



Missouri Girls State

COVID-19 Protocols and Procedures

June 20-26, 2021

University of Central Missouri



Dear Citizens and Families of the 2021 session of ALA Missouri Girls State!

We cannot wait to see you on the campus of the University of Central Missouri in June for the 79th session of American Legion Auxiliary Missouri Girls State. ALA MGS is a hands-on, immersive experience designed to train the next generation of leaders in our democracy. We understand the future of our state and country depends on each of you participating in our democratic institutions. It is our goal to provide the safest environment possible for our citizens and volunteer staff.

The motto of the American Legion Auxiliary is "Service not Self." In keeping with that motto, we have implemented safety protocols in response to the COVID-19 pandemic. These protocols are in place to protect you, your fellow citizens, and volunteer staff with which you will interact each day. It is our greatest hope that by following these safety protocols and procedures, citizens and volunteer staff will stay safe and be able to experience ALA Missouri Girls State as an in-person event.

This guide will cover the protocols that we are planning for the in-person event, as well as our expectations of you prior to your arrival, and procedures that all citizens must follow during ALA MGS. The ALA MGS Committee and staff have worked to develop these protocols, expectations, and procedures in accordance with recommendations of the United States Centers for Disease Control and Prevention (CDC). We ask that citizens <u>and</u> their parent(s)/guardian(s) read this guide thoroughly. Documentation that you <u>must</u> bring with you when you register at ALA MGS on June 20th is included in this guide.

It is important that you understand that these protocols and procedures are put in place to assist ALA Missouri Girls State to mitigate the spread of COVID-19. Even with every citizen and staff member following these strict precautions, there is still a possibility of COVID-19 during the session. By attending the ALA Missouri

Girls State session and signing the COVID-19 Risk Acknowledgement, Release, and Liability waiver in this packet, parents and citizens acknowledge their commitment to following the precautions set to prevent the spread of COVID-19, but understand there is always a risk.

If your plans change and you cannot attend or you are unable to adhere to the COVID-19 Protocols and Procedures in this packet, contact ALA Missouri Girls State Admissions at 816-358-4541 immediately. This allows us to provide another student the opportunity to attend the 2021 ALA MGS session.

If you find you still have questions after reviewing this document, please e-mail the ALA MGS Director Macae Mickens at <u>director@missourigirlsstate.org</u> for assistance.

Sincerely, The Staff of ALA MGS 2021

Policies and Procedures of ALA Missouri Girls State 2021

During the 79th session of ALA Missouri Girls State, the following policies and procedures will be in place for all citizens and staff regardless of age or vaccination status.

Policies:

- **A. Facial Coverings** Following recommendation from the United States Centers for Disease Control and Prevention (CDC), <u>facial coverings (masks) must be worn at all times when an individual is not actively eating or in their dorm room alone</u>. Masks must cover an individual's nose and mouth when they are worn.
 - a. Acceptable Facial Coverings include: two layer fabric masks, N95 masks, disposable masks, and two layer or folded over gaiters. Masks made of a single layer of fabric should not be worn. Masks that include exhalation valves or vents should not be worn as these do not follow CDC recommendations. Face shields are also not to be worn by citizens and staff for the duration of the week. Face shields will be permissible for instructor use if the instructor is a minimum of six feet away from all other guests, citizens, and staff.
 - b. Exceptions to wearing a mask include speaking from the podium at session assemblies (when a minimum of six feet from others is met), traveling outside between campus locations while social distancing (3 feet or more between another person 18 years old or younger), and outdoor meetings when social distancing is practiced (3 feet or more between another person 18 years old or younger).
 - c. One fabric mask will be provided to each ALA MGS citizen. Please bring extra masks. The ALA MGS Committee recommends you bring at least one mask per day (7 total). Laundry services will not be available during the week. Disposable masks will only be provided by the program for an emergency situation. Your city counselor will have the opportunity to launder masks halfway through the week.
 - **d.** You and any accompanying parent/guardian must wear a mask upon arrival at registration and move in to your assigned dormitory.
- **B.** Room Arrangements and Social Distancing The ALA MGS Committee has worked with the University of Central Missouri (our host site) in order to make necessary accommodations to citizen dorm rooms and activity locations.
 - a. All citizens of ALA MGS 2021 will be in single occupancy rooms in a suite configuration. Every two citizens will share an adjoining bathroom. Exceptions to a shared bathroom only exist in the event of a medical need as approved by the ALA MGS Committee.
 - b. All cities will have one city hall location in their designated dorm. During city hall meetings in these locations within your dorm, all citizens must be at least three feet apart and have masks on. Some city meetings will take place in alternate locations specifically if the meeting is of a longer duration. Masks are still required

