

# Girl Scouts of Southwest Indiana Girl Scout Shop Retail Guidelines

The following guidelines are created for Girl Scouts of Southwest Indiana Girl Scout Shop only and may be subject to change. (Please review Indiana Governor Holcomb's *Back on Track Indiana* plan for other businesses.)

## Stage 1, 2 and 3 – March 23 - June 14, 2020

GSSI's Girl Scout Shop will remain closed to the public.

Orders may be placed online or by contacting GSSI at (812) 421-4970 or [support@girlscouts-gssi.org](mailto:support@girlscouts-gssi.org) to place orders during normal business hours of Monday thru Friday, 9 a.m. to 5 p.m. CST.

GSSI will offer Curbside and/or Lobby Pick-Up. A designated time must be determined to ensure office staff is available to meet individuals. Upon arrival, please call (812) 421-4970 and a staff member will either place the order in the lobby or bring to car. If additional items need to be purchased, GSSI will do their best to accommodate the add-on at the time of arrival; however, due to limited staff, additional items may need to be picked up at another date or shipped.

GSUSA and GSSI will offer free shipping during this time.

## Stage 4 – Monday, June 15, 2020

GSSI's Girl Scout Shop will open to in-person shopping with restrictions.

- Social distancing will be in practice (including 6 foot distancing between staff and customers).
- A limit of 2 single customers or 1 family (up to 3 individuals) may be in the shop at a time.
- To limit items touched, GSSI Staff will shop for customers.
- Disposable gloves will be provided in certain circumstances that customers may need to touch items.
- Masks are encouraged. If mask is unavailable, customer will be asked to wait near the lobby.
- Check-Out will be reconfigured to allow social distancing.
- Check-Out area and doors will be wiped down after each customer leaves.
- GSSI restrooms will remain closed to the public.

GSSI will still offer Curb-Side and/or Lobby Pick-Up. GSSI will not offer free shipping.

## Stage 5 – Saturday, August 1 2020

GSSI's Girl Scout Shop will open to in-person shopping without restrictions. Social distancing will be encouraged.