

The Hong Kong Girl Guides Association
Unit Meeting and Activities Guidelines – Notes for Guiders / Leaders

In response to the members' keen demand for restoring Guiding activities, the Hong Kong Girl Guides Association will update the activity arrangements under various considerations. Regarding to the volatile epidemic situation, we urge our members to work together to strictly follow the prevention measures while participating in the coming face-to-face or online unit meetings/ activities/ meetings/ training. To ensure the unit meeting can be held under a safe and hygienic environment, the Association announces the following the Guidelines:

1. To lower the risk of disease transmission among members during unit meetings, besides the aforementioned Regulation, all units should abide by the safety rules of the Association about the ratio of adult to member **(Happy Bee 1:6; Brownie 1:8; Guide/Ranger/Golden Guide 1:12)**, so as to ensure sufficient manpower to implement precautionary measures, remind members to avoid close contact with peers and maintain good personal hygiene, etc., during the unit meeting.
2. Guider/Leader should remind parents to keep home clean and maintain personal hygiene, and request parents/ guardian to urge their children to bring their own tissues and masks when participating activities or unit meetings, and take their body temperature before attending unit meeting. Parents/ guardian also have to measure temperature for themselves before leaving home.
3. Guider/Leader should inform parents/guardian about the symptoms of COVID-19 in particular, and urge them to observe the health condition of the child. If parent/guardian or the member is experiencing a fever or other symptoms (such as fatigue, cough or breathing difficulty, etc.), they must not come to the meeting and must seek medical advice promptly. If parent/guardian or the member have confirmed of COVID-19 infection, please notify respective Commissioner and staff at once. Commissioner should also report the case to supervising Commissioner, Chief Commissioner and staff.
4. If Guider/Leader or the member is classified as “close contact of an infected person” of COVID-19, that person should follow the instructions of Centre for Health Protection for quarantine. Do not participate in any Guiding activities and notify respective Commissioner at once.
5. To strengthen the precautionary measure and raise the Guider's/Leader's awareness to the health conditions of the members, it is compulsory to be notable of the following status of the members on the first day when unit meeting resumes, including their travel records outside Hong Kong 14 days prior to the unit meeting, as well as if they are confirmed cases of COVID-19 or was classified as “close contact of an infected person”. Guider/Leader should pay attention if there is reported case within the unit about travelling outside Hong Kong 14 days prior to the unit meeting. As such,

declaration form should be collected from parents (**FORM 1**).

6. Adequate amount of contingency masks and hand hygiene supplies (e.g. liquid soap and alcohol-based hand sanitizer) should be reserved for the ad hoc needs of the members.

Personal Hygiene and Arrangements during Unit Meeting or Activities

1. Personal Hygiene

- 1.1 Guider/Leader should remind the members to observe personal hygiene, cover nose and mouth with tissue paper when sneezing or coughing; dispose soiled tissue paper properly into lidded rubbish bin and wash hands with liquid soap and water afterwards. If Guider/Leader in the same team or any member in the unit is experiencing a fever or other respiratory symptoms, they should stay away from the event, avoid going to crowded place and consult doctor immediately.
- 1.2 To reserve adequate time for participants/members in the unit, especially the Brownies, to wash hands, please discuss with the venue provider to make appropriate adjustment to the duration of the unit meeting or prolong the recess period.

2. Proper Hand Hygiene

- 2.1 Remind members to perform hand hygiene properly before touching eye, nose or mouth; before eating; after using the toilet; and touching public installations or equipment such as escalator handrails, elevator control panels or door knobs; or whenever hands are possibly contaminated such as after sneezing and coughing. When hands are visibly soiled, wash hands with soap and water. When hands are not visibly soiled, cleaning hand by rubbing them with 70-80% alcohol-based hand rub is an effective alternative.
- 2.2 Guider/Leader and members in the unit must perform hand hygiene properly before and after the event.

3. Proper Use of Masks

- 3.1 In general, participants should wear masks in event venue, on public vehicles and in crowded environments to minimize the risk of viral transmission. If any member cannot wear masks due to own physical conditions or other reasons, guider/leader can adopt other precautionary measures, such as requiring the students to wear face shields or “anti-droplet hats with face shield”.

