

GUAM GIRL SCOUTS

EMPLOYEE PROCEDURES

- Employees have been informed and are encouraged to self-monitor for signs or symptoms of COVID-19 prior to reporting to work.
- Before entering the workplace, employees showing flu-like symptoms must immediately inform management and will be sent home.
- As employee enters, body temperature will be taken and those with temperature at 100 degrees Fahrenheit or above will not be permitted to start work and will be sent home.
- Employees must wear face masks at all times during hours of operation.
- Employees must sanitize high-touch areas at the beginning and end of each work day, as well as during the workday, as needed.
- Hand sanitizer will be readily available at high contact areas frequented by both employees and guests – retail area and restroom.
- With a current staff of just 2 employees, teleworking and staggered in-office work schedules are encouraged.
- Signage promoting proper hand washing and 6 ft. distancing will be posted in retail area and restroom.

RETAIL AND AUTHORIZED BUSINESS OPERATIONS

- Only Curbside Pick-Up is available at this time.
- Only contactless orders and touchless transactions are accepted at this time.
- Customers will be notified once orders are confirmed and ready for curbside pick up.
- Upon arrival, customers must call our office to notify staff, remain in their vehicles, and pop open their trunks. Purchased items will be placed in the trunk of vehicle.
- Staff must wear face mask and gloves while administering curbside pick up, and must thoroughly wash hands as soon as they re-enter the building.

COVID POSITIVE EMPLOYEE

- Employee must immediately notify management.
- Management immediately notifies DPHSS, and will temporarily shutdown the facility. A cleaning company will be hired to do a deep cleaning/sanitizing of the entire workplace.
- Abide by DPHSS guidelines regarding this matter and re-open facilities when deemed safe to do so.

MEETINGS, ACTIVITIES AND EVENTS FOR TROOPS, SERVICE UNITS AND COUNCIL

All Meetings, Activities and Events for Troops, Service Units and Council are to be conducted virtually until further notice. We follow re-opening guidelines for schools and universities, and are currently preparing "Return to In-Person" Guidelines for DPHSS review and approval.