

COVID-19 Positive Test Results – Contact Tracing Templates

- If someone who has attended a volunteer-led in-person Girl Scout activity within the past 14 days receives a COVID-19 positive test result, volunteers may contact those impacted.
- If the in-person activity was a GSNETX staff-led activity or if you wish for a GSNETX staff member to contact those from a volunteer-led activity, please reach out to Kristin Neel, VP of Membership Strategy & Volunteer Learning, at kneel@gsnetx.org or at 972-349-2457. GSNETX notification will take place via email and text.

Email (update the highlighted sections):

Subject Line: Important COVID-19 Information from Girl Scouts

This message is to inform you that I have reason to believe that you and/or your daughter may have come into contact with someone at an in-person Girl Scout (list the activity) on (day/date) who has since tested positive for COVID-19.

(Provide additional information as applicable, such as:

This event took place outside.

Everyone present was wearing masks.

Cleaning and physical distancing protocols were followed.)

GSNETX recommends following [CDC guidelines](#), including watching for [COVID-19 related symptoms](#), seeking testing, staying home and self-quarantining as appropriate, and getting medical care if necessary. GSNETX is suspending in-person Girl Scout activities for (SU/Troop #) until (14 days from the in-person activity), after which in-person activities may resume following the [most updated GSNETX in-person activity guidelines](#).

Please note that girl, staff, and volunteer health information is private and confidential.

Thank you,

Signature

After sending the email, you can also call and/or text:

- **Text:** Please check your email for an important message about Girl Scouts & COVID-19.
- **Call:** I'm calling to make sure you received my email about Girl Scouts & COVID-19.

Remember:

- Personal girl and volunteer health information, including the identity of the person who tested positive and their symptoms, is private and should be only shared only as needed with a GSNETX staff member.

