



Regathering Playbook



Welcome back Kingsway, we've missed You!

We are so thankful to regather on campus! As you know, Kingsway was never closed. We want to thank each of you for being the church during this challenging season and living out our purpose through our Core Values and Actions.

We will continue to work hard on planning and preparing for you and your family. As state and local recommendations and mandates are made, we will adjust accordingly to create a safe experience for everyone!

Attached is our playbook, which lays out a summary of our more detailed plan to provide the best experience, and keep everyone as safe as possible. We've taken all the necessary steps for proper cleaning, disinfecting, sanitizing and physical distancing. We've minimized high-touch areas, and adjusted the Worship Center capacity and other large group areas to accommodate for physical distancing. And remember if you're not ready to meet in person, you can continue to join us online.

You'll find our detailed plan in the pages that follow. During this season, we will continue to monitor the guidelines and make adjustments as necessary. To stay informed, please visit kingswaychurch.org.

Sincerely,

The Executive Team



Regathering Overview

New Service Times - Began Sunday, July 12th

9:00 & 11:00 a.m.

Sunday Experience

- Enter through the Main Entrance & Door 15 (Handicap Parking Entrance)
- Enhanced, more frequent, cleaning and sanitizing protocols are in place for all areas (Lobby, Worship Center, Kids and Students classrooms, the Barn, A 101, etc.)
- We are limiting capacity in the Worship Center by utilizing every other row to accommodate physical distancing
- New wall mounted hand sanitizer stations are located in the Lobby area and other key entry points for ease of access
- Mask Up! Per the current state mandate, **masks will be required** for those 8 years old (third grade) and up
Please see the details in the Volunteer Check-In Protocols below.
- While we practice social distancing and minimal touch points, we are encouraging waves, smiles, and air high fives
- Self-serve water bottles will be available at the café but coffee will not be until further notice
- Communion will be pre-packaged and available for pick-up at tables in the Lobby as you enter the Worship Center. Trash cans will be placed along the side and back Worship Center walls to dispose of the trash.
- Core Series will regather on August 2nd at 11:00 a.m. in The Barn
- The 8AM Gathering will meet Sundays in The Barn

Online Experience

Kingsway's online experience has been an incredible tool and we continue to find ways to make it even better! If you are not ready to regather with us on campus, you are at a higher risk for infection, or unable to attend physically for any reason, you can always connect with us online! Please remember if you or anyone in your family is experiencing or has experienced COVID-19 symptoms within the previous 14 days, connect with us online!



Regathering Overview

Volunteer Check-In Protocols

All Volunteers need to check in at the Main Entrance to be screened. Signage will direct you to the correct location. Please arrive early and be patient as all adapt to these new protocols.

- Temperature Check: lower than 100.4F
- Must answer **No** to **ALL** Self-Screening Questions:
 - Do you have any of these symptoms: chills, cough, shortness of breath, difficulty breathing, fatigue, body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea, vomiting or diarrhea?
 - In the last 14 days have you come into contact with anyone diagnosed with COVID-19 (including yourself)?
- **IF** you answer **Yes**, you will be asked to join Kingsway's online services and unable to serve until you have cleared the screening process
- Mask Up! If you have a mask, please bring it. If you do not have a mask, Kingsway can provide one for you. **Masks are required** for all 8 years old and up, per the current state mandate.
- Sanitize hands at Volunteer Screening



Regathering Overview

Kids & Students Ministries (Birth-12th Grade)

Our Kid's and Student's Ministries are excited to regather with your kids and students! To ensure a clean, safe, fun environment for your family, we have updated protocols. Please read and be familiar with the process.

- The classroom experience will be cleaned and sanitized before each service
- Spaces will be re-designed to encourage social distancing wherever possible
- Hand sanitizing stations and/or bottles will be available as kids and students move throughout the space
- Food, if served, will be done using appropriate safety measures
- If you have never attended Kingsway before, we would love to meet your family! Please meet us at the "Start Here" in the Main Entrance and we will gladly help you get started!

