

# FALLS CHURCH SCOUT BUILDING ASSOCIATION, INC.

128 SOUTH SPRING STREET  
FALLS CHURCH, VIRGINIA 22046  
TELEPHONE (703) 237-4154  
[www.fallschurchscouthouse.org](http://www.fallschurchscouthouse.org)



19 June 2020

## MEMORANDUM FOR SCOUT HOUSE USER GROUPS

**Subject:** Falls Church Scout Building Association COVID-19 Guidance and Use Requirements

**Reference:** (a) Governor of Virginia Executive Order 65 (Amended) of 5 June 2020  
(b) Centers for Disease Control COVID-19 Guidance  
(c) Virginia Department of Health Guidance

**Attachment:** (1) User Group Agreement Addendum Signature Page  
(2) COVID-19 Daily User Checklist

**Purpose.** This memorandum provides guidance and assigns responsibility for Falls Church Scout Building Association (FCSBA) User Groups when using the Scout House facilities. The FCSBA intends to continue its mission during the COVID-19 pandemic while ensuring the health and safety of User group participants.

**Background.** On 12 June 2020, Northern Virginia entered Phase II of COVID-19 reopening per reference (a); this phase eased various restrictions for business sectors. The Scout House facility does not specifically fit into any of the business sector categories; therefore, the FCSBA publishes this memorandum to ensure that all User Groups are well informed and are able to use the facilities safely.

### Mandatory Measures:

1. **Screening.** No person shall be allowed on the Scout House property if they have a fever, cough, are feeling sick, or have been in contact with an individual diagnosed with or exposed to COVID-19 within 14 calendar days.
  - a. All Users shall be familiar with the reference (b) health guidance found at <https://www.cdc.gov/coronavirus/2019-ncov/index.html> as well as the best practices guidance found at reference (c) <https://www.vdh.virginia.gov/coronavirus/>.
  - b. All Users shall read, understand, and comply with posted health guidance.
  - c. User group leaders shall be responsible for verifying the health of participants.

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2. **Face Coverings and Hand Sanitizer.** All User group participants shall wear cloth face coverings when inside the Scout House. It is strongly recommended that all participants wear masks outside if activities make it difficult to maintain at least six feet of social distance. All User group participants shall have their own hand sanitizer and shall sanitize their hands when sharing materials or touching communal surfaces.
3. **Social Distancing:** All users shall maintain a minimum of six feet of social distancing on the FCSBA property. Until further notice, the maximum number of participants for any event on the property is 25 persons, but users are encouraged to limit groups to no more than 12 persons.
4. **Reporting Requirements:** It is the responsibility of Users to compile and maintain a record of the health of all participants. In the event a participant shows symptoms or is diagnosed with COVID-19 within 14 days following a Scout House event, the User must immediately notify the FCSBA.
5. **Cleaning.** Users shall be responsible for cleaning and sanitizing all surfaces participants come into contact with. Users shall comply with posted guidance in the Scout House.
  - a. Users are expected to arrive with their own disinfecting supplies. The FCSBA will continue to provide bathroom paper products and will provide a small supply of disinfecting supplies as a backup; however, Users will be expected to immediately replace any FCSBA cleaning supplies they use.
  - b. It is strongly recommended that Users keep all activities outside to mitigate the need for cleaning; it is strongly recommended that Users bring their own chairs, tables, and equipment to minimize the need to disinfect FCSBA surfaces and equipment.
6. **User Fee.** Previous user group fees remain unchanged; however, the following modifications will be incorporated.
  - a. User groups electing to have small group, 'outside-only events shall be charged \$25 per day. This outside usage does not prevent users from incidental bathroom use, but there is an expectation that the interior, water, and electricity use will be minimal.
  - b. The FCSBA will require a cleaning/disinfecting cost deposit of \$100 for all User Groups. This deposit is refundable, but is instituted to ensure that Users comply with FCSBA COVID-19 cleaning requirements.
7. **Accountability.** All User groups (including single and intermittent Users) shall comply with the terms of this memorandum. Users shall confirm agreement by signing the agreement at attachment (1) and send a \$100 deposit check to the FCSBA.
  - a. Terms of this agreement will be self-verified by User group leaders by completing a daily accountability checklist (attachment 2) and sending to the FCSBA at the conclusion of each use. This document is a tool that User group leaders can utilize to ensure the health and safety of participants, ensure the cleanliness of the Scout House facilities and equipment, and certify the requirements of this memorandum.