4. Monitoring Body Temperature

- 4.1 HKGGA require parents to ensure that their children have taken their temperatures before participating in unit meetings or other Guiding activities, and to bring the temperature record sheets (**FORM 2**) signed by parents back to persons-in-charge. Guider/Leader should measure their temperature again to assess whether

the participants of member are having fever.

4.2 Guider/Leader should avoid crowd gathering of members at venue entrances. If possible, Guider/Leader can discuss with the sponsoring authorities to arrange members to arrive by batches or adjust the duration of unity meeting.

5. Social Distancing during Unit Meeting and Activity

5.1 Responsible Commissioner/Guider/Leader should arrange members to face one direction in the activity room (avoid face-to-face interactions) whenever possible.

6. Meal Arrangements

6.1 If unit meetings and activities are held for more than 5 hours or throughout the day, and meals need to be arranged, the responsible Commissioner/Guider/Leader must comply with [Cap. 599G Prevention and Control of Disease \(Prohibition on Group Gathering\) Regulation](#) and [Cap. 599F Prevention and Control of Disease \(Requirements and Directions\) \(Business and Premises\) Regulation](#) and to adopt precautionary measures, including:

- a. Stagger meal times to reduce the number of group gathering
- b. No more than four persons may be seated together at one table and partition installed between tables
- c. Keep distance of at least 1.5 metre between tables
- d. Unidirectional seating
- e. Perform hand hygiene before and after eating
- f. Do not share food or drink, or utensils with others
- g. No talking during eating or drinking
- h. No eating or drinking is allowed inside all facilities and venues except in the dining venue and meal break

7. Early Identification and Reporting of Cases

7.1 In case the member has a fever or feel seriously ill, but guider/leader cannot contact her parents or guardians, the member should be sent to the emergency department of a nearby hospital for medical treatment. The staff who are temporarily taking care of the student should wear mask and gloves and put in place all precautionary measures.

7.2 Guider/Leader should remind members to pay attention to the health conditions of themselves and the counterpart. In case anyone feels unwell, one should inform guider/leader as soon as possible.

7.3 For member who are absent from unit meeting, guider/leader should keep close contact with parent/guardians concerned to find out their reasons for absence and keep proper sick leave records for early identification of illnesses.

**The Hong Kong Girl Guides Association
2019 Coronavirus Disease (COVID-19)**

**Declaration form for travel history and health status of Girl Guides
(For Happy Bees/ Brownies/ Guides/ Rangers aged under 18)**

Name of Member: _____ Unit: _____

Please complete the below form and return to Guider (Please put a “ ✓” in the appropriate box).

Part A – Travel History of the member outside Hong Kong in the past 14 days

- My child has not been away from Hong Kong in the past 14 days prior to the resumption of unit meetings
- My child has paid visit outside Hong Kong in the past 14 days prior to the resumption of unit meetings
Duration: From ____ (Month) ____ (Day) (Departure date)
To ____ (Month) ____ (Day) (Arrival date)
Destination (Please specify countries and cities): _____

Part B – Whether your child has confirmed infection of COVID-19

- My child has not confirmed infection for COVID-19.
- My child has confirmed of COVID-19 infection and has already recovered.
Hospitalization Period: From ____ (Month) ____ (Day)
To ____ (Month) ____ (Day)

Part C – Health status of those taking care of your child, or those living with your child

- Person taking care of or living together with my child has not confirmed infection for COVID-19.
- Person taking care of or living together with my child has confirmed infection for COVID-19, the person has recovered / is still receiving treatment in hospital / has been discharged from hospitals and taking medicine. **(please delete as appropriate)**
Relation with my child (please specify): _____
- Person taking care of or living together with my child, has not been classified as “close contact of an infected person” * of COVID-19.

Part D –Place of residence/work of those taking care of your child, or those living with your child

- Person taking care of or living together with my child, both in place of residence/work has no confirmed case of CONVID-19 in the past 14 days.
- Person taking care of or living together with my child, both in place of residence/work has confirmed case(s) of CONVID-19 in the past 14 days.