- in these meetings unless, as noted above, the meeting is outdoors and social distancing is practiced in the outdoor space.
- c. Schools of Instruction will have seating arrangements where citizens will sit three feet apart. Citizens will sit together as counties (each county consists of two cities) at Schools of Instruction. The county location in the School of Instruction will remain the same throughout the week.
- d. Whole delegation events exist during the week. These include assemblies (usually two per day), the Talent Show (held on Thursday evening), and an Inaugural Ceremony (held on Friday evening). During these events, citizens will sit three feet apart. The two cities that make up each county will be seated near each other with a suitable opening prior to seating for the following county.
 - i. Talent show participants will not be required to wear a mask while performing as long as a single person is performing or social distancing guidelines (3 ft if 18 years old or younger) are met if the act includes 2-3 individuals.
- **C. Meals** The ALA MGS Committee has worked with the University of Central Missouri to also make many accommodations to our dining plan.
 - a. All meals will be prepared by the UCM Dining Staff. UCM requires dining staff to not come to work if they exhibit any COVID-19 symptoms or possible exposure. They will be required to wear a mask while preparing and serving food per University policy.
 - b. Citizens of ALA MGS must wear masks until seated in assigned meal time locations. Citizens will sit in the same location for all meals when eating with their cities. Exceptions may occur when a citizen must alter their meal time due to an activity she may be involved in such as ALA MGS media, General Assembly, Girls Nation interviews, etc. Seating assignments will include a 3 ft social distancing guideline for all meals.
 - c. Meal areas will be disinfected between meal shifts.
 - d. Limited snacks (chips, candy bars, bottled water, and sports drinks) will be available in each dorm for purchase by ALA MGS citizens. *These items may be purchased with cash only and a limited amount of change will be available.* Vending machines are available in each of the three dorms, but the ALA MGS program cannot guarantee the quantity or type of items available in the machines or be responsible for any machine errors or refunds.
- **D. Guest Speakers** The ALA MGS Committee has continued to plan for guest speakers to visit our session to share their experiences with our citizens.
 - a. Assembly guest speakers (often statewide elected officials, those in public service, etc.) will **not** have the opportunity to meet or shake hands with participants before or after they address the audience. All speakers will complete a health assessment and pass a temperature screening. Speakers will also be required to wear a mask while visiting the ALA MGS session.
 - b. Speakers and guests must wear a mask while on stage, but are allowed to take it off as they wish when at the podium speaking alone.