Kids and Students Check-In Process

Kids & Students COVID-19 Self-Screening: All kids and students need to self-screen at home prior to entering the Check-In Area if he/she is attending programming. Families must answer No to ALL Self-Screening Questions conducted prior to arriving on campus

- Do you have a fever of 100.4 or higher
- Do you have any of these symptoms: chills, cough, shortness of breath, difficulty breathing, fatigue, body aches, headache, new loss of taste or smell, sore throat, congestion or running nose, nausea, vomiting or diarrhea?
- In the last 14 days have you come into contact with anyone diagnosed with COVID-19 (including yourself)?
- **IF** you answer **Yes**, you will be asked to join Kingsway's online services
- **Mask Up!** If you have a mask, please bring it. If you do not have a mask, Kingsway can provide one for you. **Masks are required** for all 8 years old and up, per the current state mandate.



Regathering Overview

Parent/Guardian COVID-19 Screening: To allow for social and physical distancing, we are requesting that only 1 parent/guardian is permitted to drop off and pick up his/her kid(s) or student(s). Anyone who enters the Kids and Students space will need to self-screen at home prior to arriving on campus. Families must answer No to ALL Self-Screening Questions conducted prior to arriving on campus:

- Do you have a fever of 100.4 or higher
- Do you have any of these symptoms: chills, cough, shortness of breath, difficulty breathing, fatigue, body aches, headache, new loss of taste or smell, sore throat, congestion or running nose, nausea, vomiting or diarrhea?
- In the last 14 days have you come into contact with anyone diagnosed with COVID-19 (including yourself)?
- **IF** you answer **Yes**, you will be asked to join Kingsway's online services
- **Mask Up!** If you have a mask, please bring it. If you do not have a mask, Kingsway can provide one for you. **Masks are required** for all 8 years old and up, per the current state mandate.

Kingsway is a church that is committed to becoming more like Christ. We do not want the new protocols to become barriers as we regather together. We are in this together! Join us as we continue to live out our purpose while navigating the guidelines and recommendations during this pandemic.

Connect: Our Connect Team is ready to help you get connected at Kingsway

Serve: We will need volunteers to help with the new screening and cleaning processes

Give: Continue to partner with us through your generosity

Invite: Invite your friends to join our services on campus or online

Regathering Detail Summary

This next section contains a more detailed summary of what to expect as we regather Sunday mornings. We have broken out these protocols by department, specifically where we have volunteers, in the hopes of addressing any questions or concerns you may have about the coming weeks.

How can you help?

Please read through and be familiar with what our regathering will look and feel like. We understand that this pandemic has affected each person and family differently. As a church family, we ask that each of our brothers and sisters remember to love first and be willing to serve one another as we continue to worship our beautiful God in person and online.

If you are a volunteer, please be sure you read through and are comfortable with Kingsway's Volunteer Guidelines. Stay connected with your Team Lead, particularly regarding more detailed training for your serve role. We are excited and thankful for you and how God will use your heart to love others in this season.

Lastly, good advice for all is to arrive early and please be patient! If you have questions, please let us know! You can send us an email [here](#).

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Campus Overview
What to Expect
<p>Cleaning Protocols</p> <ul style="list-style-type: none">• All reserved spaces will be cleaned and sanitize for the group(s) meeting• All groups meeting on campus and in the Barn are expected to be symptom free and their leader has reviewed the symptom checklist with group members• Must answer No to ALL Self-Screening Questions:<ul style="list-style-type: none">○ Do you have a fever of 100.4F or higher?○ Do you have any of these symptoms: chills, cough, shortness of breath, difficulty breathing, fatigue, body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea, vomiting or diarrhea?○ In the last 14 days have you come into contact with anyone diagnosed with COVID-19 (including yourself)?• Cleaning supplies such as gloves, disinfectant spray, paper towel and sanitizer will be provided. Groups are not expected to clean and sanitize spaces when they are done, but supplies will be provided if they choose to wipe down before and/or after the group meets• Signage will be posted in all restrooms about hand washing• Contracted cleaning company will clean the reserved space after each space is used, including but not limited to all surfaces such as tables, door handles, counter space, and trash removal
<p>Illness or Symptoms of COVID-19</p> <ul style="list-style-type: none">• If a person become ill or exhibits symptoms of COVID-19 during a Sunday service, the Medical Response Team will take necessary action to keep everyone safe.
<p>Confirmed COVID-19 Cleaning Protocols</p> <ul style="list-style-type: none">• Proper reporting is very important to ensure our building has been properly sanitized for all employees and guests. Every staff member/volunteer lead will be responsible to report this information• Report immediately to the Facilities Manager any areas where that guest was in the building in order to ensure that proper sanitizing occurs• Contracted cleaning company will disinfect those spaces with Electrostatic Disinfectant Treatment. For more information on this method, please follow the link https://gocitywide.com/services/electrostatic-disinfectant-treatment/• The space/spaces where the guest occupied in the building will be closed for 24 hours to ensure it has been properly sanitized



