

## Unit Leader Resource for Face-to-Face Unit Meetings; Level 2

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## Introduction

Thank you for your efforts and commitment to keep girls in your unit engaged with face-to-face Guiding during Level 2 of COVID-19.

This resource is designed to support the smooth operation of face-to-face Guiding.

There are added guidelines for ensuring the safety and wellbeing of everyone who engages with your unit. The guidelines are:

1. If you are sick, stay home
2. If you have cold or flu-like symptoms, get a COVID-19 test
3. Regularly wash your hands
4. Sneeze and cough into your elbow
5. If you're told by health authorities to self-isolate, do it
6. Work with your GP if you have underlying health issues and are at higher risk
7. Keep track of where you have been to help contact tracing; follow the advice of the Ministry of Health regarding use of the official Covid-19 app
8. Venues must support contact tracing by displaying QR codes
9. Be prepared for a move up alert levels in case we need to
10. Be kind to others.

Our practices are always underpinned by Ministry of Health advice relevant to the alert level at that time. Current Level 2 advice can be found [here](#).

The health, safety and wellbeing of our Guiding whānau is our primary consideration and underpins the guidance provided here. Through our good practices we aim to prevent any further COVID-19 transmission. We appreciate that some advised practices may create more expectations on Leaders, so thank you in advance for your support with this.

If Leaders become aware of any local concerns about further possible COVID-19 cases, they are to communicate this immediately with their Area Manager.

## Venues

### QR Codes

Any public venues, including Guide halls and venues, can open if they comply with public health measures.

However, as per new requirements, all venues now require a QR code to be displayed. For leased venues this should be provided by the landlord. For GirlGuiding NZ venues, these have been created and they have been emailed to Unit Leaders for printing and display.

## Venue Hygiene

It is important to remain vigilant and continue to practice good hygiene to minimise the risk of community transmission.

Leaders may decide that it is useful to have a cleaning product or disposable wipes as an added precaution and to wipe any surfaces pre or post use.

If Leaders have any concerns about venue cleanliness or the provision of suitable materials, please raise this directly with the regular point-of-contact for the venue.

Government advice includes:

- Keep groups of customers at least 1 metre apart
- Face coverings are strongly encouraged if you are in close contact with others.
- Reduce the number of shared surfaces, and regularly disinfect them.

For any other venue-related queries contact [property@ggnz.org.nz](mailto:property@ggnz.org.nz)

## Unit Meeting Programme Requirements

### Programme Visibility

Unit Team Leaders **must ensure** that each unit meeting has a detailed programme on OGM.

Any off-site visits or visits by external providers to the unit must also be clearly outlined in the programme detail and follow the usual CORA approval process for that type of activity.

### Programme Sharing with Parents:

The programme must be shared with parents prior to the unit meeting so they understand the activities occurring and have the opportunity to make a decision regarding their daughter's participation.

Please refer to *Programme Basic* details in the next section regarding how to do this on OGM.

As part of programme planning communication with parents, please also request girls bring their own named drink bottle.

## Unit Meeting and Event Attendance Requirements

### Events

- Events and group activities are allowed, subject to conditions on gatherings, record keeping, and physical distancing where practical. If events are affected and need to be cancelled, staff will be in contact directly.
- Ensure you use the OGM attendance record functions (outlined below).
- Event facilities can have more than 100 people at a time, provided there are no more than 100 in a defined space, and the groups do not mix.

## Non-Attendance Requirement - Colds, Flu and Illness

We take the health and wellbeing of our Guiding whānau seriously, therefore if Leaders, girls or parents are unwell or have any cold or flu-like symptoms they **must not** attend unit meetings.

## OGM Attendance Record

Recording attendance of everyone present at unit meetings and events is **compulsory**; this includes Leaders, girls, parent help, visiting new leaders and any external providers.

### Recording Girl Attendance:

#### *Unit Meetings*

Attendance Registers: for recording girl member and Leader participation

#### *Events:*

All participants must be invited and recorded against the event.

### Recording Adult Attendance:

The Adult tab in the Programme area of OGM enables a parent roster to be implemented and records parents who have indicated they will attend against the meeting.

Visiting leaders should also be manually recorded in the leader field the Adult tab to keep a record of when leaders attended.

ANZAC Day - parade and activities

- Basic Details
- Notes
- Activities and Badges
- Adults
- Programmes at Home

**Leaders**

**Unavailable leaders** There are no unavailable leaders.  
Use the attendance register to mark leaders as 'No - Informed Absence' to populate this.

**Parents required**

**Parents signed up**  [+ Add Helper](#)


**Notes for parents on the rota**

*Programme basic details:* This provides the details about the individual unit meeting. It is a requirement to record the programme information here so that this can be shared with parents before meetings take place. This section should record all details of the unit meeting including any details for off-site visits from Term 3 and beyond which Girl Guiding NZ will need to keep track of.

Details on how to use OGM functionality can be found in OGM>Section Admin>National Resources>OGM How to:

- Programme and Badges
- CORA/Event How to

There are also three videos which demonstrate these functions:

- To access the OGM tutorial videos, click on  from your dashboard in OGM, then select the Attendance Register or Programme video

## **Personal Hygiene Requirements**

### **Handwashing**

Leaders must ensure they have soap and paper towels available at the unit meeting.

As part of the opening brief, encourage regular handwashing with soap and water and thoroughly drying hands. An initial handwash is encouraged as common practice on arrival at the unit.

Allow time between each activity for girls to thoroughly wash and dry their hands.

### **Drink Bottles**

Please encourage girls to bring their own named drink bottle for their personal use to meetings.

### **Sneezing and Coughing**

As part of the opening brief Leaders must also remind girls that if they sneeze or cough this should be into their elbow.

## **Supporting Young People (Resources for Leaders)**

Some interesting and informative articles written for teachers/parents/caregivers supporting young people during these times are listed below:

Younger girls : <http://education.govt.nz/school/health-safety-and-wellbeing/pastoral-care-and-wellbeing/talking-to-children-about-covid-19-coronavirus/tips-for-teachers-parents-and-caregivers-supporting-children/>

<https://www.kidshealth.org.nz/sites/kidshealth/files/pdfs/When%20the%20world%20went%20back%20L2%5B1%5D.pdf>

Older girls:

<http://education.govt.nz/school/health-safety-and-wellbeing/pastoral-care-and-wellbeing/talking-to-children-about-covid-19-coronavirus/tips-for-teachers-parents-and-caregivers-supporting-young-people/>

All girls:

<https://www.teachermagazine.com.au/articles/covid-19-how-teachers-can-help-students-transition-back-to-school>

[https://parents.education.govt.nz/essential-information/news-stories/covid-19-preparing-for-alert-level-2/?fbclid=IwAR0kJPxdafpgKwNeOUV8ow9wHn-Mg9nb71I5TgL81kseJzuaMqrZoCg\\_is0#checklistforparents](https://parents.education.govt.nz/essential-information/news-stories/covid-19-preparing-for-alert-level-2/?fbclid=IwAR0kJPxdafpgKwNeOUV8ow9wHn-Mg9nb71I5TgL81kseJzuaMqrZoCg_is0#checklistforparents)