- c. Classroom speakers are only permitted to share remarks with participants via Zoom or tele-video conferencing, unless previously and safely arranged with the ALA MGS Committee and the University of Central Missouri.
- **E. Off-Site Activities** The ALA MGS Committee has restricted the opportunity for off-site activities in light of the COVID-19 pandemic.
 - a. The ALA MGS General Assembly (elected House and Senate members and appointed staff) will travel to Jefferson City to hold one session in the respective chambers of the state legislature. When in Jefferson City, all ALA MGS citizens and staff will be required to wear a mask. No outside guests will be allowed in the gallery. House and Senate staff members and/or Legislators who assist our citizens will also be required to wear a mask when working with our citizens.
 - b. Any staff members wishing to travel off-site for reasons associated with the ALA MGS program must be approved by the ALA MGS Director.
 - c. There will be no exceptions granted to staff members or citizens to leave the session and return due to outside obligations including receiving a COVID-19 vaccine.
- **F. General Health Guidelines** The ALA MGS Committee has adopted other general health guidelines for all participants of the program.
 - a. Temperature Check Each morning cities will conduct a daily temperature check. Any individual with a temperature of 100.4 degrees Fahrenheit or higher will be isolated in their assigned room for further evaluation. Staff members not directly associated with a city will be required to check in to their dorm's designated station for a temperature check each morning.
 - b. Health Assessment Every morning, following the temperature check, each citizen will complete a daily health assessment. This form will be completed and submitted via Google forms. Paper copies will be available if a citizen or staff member does not have a smartphone device. If a citizen or staff member answers "yes" to any of the health assessment questions, they will be isolated in their assigned room for further evaluation.
 - c. The health assessment and temperature check must be completed daily before citizens or staff are permitted to proceed to any daily activities including breakfast.
 - d. Hand washing All ALA MGS participants (citizens and staff) are encouraged to wash their hands frequently, especially before meals and before and after large group meetings. When handwashing isn't feasible, participants are advised to use hand sanitizer. The ALA MGS Committee recommends all participants bring their own personal bottle of hand sanitizer to be kept with them as they travel outside of their dorm room during the day. Hand sanitizer will also be provided in each city hall.
 - e. Housekeeping The University of Central Missouri will provide housekeeping in each of the dorms prior to citizen and staff arrival at ALA MGS and at the conclusion of our ALA MGS session. The UCM Housing staff will not conduct any room cleaning during the session and all ALA MGS citizens and staff members will

- be responsible for emptying trash according to direction from the University of Central Missouri.
- f. Supplies each city will have a supply of disinfecting wipes for the city common spaces and exterior door knobs. The ALA MGS packing list includes additional items for which citizens should bring as well as some items citizens may wish to bring to feel more comfortable. Citizens are responsible for and should provide their own bedding, towels, and toiletries. Hand soap for each citizen and staff restroom will be provided by ALA MGS.

Procedures:

- A. Registration The ALA MGS Committee has assigned registration times for citizens for the 2021 session in order to allow for social distancing while moving through the registration stations. Please plan accordingly to make it to registration in your assigned time frame. We understand that emergencies may arise preventing you from arriving at your assigned time, but please only call us if you will not be at registration by 11:15am. If you cannot make it by that time, please call Ms Linda Schaap at 816-358-4541. Only one parent/guardian may escort the citizen into registration at the University of Central Missouri's Elliot Union, but is not required for anyone to accompany the citizen through registration. Please ensure that all required paperwork is completed, signed, and easily accessible prior to arriving at registration. This documentation must be printed to be turned in at registration and copiers/printers will not be available.
- **B.** Move In Following registration, you will need to go back to your vehicle and drive to your assigned dorm. There is little parking available once you arrive in front of each dorm, so we ask you to unload luggage at the curb in front of your dorm and have your citizen stay with the luggage while the parent/guardian parks the car. Only one parent/guardian may enter the dorm with the citizen to accompany her to her dorm room to get settled. This limit includes any young children that are with an adult so please plan accordingly. Elevator access is limited in dorms and one of the dorms has no elevator access at all. Once your daughter is settled into her room, we ask that guests please exit the dorm in a timely manner. Your daughter may not leave campus once she has gone through registration in the UCM Elliott Union. Citizens should be unaccompanied and on their assigned floor in their respective dorm by 11:30am as the first city meeting starts at that time.
- **C. Symptoms of COVID-19** If any staff member or citizen shows or reports symptoms that are noted on the health assessment, they will be expected to immediately inform their city counselor or another ALA MGS Staff Member. Then, they will remain in their assigned room away from the remainder of citizens and staff.
 - a. The ALA MGS Nurse will then travel to the isolated citizen or staff member to assess symptoms and provide the information to ALA MGS Headquarters.
 - b. If the individual exhibits a fever of 100.4 degrees Fahrenheit of higher, loss of taste and/or smell, reported shakiness and/or chills, and/or shortness of breath, the citizen will be sent home immediately.