Food

Food is allowed in Kingsway Ministries under specific guidelines. The CDC has documented several [prevention practices](#) when it comes to the topic of providing food and/or eating with others outside your household. These practices will help provide the safest environment for all. So whether you are serving goldfish to preschoolers Sunday morning or hosting a small group cook-out Thursday night, we ask you to follow these guidelines.

- Follow all safe food handling practices when serving food to the public.
 - Refer to the USDA's steps to keep food safe found [here](#).
- It is encouraged that food be individually packaged whenever possible.
- Before distributing food, a leader must wash their hands and put on a new pair of provided gloves.
 - Masks should be worn in accordance with the [CDC guidelines](#) and current state and/or local mandates.
 - Limit the number of people handling or serving food.
- The sharing of food is not allowed.
- If you have questions, please seek guidance from a staff ministry leader before serving food.



Volunteer & Family Screening & Check-In
What to Expect
<p>Who needs to be screened?</p> <ul style="list-style-type: none">• All Staff & Volunteers serving that Sunday morning will be screened at the Main Entrance (look for signs)• All Families are asked to self-screen at home• All being screened (either at home or on-site) must answer No to ALL these screening questions:<ul style="list-style-type: none">○ Do you have a fever of 100.4 or higher○ Do you have any of these symptoms: chills, cough, shortness of breath, difficulty breathing, fatigue, body aches, headache, new loss of taste or smell, sore throat, congestion or running nose, nausea, vomiting or diarrhea?○ In the last 14 days have you come into contact with anyone diagnosed with COVID-19 (including yourself)? <p>Where?</p> <ul style="list-style-type: none">• Main Entrance for Staff and Volunteer on-site screening <p>When?</p> <p>We know that the screening process is important to keep everyone safe. All those in attendance should self-screen at home prior to arrival. For those Staff and Volunteers screened onsite, the following times apply:</p> <ul style="list-style-type: none">• Screening is open between 8:00-9:00 a.m. for 9:00 service @ Main Entrance• Screening is open between 10:00-11:00 for 11:00 a.m. service @ Main Entrance• Practice social distancing while waiting to be screened• Screening questions:<ul style="list-style-type: none">○ Must answer No to ALL Screening Questions:<ul style="list-style-type: none">▪ Do you have a fever of 100.4F or higher?▪ Do you have any of these symptoms: chills, cough, shortness of breath, difficulty breathing, fatigue, body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea, vomiting or diarrhea?▪ In the last 14 days have you come into contact with anyone diagnosed with COVID-19 (including yourself)?○ IF you answer Yes, you will be asked to join Kingsway's online services• Staff and Volunteers will receive a sticker to indicate a clear screening process<ul style="list-style-type: none">○ Volunteers can head to appropriate serve area• Sanitize hands



Kids and Students Check-In

- Please go to Check-In area to print your nametags
- Volunteers will be ready to assist you with any questions
- Alternate stations will be used to allow for social distancing
- Stations will be cleaned and sanitized
- Parent/Guardian who will be dropping off or picking up also need to answer **No** to **ALL** of the above self-screening questions above prior to arriving on campus
 - Please have 1 parent/guardian to drop off and pick up to minimize exposure and allow for social distancing
 - If you are dropping off or picking up more than 1 kid(s)/student(s), please “divide and conquer” the drop off and pick up

Kids & Students Classrooms

- Nursery-4th Grade
 - Classrooms open at 8:45 and 10:45
 - Class size will be limited but we have an overflow plan
 - Kids Team Staff and Leaders will direct you to the correct classroom(s)
- 5th-8th Grade:
 - Classrooms open at 8:45 and 10:45
 - Students will meet in the Rec Center
 - Parents will be expected to pick up their students in the Rec Center



