

The Hong Kong Girl Guides Association
Unit Meeting Guidelines – Notes for Guiders

As the COVID-19 pandemic has stabilized and pursuant to the announcement by the government in lifting certain social distancing measures, HKGGA decides to resume the unit meetings of Brownies, Guides and Rangers. To ensure the unit meeting can be held under a safe and hygienic environment, the Association announces the following the Guidelines:

1. Guider should remind parents to keep home clean and maintain personal hygiene, and request parents/ guardian to urge their daughters 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.
2. Guider 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.
3. If Guider 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.
4. To strengthen the precautionary measure and raise the Guider’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 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 and Girl Guides (Annex 1).

Personal Hygiene and Arrangements during Unit Meeting

1. Personal Hygiene

- 1.1 Guider 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 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 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 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 temperature before participating in unit meetings or other Guiding activities, and to bring the temperature record sheets (Annex 2) signed by parents back to persons-in-charge. Guider should measure their temperature again to assess whether the participants or member are having fever.

4.2 Guider should avoid crowd gathering of members at venue entrances. If possible, Guider 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

5.1 Guider should arrange members to face one direction in the activity room (avoid face-to-face interactions) whenever possible. If group activities have to be conducted, please keep at least 1 metre social distancing for the members.

6. Meal Arrangements

6.1 Avoid eating or drinking during unit meetings or activities. If members are required to have meals, please prepare snacks and drinks with individual packages. Participants should keep distance when having meals and arrange in different timeslots for the meal sessions.

6.2 Guider should remind participants to refrain from talking when their masks are taken off when having meals, and participants should keep a distance with each other as far as possible. They should not share tablewares, food and drinks. They should store their masks properly and put them back on immediately after finishing meals.

7. Early Identification and Reporting of Cases

7.1 In case the member has a fever or feel seriously ill, but Guider 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 should remind members to pay attention to the health conditions of themselves and the counterpart. In case anyone feels unwell, one should inform Guider as soon as possible.

7.3 For member who are absent from unit meeting, Guider 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 Brownies/ Guides/ Rangers aged under 18)

Name of Girl Guide: _____ 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 daughter has not been away from Hong Kong in the past 14 days prior to the resumption of unit meetings

My daughter 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 daughter has confirmed infection of COVID-19

My daughter has not confirmed infection for COVID-19.

My daughter 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 daughter, or those living with your daughter

Person taking care of or living together with my daughter has not confirmed infection for COVID-19.

Person taking care of or living together with my daughter 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 daughter (please specify): _____

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

Part D – Current health status of your daughter

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

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.

The Hong Kong Girl Guides Association
2019 Coronavirus Disease (COVID-19)
Declaration form for travel history and health status of Girl Guides
(For Guiders/ Rangers/Golden Guides aged 18 or above)

Name of Guider/Ranger/Golden Guide: _____ 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 – Your current health status

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

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.