- c. Parents/guardians must remain available to come pick up their child from ALA MGS if contacted to return home. Any citizen sent home will not be able to return to the program.
- **D. Family and Guests** No family members or guests will be allowed at ALA MGS events this year due to COVID-19 precautions. We will be live streaming assemblies or events as we are able. We encourage families to watch our social media and our website for information on viewing these events.
 - a. If you need to drop off an item or have an item delivered to your delegate, it must be dropped off at the ALA MGS Director's table at the entry of South Yeater Hall. Anyone dropping items off must also be masked and will not be permitted past the Director's Table.
 - b. Exception to guest policy: Newly elected statewide officials will have the opportunity to have two guests each at our inaugural ceremony. The outgoing Governor and Highway Patrol Superintendent will also be allowed two guests each. These names will be collected from citizens prior to the inaugural ceremony. The guests attending will have to match the names provided, and no one else will be allowed to attend. These guests must complete a health screening and temperature check upon arrival at the event.
- E. Program Closing/Move Out the ALA MGS program will conduct a Closing Ceremony and Awards on Saturday, June 26th beginning at 9:30am for citizens and staff only. Prior to traveling to the closing ceremony, all citizens will need to have their bags packed and located at their dorm room door. Each city assistant counselor and counselor will check rooms and provide completion certificates to delegates prior to the closing ceremony. Following the ceremony, one individual may enter the dorm to bring luggage down to the main floor/curb area of the dorm entrance. You will "check out" with your city counselor in the lobby of your dorm upon leaving. Once outside the dorm, your ride will be allowed to park to load your belongings into the car.
 - a. All ALA MGS Citizens should be exiting the dorm by 11:15am on Saturday, June 26th.

RISK ACKNOWLEDGMENT, RELEASE, AND LIABILITY WAIVER AGREEMENT RELATING TO COVID-19

I, either the undersigned participant in the American Legion Auxiliary's Missouri Girls State ("ALA MGS") program or the undersigned parent or legal guardian of a child who is a participant in the ALA MGS program, enter into and agree to become legally bound by this RISK ACKNOWLEDGMENT, RELEASE, AND LIABILITY WAIVER AGREEMENT RELATING TO COVID-19 ("Agreement"), and acknowledge and agree to the following as conditions of my participation in the ALA MGS program or my child's participation in the ALA MGS program:

- (1) The virus SARS-CoV-2 and the disease it causes have been named "coronavirus disease 2019" (abbreviated "COVID-19"). COVID-19 was declared a worldwide pandemic by the World Health Organization on or about March 11, 2020.
- (2) COVID-19 is extremely contagious and is believed to spread mainly from person-to-person contact. As a result, federal, state, and local governments and health agencies recommend physical distancing and have, in many locations, prohibited or limited the congregation of groups and people.
- (3) I am aware of the contagious nature of COVID-19, and I have voluntarily chosen to participate in or to allow my child to participate in the ALA MGS program in June 2021.
- (4) ALA MGS committee members, staff members, and other participants in the ALA MGS program will be exposed to multiple persons. As such, ALA MGS committee members, staff members, and other participants in the ALA MGS program could be exposed to COVID-19.
- (5) Although precautions may be taken to reduce the likelihood of transmission of COVID-19 during the ALA MGS program, ALA MGS cannot promise, guarantee, or expect that you or your child will not become infected with COVID-19.
- (6) By participating or allowing my child to participate in the ALA MGS program, I am exposing myself, my child, and/or other persons to the risk of becoming infected with COVID-19, which may result in serious personal injury, illness, permanent disability, and/or death.
- (7) I understand that the risk to myself or to my child of becoming exposed to or infected by COVID-19 may result from the actions of, inaction of, and/or negligence of, including, but not limited to, myself, my child, other persons, ALA MGS committee members, ALA MGS staff members, ALA MGS program participants, and parents or guardians of ALA MGS program participants.
- (8) I assume any and all risks associated with my participation in or my child's participation in the ALA MGS program, and accept personal responsibility for any injury to myself or to my child, including, but not limited to, personal injury, illness, disability, death, damage, loss, liability or expense, of any kind or nature, that I or my child may suffer arising out of or in connection with myself or my child becoming exposed to or infected by COVID-19 while I am or my child is participating in the ALA MGS program.
- (9) I agree to indemnify, defend, and hold the American Legion Auxiliary Department of Missouri, the ALA MGS program, the ALA MGS committee, and the ALA MGS staff harmless from any and all claims, demands, actions, damages, costs, expenses, fines, covenants, and compensation whatsoever, whether for property damage, personal injuries, or death, whether known or unknown, foreseen or