Campus Experience
What to Expect
<p>Experience</p> <ul style="list-style-type: none">• A warm and welcoming environment that respects and accounts for CDC guidelines<ul style="list-style-type: none">○ Signage will help remind everyone to join our online services if one is exhibiting COVID-19 symptoms○ Surfaces will be cleaned and sanitized between services○ Multiple hand sanitizer stations are available in all high traffic areas for volunteers and guests○ Lots of Waves, Air Hugs, Air High Fives, and Smiles with our eyes
<p>Volunteers</p> <ul style="list-style-type: none">• Volunteers will check-in for COVID-19 screening• Mask Up! If you have a mask, please bring it. If you do not have a mask, Kingsway can provide one for you. Masks are required for all 8 years old and up, per the current state mandate.• Follow social distancing guidelines• Worship Center greeters will remind everyone to pick up pre-packaged communion on the way into the Worship Center
<p>Coffee Bar</p> <ul style="list-style-type: none">• Self-serve water bottles available• Coffee bar is currently suspended but will be re-evaluated in October
<p>Campus Safety & Facilities Volunteers</p> <ul style="list-style-type: none">• Temperature and self-screening protocols will be followed• Mask Up! If you have a mask, please bring it. If you do not have a mask, Kingsway can provide one for you. Masks are required for all 8 years old and up, per the current state mandate.• Assist in the cleaning procedures between services
<p>Kids & Students Check-In</p> <ul style="list-style-type: none">• Beginning Sunday, October 18th<ul style="list-style-type: none">○ Families will be expected to self-screen at home. Families must answer No to ALL Self-Screening Questions conducted prior to arriving on campus.○ Stations will be cleaned between services○ Hand sanitizer will be provided in the check-in area



Worship Team
What to Expect
<p>Volunteers</p> <ul style="list-style-type: none">• Arrive at 7:30 a.m.• Enter Door 18• ALL Volunteers will be screened; please arrive early<ul style="list-style-type: none">◦ Temperature check: must be less than 100.4F◦ Self-Screening questions asked• If a volunteer answers YES to either of these questions, the volunteer will be asked to participate in Kingsway's online service.• Follow Kingsway's Volunteer Guidelines
<p>Worship Center</p> <ul style="list-style-type: none">• Doors will open 15 minutes prior to each service (8:45 and 10:45) for guest to find a seat• Following the CDC guidelines to minimize high touch points and keep you safe<ul style="list-style-type: none">◦ We will utilize every other row; signage will indicate which rows are available to follow social distancing guidelines◦ At the end of the 9:00 service, the Facilities team will open up new rows for the next service◦ Balcony will be open and have signs to indicate row availability◦ As you enter and exit the Worship Center, please follow physical and social distancing guidelines• Re-designed Core Action Cards will be in the seatbacks with an instruction to Text to get connected
<p>Communion & Offering</p> <ul style="list-style-type: none">• Pre-packaged communion will be in the lobby on tables<ul style="list-style-type: none">◦ Greeters will remind guests to pick up communion as they enter the Worship Center◦ Please utilize trash cans for communion trash◦ We prefer that the communion holders on the seat backs are not utilized• Offering can be given via the current wall mounted boxes or online



