

Information Sheet for the Council Guide to Conducting Events

April 2021 Update – Council and District Event

Effective **March 1, 2021**, District Leadership may apply for approval to hold multi-unit events, on and off Council property. Applications may be submitted now for these events.

To help run successful event, the Council has prepared this information sheet to help with effective event planning and some of the paperwork required. **The Council Guide to Conducting Council and District Events is a separate process from the Short-Term Camp (STC) requirements that Council and District Event will need to comply with for their STC activities.** This information is primarily designed to help with the Council Guide rules, designed to mitigate the risk of COVID at our events.

District Leadership should be familiar with the Council webpage for the Guide to Conducting Council and District Events: (<https://www.bsacac.org/activities/coronavirus/camp-events/>). This link provides the current version of the Guide, along with the documents you will need to conduct Council and District Events, including the pre-event, registration/check-in, and event forms.

First, Council and District Events must complete **Application to Host an Event** along with the Supplemental Event Application. This Application to Host an Event 2021 for:

- 1) Any Council or District event occurring on or off Council property, or
- 2) A Council and District “day” event.

Applications need to be submitted at least 30-days prior to the event. Event applications are reviewed by the Council at least once a month, usually on the 1st Sunday of the month. Once the Application is submitted to the Vice President of Program, Michael Sullivan (sully@austin.rr.com), the event leader will be notified of the zoom link for the review meeting.

The **Application to Host an Event** will supply many of the questions you can expect to be asked by the Council Event Review Committee. Here are a few you should expect to include in your event plan:

- 1) **Arrival Plans:** How will Scouts be “screened” when they arrive at the event. Have you designated an area like the main parking lot as the arrival point? Plan to notify scouts to remain in the designated arrival point until they (and everybody in their vehicle) has passed the temperature check required by the Guide. What time will the event leadership / COVID Safety Officer arrive? What time will the participants be advised to arrive? What is the plan for participants that arrive late?
- 2) **COVID Safety Officer:** Who is the designated and Council Trained Event COVID Safety Officer? The Event’s primary COVID Safety Officer must be an Adult. With Council and District Events that have units camping overnight, each unit or campsite must have a designated COVID Safety Officer to make sure the Council Guide is being followed in those areas where the Event leadership / Event COVID Safety Officer may not be able to reasonably monitor activities.

- 3) **Face Coverings:** Following CDC and State of Texas Guidance, the wearing of a face covering is required by everybody at the Event, so plans must include guidance. Face coverings must be worn while inside the unit campsites.
 - Face Shields and Single-Layer face coverings by themselves are not allowed but may be used in combination with another face covering. In February of 2021, the CDC provided guidance that cold-weather “scarves” alone are not sufficient, but gators may be acceptable IF they gator is double-over to provide 2-layers of protection.
 - Face coverings are not required when eating, drinking, sleeping, inside of a bath house or while participating in aquatic activities.
 - There are no exemptions to the Face covering requirement for Council and District Events, including those that have been vaccinated for COVID-19. The Council Guide (*page 8*) provides guidance on other situations for scouts claiming medical, age, or religious exemptions.
- 4) **COVID Forms for Check-In:** The Pre-Event Medical Screening, COVID Risk Acknowledgment need to be completed for every participant and adult attending the event. For youth, the Parental Consent to Transport will also need to be completed. Please have these ready to turn in at check-in.
 - Don’t forget to include plans for a Daily Temperature Check.
- 5) **Activities at the Event:** Be prepared to discuss any COVID precautions being taken at the event to mitigate the risk of COVID-19. Addressing how the event will utilize hand sanitizer, disposable gloves, social distancing, and limiting the number of participants at the activity is a good starting point.
- 6) **Meals:** The Council Guide (*page 12*) expanded the option to allow “Troop/Patrol” cooking to prepare food. This is a new area that will likely need updates, but Council and District Events that will have meals during the event should be prepared to address these plans (even if the meals are being prepared by an attending Unit in their campsite). Utilizing the Unit/Campsite COVID Safety Officer is a good start for this part. All meals must be individually served.
- 7) **Tenting:** While not specially addressed in the Council Guide, it is recommended that only one person be allowed per tent. Some considerations may be allowed by the Unit leadership for married couples. Unit leadership should still be mindful to follow Youth Protection Age restrictions for siblings of the same gender that are less than 2-years apart.
- 8) **Visitors** – Absolutely no visitors will be allowed at the event.
- 9) **Leaving Camp:** No one should be allowed to leave and return to an event.

Failure to follow any of the COVID safety guidelines will result in individuals being told to leave the event. It is going to take all of us working together to ensure that we can continue to safely operate our camps and events and continue the process of reopening. We thank you for your support in this process.