unforeseen, patent or latent, arising directly or indirectly from or in connection with the undersigned's or the undersigned's participation in the ALA MGS program. It is the intention of this acknowledgement and waiver to hold myself responsible for the payment of any and all claims of any nature and character (arising from the matters described above), including claims in any way attributed to or asserted against the American Legion Auxiliary Department of Missouri, the ALA MGS program, the ALA MGS committee, or the ALA MGS staff, or which the American Legion Auxiliary Department of Missouri, the ALA MGS program, the ALA MGS committee, or the ALA MGS staff may be required to pay.

- (10) The undersigned, for himself or herself, assigns, heirs, successors, or agents intending to be legally bound, does hereby release, remise, and forever discharge the American Legion Auxiliary Department of Missouri, the ALA MGS program, the ALA MGS committee, and the ALA MGS staff, individually and in their respective capacity, from any and all claims, demands, actions, damages, costs, expenses, fines, covenants, and compensation whatsoever, whether known or unknown, foreseen or unforeseen, patent or latent, which the undersigned claims or asserts against the American Legion Auxiliary Department of Missouri, the ALA MGS program, the ALA MGS committee, and the ALA MGS staff, relating to the undersigned's participation in the ALA MGS program or relating to the undersigned's child's participation in the ALA MGS program, from the beginning of time through the date of this Agreement and thereafter.
- (11) I represent and warrant that I have carefully read and fully understand all of the provisions of this Agreement, knowingly and voluntarily agree to all the terms set forth in this Agreement, and acknowledge that in entering this Agreement, am not relying on any representation, promise, or inducement made by the American Legion Auxiliary Department of Missouri, the ALA MGS program, the ALA MGS committee, and/or the ALA MGS staff.
- I acknowledge that I, individually and on the behalf of my child, have waived all rights to file a lawsuit or to commence an administrative action against the American Legion Auxiliary Department of Missouri, the ALA MGS program, the ALA MGS committee, and the ALA MGS staff. If I, anyone acting on my behalf, or anyone acting on my child's behalf later files a lawsuit or administrative action, I shall be liable for the actual attorney fees and costs incurred by the American Legion Auxiliary Department of Missouri, the ALA MGS program, the ALA MGS committee, and/or the ALA MGS staff in defending any such legal action.
- (13) I represent and warrant that I am either the participant of the ALA MGS program named below or the parent or guardian of the participant of the ALA MGS program named below and that I have, as of the date hereof, taken all necessary actions to authorize the execution of this Agreement and have the full power, authority, and legal right to execute, deliver, and perform the respective obligations under this Agreement.

Intending to be legally bound, I am executing this Agreement as of $_$	/	/	(date)
Name of ALA MGS participant (printed legibly):			_
Name of parent or legal guardian (printed legibly):			
Parent or guardian signature:			

American Legion Auxiliary Missouri Girls State 2021 - Health Screening Assessment

Please complete the health assessment below on the two days prior to arriving at ALA MGS and the day of registration. This health screening assessment must be printed, completed, and in hand when arriving at registration for ALA MGS on June 20, 2021.

It is recommended to print this document double sided OR staple both pages together.

