

**COVID-19 Standard Operating  
Procedures for WA/ID  
International  
Order of the Rainbow for Girls**



# **What is novel coronavirus (COVID-19)?**

COVID-19 is caused by a coronavirus called SARS-CoV-2. Older adults and people who have severe underlying medical conditions like heart or lung disease or diabetes seem to be at higher risk for developing more serious complications from COVID-19 illness.

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## **How it spreads**

It is thought to spread mainly from person to person, mainly through respiratory droplets produced when an infected person coughs or sneezes. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs. Spread is more likely when people are in close contact with one another (within about 6 feet). It may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes. This is not thought to be the main way the virus spreads, but we are still learning more about this virus.

The virus that causes COVID-19 is spreading very easily and sustainably between people. Information from the ongoing COVID-19 pandemic suggests that this virus is spreading more efficiently than influenza, but not as efficiently as measles, which is highly contagious.

It is our jurisdiction policy to always follow CDC mandated health and sanitation procedures in order to prevent the spread of communicable disease.

**All members, parents or guardians, and supporters exhibiting the following will be excluded from meeting and events:**

- Fever over 100.4 F
- New cough that is not related to other symptoms
- Shortness of breath
- Lethargic, overly tired, unusually calm or quiet
- Mild respiratory illness/issues

### **How it spreads (cont.)**

**COVID-19 symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have coronavirus:**

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

**Look for emergency warning signs for COVID-19. If someone is showing any of these signs, seek emergency medical care immediately:**

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

### **Health Screening at Entry**

A Rainbow girl and Advisory Board member will be taking temperatures and checking symptoms of girls and adults upon entry before each event or meeting. Our health screening aligns with federal guidelines, CDC recommendations, and ensures the health of our members by screening out anyone with potential illness.

Only one parent/visitor (unless an active advisory board member) per girl will be allowed within our lodges to minimize head counts and ensure social distancing. All girls and supporters must have their temperature taken and successfully meet criteria of the health screening before they enter the building.

Anyone entering the lodge must use hand sanitizer prior to entering. Handwashing is suggested for all members after entry, and the use of hand sanitizer during the meetings.

Masks must always be worn where 6 feet social distancing cannot be met successfully.

## **Social Distancing**

In order to keep our members and supporters safe we will need to adhere to strict social distancing guidelines. WA/ID jurisdiction will incorporate social distancing within groups to the degree possible, aiming for at least six feet between members and minimizing the amount of time girls are in close contact with each other.

Assemblies will be required to mark spaces for seating on all chairs and benches-indicating where supporters should sit. All reception areas should have chairs spaced at tables, so people are able to sit away from others. This will help reduce potential exposures and prevent the assembly from potentially spreading illness, if exposure does occur.

Eliminate lining up to walk into the assembly room – girls should now go straight to their seats before the beginning of the assembly meeting.

Plan activities that do not require close physical contact – no slumber parties until further notice.

Limit item sharing, girls and supporters should now arrive dressed for meetings as we will no longer allow clothes to be changed, makeup to be shared, etc.

Minimize time standing in lines and wear masks while traveling in vehicles.

Incorporate additional outside events and activities to promote social distancing and fresh air opportunities.

## **Meals and Snacks**

Meals and snacks must be prepackaged when possible and set out so members and supporters can grab items themselves.

No buffet style or family style meal service at this time.

If food is cooked and served, the cook must wear a mask and gloves during preparation.

If food is served to attendees, designated servers will handle serving utensils and serve food to guests to reduce spread of germs.

Gloved hands will be used for all meals, snacks, and meal preparation.

There should be no punch or canteen service. Beverages should be able to be grabbed by the attendee in single use fashion.

## **Before and After Meeting Procedures**

WA/ID members and supporters will be expected to clean and sanitize their assembly room and paraphernalia before and after use. As such, it is recommended to consider the following changes:

- Gloves and masks should be worn during cleaning.
- If possible, open doors and windows to allow proper ventilation while cleaning.
- Create an assembly cleaning list so all high touch/high contact areas are cleaned before and after the meetings.
- Change ribbons to beads or plastic wire on necklaces so they can be cleaned easily.
- Purchase a Bible cover or use plastic to cover your Bible so it can be wiped down without injuring the book.
- Gavels should not be shared. If they are to be shared, then a plastic cover should be put over the handle.
- Pens should not be shared; members should come with their own pen to events and meetings.
- If paraphernalia does not need to be used for a specific meeting, please consider not taking it out.