Location: _____

Part E – Current health status of your child

- My child has no symptoms of cough, shortness of breath, breathing difficulty and sore throat.

I and my child understand and agree to strictly adhere to the hygiene and safety measures set out by the Association to ensure the safety of Guiders and Members.

Name of Parent/Guardian (in Block Letter): _____

Signature of Parent/Guardian: _____

Date: _____

***Remarks:**

In general, “close contact” means having cared for, having lived with, or having had direct contact with respiratory secretions and body fluids of a confirmed patient. If you or household member have classified as close contacts must not attend any unit meeting/activity and should undergo quarantine and/or testing as instructed by the CHP.

**The Hong Kong Girl Guides Association
2019 Coronavirus Disease (COVID-19)**

**Declaration form for travel history and health status of Girl Guides
(For Guiders/ Leaders/ Rangers/Golden Guides aged 18 or above)**

Name of Member: _____ Unit: _____

Please complete the below form and return to Guider (Please put a “ ✓” in the appropriate box).

Part A – Travel History of the member outside Hong Kong in the past 14 days

- I have not been away from Hong Kong in the past 14 days prior to the resumption of unit meetings
- I have paid visit outside Hong Kong in the past 14 days prior to the resumption of unit meetings

Duration: From ____ (Month) ____ (Day) (Departure date)

To ____ (Month) ____ (Day) (Arrival date)

Destination (Please specify countries and cities): _____

Part B – Whether you have confirmed infection of COVID-19

- I have not confirmed infection for COVID-19.
- I have confirmed of COVID-19 infection and has already recovered.

Hospitalization Period: From ____ (Month) ____ (Day)

To ____ (Month) ____ (Day)

Part C – Health status of those taking care of you, or those living with you

- Person taking care of or living together with me has not confirmed infection for COVID-19.
- Person taking care of or living together with me has confirmed infection for COVID-19, the person has recovered / is still receiving treatment in hospital / has been discharged from hospitals and taking medicine. **(please delete as appropriate)**

Relation with me (please specify): _____

- Person taking care of or living together with me, has not been classified as “close contact of an infected person”* of COVID-19.

Part D –Place of residence/work of those taking care of you, or those living with you

- Person taking care of or living together with me, both in place of residence/work has no confirmed case of CONVID-19 in the past 14 days.
- Person taking care of or living together with me, both in place of residence/work has confirmed case(s) of CONVID-19 in the past 14 days.

Location: _____

Part E – Your current health status

- I have no symptoms of cough, shortness of breath, breathing difficulty and sore throat.

I understand and agree to strictly adhere to the hygiene and safety measures set out by the Association to ensure the safety of Guiders and Members.

Name of Applicant (in Block Letter): _____

Date: _____

***Remarks:**

In general, “close contact” means having cared for, having lived with, or having had direct contact with respiratory secretions and body fluids of a confirmed patient. If you or household member have classified as close contacts must not attend unit meeting/activity and should undergo quarantine and/or testing as instructed by the CHP.

**The Hong Kong Girl Guides Association
Temperature Record Sheet**

1. Parents/Guardians should take their children’s temperature before going to Unit Meeting. For normal body temperature range, please refer to the “Reference Range for Temperature Screening” in the “Guidance Note on Monitoring of Body Temperature” by the Centre for Health Protection, please browse: https://www.chp.gov.hk/files/pdf/guidance_note_on_monitoring_of_body_temperature.pdf
2. When your child has fever, he/ she should not attend Unit Meeting and should consult a doctor promptly, apply for sick leave, stay at home and take rest.
3. Parents/Guardians should record their children’s temperature and sign on the record sheet each time. The record sheet should be returned to Guider/Leader for checking.
4. Parents/Guardians should also complete the record sheet during holiday.

Name of Member: _____

Unit No: _____

Date	Time for take temperature	Temperature	Signature of Parent/Guardian
	AM / PM	°F/°C	
	AM / PM	°F/°C	
	AM / PM	°F/°C	
	AM / PM	°F/°C	
	AM / PM	°F/°C	
	AM / PM	°F/°C	
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