Last Name: Firs	t Name:				
Date: Friday, June 18th					
1) In the last 48 hours, have you or anyone in your immediate family (same household) experienced any of the symptoms listed below? YES NO	2) In the last 48 hours, have you had a fever equal to or higher than 100.4 degrees Fahrenheit? YES NO				
Fever or chills Cough Shortness of breath or difficulty breathing Fatigue Muscle or Body aches Headache New loss of taste or smell Sore throat	3) In the last 48 hours, have you been exposed to or had close, unmasked contact with anyone who has tested positive or is suspected of having COVID-19? YES NO				
Congestion or runny nose Nausea or vomiting Diarrhea	4) Have you been tested for COVID-19 in the last 14 days?YES NO				
Date: Saturday, June 19th					
In the last 48 hours, have you or anyone in your immediate family (same household) experienced any of the symptoms listed below? YES NO	2) In the last 48 hours, have you had a fever equal to or higher than 100.4 degrees Fahrenheit? YES NO				
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	3) In the last 48 hours, have you been exposed to or had close, unmasked contact with anyone who has tested positive or is suspected of having COVID-19? YES NO				
	4) Have you been tested for COVID-19 in the last 14 days?				
	YES NO				

Date: Sunday, June 20th

(must be done before arriving at UCM for ALA MGS registration)

1) In the last 48 hours, have you or anyone in your immediate family (same household) experienced any of the symptoms listed below?

YES NO

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

2) In the last 48 hours, have you had a fever equal to or higher than 100.4 degrees Fahrenheit?

YES NO

3) In the last 48 hours, have you been exposed to or had close, unmasked contact with anyone who has tested positive or is suspected of having COVID-19?

YES NO

4) Have you been tested for COVID-19 in the last 14 days?

YES NO

American Legion Auxiliary Missouri Girls State 2021 HEALTH FORM

gate's Name (Printed): Date of Bir		te of Birth: / /
City:		Zip Code:
Delegate's School	:	
		-
_ Evening Phone: ()	Cell: (_)
applicable)		
		-
_ Evening Phone: ()	Cell: (_)
rg prior to June 13, 2021 so arrangent table for all citizens at all meals and dottions or preferences [including veget ration Hall to ensure that her needs at above have any dietary restriction to bught to ALA MGS must be in the or the medication needs will be review to self-administer or if the medications and the dosage that the de	nents can be not need to carians] show are met. Ins or prefection in the carian in the care in the ca	e made with food services. To be reported to the nurse. Tould also stop and sign in Tences? YES or NO The siner with directions on the LA MGS Nurse to determine to be kept at the ALA MGS The show the s
tacids are available at the ALA MGs or receive any of these named medicater is no physician's signature, you tions from the ALA MGS Nurse.	S Nurse's S ations or tro your daugh	tation during the week. In eatments, this form must be nter WILL NOT be allowed Girls State Delegate) may
	Delegate's School Evening Phone: () Eve	Delegate's School:

(form continued on back)

PART III: OTHER MEDICAL INFORMATION

Please read the medical conditions listed below and answer YES or NO to each. If you answered YES to any, please explain the condition/diagnosis on the lines provided below.

Presence of:			
Diabetes; Heart Problems	; Recent Surgeries	; Recent injuries	;
Drug Problem; Emotional	Problems; Asthma	; Spastic Colon _	; Ulcer;
Sinus Trouble; Lung Troub	le; Ear Trouble	; Skin Rash; Al	lergies
Please provide any additional informat	ion here regarding medical c	onditions of the named dele	egate:
***If you answered "Yes" to any of the men as soon as possible so arrangements can be			•
	to be reported to ALA MGS by Ju	ıne 13, 2021.***	
Are there any other special instruction while attending ALA MGS?	s needed should your daugh	ter need to see a physician	or need emergency care
**Note: "fully vaccinated" varies depe PHYSICIAN'S SIGNATURE: Physician':			series.
Phone () Fa			
	()		
Please leave an insurance card v copy of the front and back of you			sible, please attach a
The undersigned parent/guardi the instruction and training to b discharge the American Legion A and employees from all claims, of shall have by reason of any illness ALA MGS no matter how caused treatment.	e given to said delegate Auxiliary Department of lemands, suits, actions, ss, injury, or accident in	at ALA MGS, does here f Missouri, its officers, and causes of action w curred or suffered by s	eby release and agents, instructors, which she may, can or said delegate while at
Parent/Legal Guardian Signatur	e	Dat	re

COMPLETE THIS FORM AND BRING IT TO REGISTRATION.
This form will be shredded at the conclusion of the session. Revised 4/29/21.