### **Suggested items to be cleaned before/after meetings and events:**

- All flat surfaces
- Chair Arms
- Doorknobs
- Light switches
- Bathroom, same as above, but also water faucet, counters, stall doors, soap dispensers
- All paraphernalia

## **Guidelines for Responding and Reporting**

### **Rainbow girls, supporters, or parents who develop COVID-19 or symptoms:**

Girls, parents or supporters with a fever (100.4 F or higher), cough, or shortness of breath, will be excluded from assembly activities. Members with family or household members who are known to have COVID-19 will also be excluded from the assembly for 14 days.

If a girl develops symptoms of COVID-19 (fever of 100.4 or higher, cough, or shortness of breath) while at a meeting or event, a designated adult will immediately separate the girl from the other members until the ill girl can leave the event. The parents of the ill girl, will be expected to pick her up within two hours. If symptoms persist or worsen, it is suggested you call your health care provider for further guidance. Please report to the Mother Advisor immediately, if any member or supporter is diagnosed with COVID-19.

### **Guidelines for Responding and Reporting (cont.)**

**If a girl or supporter tests positive for COVID-19, it is suggested you contact the local health jurisdiction to identify the close contacts who will need to quarantine. Members of the infected assembly could be considered close contacts.**

If WA/ID is notified of a confirmed case of COVID-19 among our girls, parents, or supporters, consideration will be made to suspend assembly events and activities temporarily (e.g. for 14 days, or possibly longer if advised by local health officials.)

If the infected individual with confirmed or suspected COVID-19 spent minimal time (i.e. 10 minutes or less) in close contact with those in the assembly, the Temple Board may consider closing for 2-5 days to do a thorough cleaning and disinfecting. The Mother Advisor will continue to monitor for ill individuals through email and text contact.

#### **Reporting illness and COVID-19 symptoms**

If a Rainbow girl, parent or supporter has been tested or is experiencing symptom of COVID-19 you must immediately notify the Mother Advisor.

After notification is received by the Mother Advisor of a possible COVID-19 exposure, she must notify the following people within 24 hours:

- Grand Deputy
- Supreme Deputy
- Board Chairman, who will immediately notify board members
- Parent of the members of the assembly
- Temple Board Chairman

#### **Returning to Rainbow after suspected COVID-19 symptoms**

If a Rainbow girl, parent or supporter has symptoms of COVID-19 or is a close contact of someone with COVID-19, they can return to Rainbow events when the following conditions are met:

- If you had a fever, three days after the fever ends AND you see an improvement in your initial symptoms (e.g. cough, shortness of breath);
- If you did not have a fever, three days after you see an improvement in your initial symptoms (e.g. cough, shortness of breath); **OR**
- 14 days after symptom onset.

If an individual believes they have had close contact to someone with COVID-19 but are not currently sick, they should notify the Mother Advisor and monitor their health for fever, cough, and shortness of breath during the 14 days after the last day they were in close contact with the sick person with COVID-19.

## **Templates to Use for Communication**

Following are three templates to assist you in communicating regarding reopening assemblies for in-person meetings.

### **Contacting your Temple Board to be completed by \_\_\_\_\_**

Mother Advisors should be reaching out to their Temple Board and Lodge to partner together for a successful reopening. Some questions to ask so you have clarity are as follows:

1. What steps are the Lodge/Temple Board taking to ensure the health and wellness of those who are renting and using the space for events and meetings?
2. What cleaning supplies are available for everyone to use, what supplies does our assembly needs to bring?
3. What is your preference regarding posting notices for social distancing? Tape? Signs? Caution Tape?
4. How would you like to be notified if we have any cases of COVID, or potential exposure within the lodge?
5. Are we able to use the outside areas such as lawns or patios to have our meetings outside?

### **Communication template to be sent out before each event or meeting:**

Dear \_\_\_\_\_ Assembly members, parents and guardians and supporters,

Please remember that it is imperative that all of our Rainbow community follow strict CDC guidelines in regards to health and safety and the transmission of COVID-19. As such, we ask that you do a self-symptom check prior to coming to any assembly event or meeting to assure everyone that you are not ill, but also do not potentially have underlying symptoms of illness.

Some questions to ask yourself prior to attending a Rainbow event are:

- Do I have a temperature? Have I had a temperature within the last 3-4 days?
- Have I had a cough that is not related to another illness?
- Do I feel tired, lethargic, or just not myself?
- Have I had any of the additional COVID19 symptoms such as sore throat, fever or chills, headache, diarrhea, or difficulty breathing?

It is important for the health of everyone that our members attend events and functions when they are in good health. If you are experiencing any of these symptoms, we request you contact your Mother Advisor so you can be excused from the event and stay home to rest.

