cleaning procedures during your event?

6. Who is the Medic or Health Officer for this event? _____
Email _____ Phone # _____

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7. Have they read the Council Health Procedures?

Yes No Initials

8. Are you willing to adhere to the Council Guide to Reopening Check-In/COVID Screening Procedures?

Yes No Initials

9. How are you communicating the Council prescreening, check-In and during the event procedures like distancing, small groups and wearing of PPE with participants?

10. Will meals be served during this event? Yes No
If meals are being served, how are they being prepared and served?

11. Do you agree to provide the COVID Safety Officer with the authority to send any staff, adult, or scout home should they fail to follow the establish Council/Event Safety Guidelines?

Yes No Initials

12. You acknowledge that a surprise inspection by someone approved by Council may show up and inspect to see if you are following Council COVID Procedure? You also acknowledge that the Council inspector and/or the event COVID Safety Officer has the authority to end the event if they find that Council COVID Procedures are not being followed.

Yes No Initials

This Proposal has been reviewed by Michael Sullivan on _____ .

This event is: Approved Denied

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Instructions

- Submit one (1) month prior to event. (Preferrably two (2) months in advance.)
- Complete the Information above.
- Prepare the Event COVID Guide and attach to this application.
 - Based on the Council's "COVID – 19 Guide to Re-Opening Camp Properties"
- THE EVENT COVID GUIDE MUST BE APPROVED PRIOR TO THE EVENT.
- Reviews are on the first Sunday of the month.
- COVID Safety Officer Training is on the second Sunday of the month.
- Submit Application and Training request to:

Michael Sullivan
VP Programs
sully@austin.rr.com