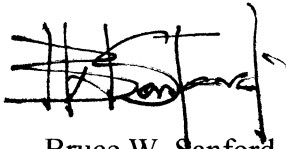
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- b. User groups are strongly encouraged to codify and institute their own written guidance for participants to ensure compliance with health guidelines, best practices, and FCSBA requirements.
- 8. **Liability.** User groups shall hold harmless the FCSBA, its Board of Directors, and its assigns for any liability associated with transmission of COVID-19. User Groups are solely responsible for following the guidance and best practices in references (a), (b), and (c).

Cancelation/Updates. The terms of this memorandum will remain in effect until further notice. The FCSBA reserves the right to change the terms of this memorandum as the COVID-19 pandemic evolves. The Board shall monitor and make appropriate changes to maximize health and safety; the Board shall communicate these modifications in a timely fashion.

Contact. Point of Contact is the FCSBA Board Secretary at [fcsbasecretary@gmail.com](mailto:fcsbasecretary@gmail.com).



Bruce W. Sanford  
President, FCSBA

Cc: FCSBA Directors  
User Group Representatives  
FCSBA Attorney

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## User Agreement Addendum per Memorandum of 19 June 2020

I \_\_\_\_\_ (Name), the User Group Representative for

\_\_\_\_\_ (User Group), hereby agree with the requirements of  
the FCSBA Memorandum of 19 June 2020.

Attached is a check for \$100 for the cleaning/disinfecting deposit. I understand that this deposit will be refunded after use if the my User Group complies with the requirements in this memorandum and the accountability checklist (Attachment 2) is submitted accurately following the conclusion of each event.

\_\_\_\_\_ (Signature)

\_\_\_\_\_ (Date)

Attachment (1)

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## COVID-19 User Group Daily Accountability Checklist

(Users are expected to complete this checklist at every Scout House use)

Please read and understand the task requirements in advance of use. This document provides an assurance that the Scout House is clean, safe, and ready for subsequent User Groups. Failure to complete the checklist requirements and submit to the FCSBA may result in loss of deposit or prohibition of future Scout House use.

	Task	Initials
1	Upon arrival, User verifies that the Scout House and grounds were left in good order by the previous User Group. Any discrepancies (uncleanliness, water running, doors left unlocked, etc) shall be immediately reported to the FCSBA.	<input type="checkbox"/> Yes <input type="checkbox"/> No
2	User leader verifies that all participants are asymptomatic and have not had exposure to confirmed or suspected COVID-19 patients (per CDC and Virginia Dept of Health guidelines). User leader ensures that all participants have a mask and appropriate hand sanitizer. User leader maintains a written record of all participants using the Scout House facility to serve as a record for contact tracing.	<input type="checkbox"/> Yes <input type="checkbox"/> No
3	If used, User cleans/disinfects all shared surfaces during use, to include bathroom fixtures following each use. All high-contact surfaces (doorknobs, light switches, and bathroom/kitchen fixtures) and interior equipment used (chairs, tables, etc) are disinfected per posted guidance.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
4	If used, tables and chairs will be disinfected and returned to storage. Exterior equipment is returned to its proper place and disinfected as necessary.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
5	If used, interior floor is swept.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
6	User empties all trash and recycling material and places materials outside in the trash and recycling receptacles. User replaces trash bags.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
7	User verifies that all water is turned off and all appliances are turned off and unplugged.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Notes/observations:		
Certification: I, _____, leader or representative of User Group _____, certify that each of the above are true and that our Group followed posted guidance and best practices to minimize the transmission of COVID 19.		
Signature: _____ Date _____ Time _____		

Please send a copy of this completed checklist to [fcsbaofficers@gmail.com](mailto:fcsbaofficers@gmail.com) and [fcsbasecretary@gmail.com](mailto:fcsbasecretary@gmail.com) upon completion of Scout House use. This may be a scanned copy or readable photo sent via smartphone. In this email, please also verify that the Scout House lights are turned off and doors locked per standard operating procedure.

**Thank you for keeping the Scout House a clean, healthy, and safe place to meet!**

Attachment (2)