**Initial contact for your members, parents and guardians and supporters about reopening to be completed by \_\_\_\_\_**

Greetings WA/ID members, supporters and parents,

We reach out to you today to express our gratitude for each and every one of you who have stood with us over the last couple of months, linked arm in arm on a mission to continue the Rainbow connection that we all feel and know in our hearts. As Washington state moves forward through the next couple months and counties enter different phases, we have been asking ourselves what we can do to support our Rainbow community during these trying times so everyone has clarity.

Our assemblies and especially our members and supporters are being called on to greet uncertainty and adversity with wisdom, calm and solidarity. We care about each one of you, your daughters, and our alumni, and want to help each assembly weather the COVID-19 situation with access to the best possible resources and community support that we have to offer.

WA/ID Rainbow is here to partner with you and support our assemblies as they tackle each new challenge or hurdle. This week we reached out to our Grand Deputies and Mother Advisors and offered detailed Standard Operating Procedures for each assembly to follow for our girls and assemblies to be safe and healthy as we move forward towards reopening. Our hope is that after months of living within this pandemic, you can partner with us in order to keep our girls safe, knowing that small inconveniences such as temperature checks and health screenings are a small price to pay for community wellness.

The truth is, we can only reinstate our assembly meetings and events with the support of our members, parents, and supporters. We hope you will openly accept and embrace the new standards and policies regarding health and wellness – knowing that community vigilance and alliance are what will keep our entire jurisdiction healthy and well.

Sincerely,

*{Mother Advisor name and Assembly}*



## **Signature and Acknowledgement**



My signature below indicates that I have read and understand the Amendment to the Health and Safety Task Force – Mother Advisor Handbook dated \_\_\_/\_\_\_/\_\_\_ and that I understand that WA/ID Rainbow for Girls is providing me with detailed training, knowledge, and guidelines for reopening and I intend to hold WA/ID Rainbow harmless, as I understand I was given options to purchase and obtain PPE Supplies on behalf of my Assembly for the purpose of returning to active, in-person meetings of the International Order of Rainbow for Girls in Washington and Idaho.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## Prevent the spread of COVID-19 in **7 STEPS**

- 01** Wash your hands frequently
- 02** Avoid touching your eyes, nose and mouth
- 03** Cover your cough using the bend of your elbow or a tissue
- 04** Avoid crowded places and close contact with anyone that has fever or cough
- 05** Stay at home if you feel unwell
- 06** If you have a fever, cough and difficulty breathing, seek medical care early — but call first
- 07** Get information from trusted sources



# WA/ID IORG COVID19 SUPPLY CHECKLIST



**1 TEMPRAL THERMOMETER**  
Must be a no-touch thermometer



**2 FACE MASKS**  
All girls will need to use paper masks, cloth masks or other appropriate facial coverings in order to attend events.



**3 HAND SANATIZER**



**4 GLOVES FOR CLEANING**



**5 TAPE**  
Easily removable tape that can be used to mark off appropriate social distancing



**6 DISINFECTANT WIPES**



**7 BLEACH**



**8 4-6 EMPTY BOTTLES FOR CLEANING**



**9 ALCOHOL WIPES**



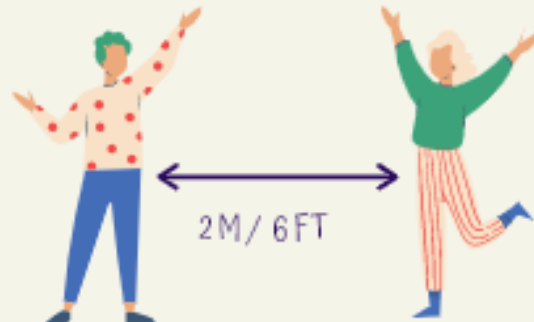
**10 SUPPLY CADDY**

# STOP THE SPREAD



## WASH YOUR HANDS FREQUENTLY

Regularly and thoroughly clean your hands with an alcohol-based hand rub or wash them with soap and water.



## MAINTAIN PHYSICAL DISTANCING

Maintain at least 2 meters (6 feet) distance between yourself and anyone who is coughing or sneezing.



## AVOID TOUCHING EYES, NOSE AND MOUTH

Hands touch many surfaces and can pick up viruses. Once contaminated, hands can transfer the virus to your eyes, nose or mouth.



## IF YOU HAVE A FEVER, COUGH AND DIFFICULTY BREATHING, SEEK MEDICAL CARE EARLY

Stay home if you feel unwell. If you have a fever, cough and difficulty breathing, seek medical attention and call in advance.

Source: World Health Organization