Connections and Groups
What to Expect
<p>Connect Hub</p> <ul style="list-style-type: none">• All Connect Team volunteers will be screened at Volunteer Screening• All Connect Team volunteers are required to wear a mask (can be provided by Kingsway or you can bring one)<ul style="list-style-type: none">○ 1 volunteer behind the Connect Hub○ 1 volunteer to the side of the Connect Hub○ 2 volunteers at the front of the Worship Center at the end of each service• Floor graphics will be placed in front of the Connect Hub to allow for social distancing• Invitation time will occur at the conclusion of the service with an opportunity to utilize A101 for a more private conversation<ul style="list-style-type: none">○ 1 on 1 interactions – both persons are required to wear a mask• Connect/Serve/Invite/Give Cards: Re-designed Core Action Cards will be in the seatbacks with an instruction to Text to get connected
<p>Core Series</p> <ul style="list-style-type: none">• Starting August 2 at 11:00 a.m. in The Barn<ul style="list-style-type: none">○ In person○ Zoom option available• Reservations are recommended but not required• Masks must be worn in accordance with the recent state mandate
<p>Groups</p> <ul style="list-style-type: none">• In Person meetings can occur but leaders are expected to ask the following questions:<ul style="list-style-type: none">○ How are we following CDC guidelines and state/local orders?○ Are groups leaders comfortable with meeting face to face?○ Is our group comfortable with meeting face to face?<ul style="list-style-type: none">▪ If not, what do we do?<ul style="list-style-type: none">• Find unity - shepherd your group; Unity is more important than being “right”• Consider meeting outdoors to allow for social distancing• Consider watching the online service together• Half and Half: virtual and in-person gathering• Connect family to family• Wait



- Invite: People may be feeling isolated so try to create community
 - Invite friends to watch online
 - Host a group gathering

Groups Meeting In Person

- Reserve space 2 weeks in advance if meeting at Kingsway
- Attendance: keep record of who attends in person meetings
- Follow all state and local mandates as appropriate
- Report any positive COVID-19 cases to Kingsway and your group but keep the name confidential unless you have been given permission by the person who tested positive
- Kids: discuss options for your group to keep all families safe
- Consider meeting outdoors
- Food is allowed in Kingsway Ministries under specific guidelines. The CDC has documented several [prevention practices](#) when it comes to this topic of providing food and/or eating with others outside your household. These practices will help provide the safest environment for all.
 - Follow all safe food handling practices when serving food to the public.
 - Refer to the USDA's steps to keep food safe found [here](#).
 - It is encouraged that food be individually packaged whenever possible.
 - Before distributing food, a leader must wash their hands and put on a new pair of provided gloves.
 - Masks should be worn in accordance with the [CDC guidelines](#) and current state and/or local mandates.
 - Limit the number of people handling or serving food.
 - The sharing of food is not allowed.
 - If you have questions, please seek guidance from a staff ministry leader before serving food.



Kids & Students Ministries
What to Expect
<p>Programming Schedules Starting August 2</p> <ul style="list-style-type: none">• 9:00am Sunday Service<ul style="list-style-type: none">○ 8:30am Volunteer Check-in/Meeting○ 8:45am Kids & Students Space Opens○ 9:05am Check-in Closes○ 9:15am Large Group & Life Groups○ 10:00am Check-out○ 10:15am Clean & Sanitize• 11:00am Sunday Service<ul style="list-style-type: none">○ 10:30am Volunteer Check-in/Meeting○ 10:45am Kids & Students Space Opens○ 11:05am Check-in Closes○ 11:15am Large Group & Life Groups○ 12:00pm Check-out○ 12:15pm Clean & Sanitize• High School Sunday Nights<ul style="list-style-type: none">○ 4:30pm Leaders meeting○ 4:45pm Doors Open○ 5:05pm Large Group & Life Groups○ 7:00pm Rec Center Hang-out○ 7:15pm Tear Down
<p>Kids & Students Programming & Curriculum</p> <ul style="list-style-type: none">• Programming opens to all families on August 2nd• Continued collaboration between Kids & Student Ministry to offer the same lesson focus Pre-K – 12th grade with age appropriate implementation and application• Follow us on social media and/or read emails to engage with the content at home
<p>Keeping Kids, Students & Volunteers Safe</p> <ul style="list-style-type: none">• Follow Kingsway's Volunteer Guidelines• All volunteers are expected to be screened at Volunteer Screening• All guidelines for volunteers in the campus safety handbook are still in effect• Increased cleaning protocols in our spaces, managed by our cleaning team during and between services• Hand-sanitizing stations are available at check-in and in hallways



- All kids, students, and parents will self-screen at home. Families must answer **No** to **ALL** Self-Screening Questions conducted prior to arriving on campus.
 - Do you have a fever of 100.4 or higher
 - DO you have any of these symptoms: chills, cough, shortness of breath, difficulty breathing, fatigue, body aches, headache, new loss of taste or smell, sore throat, congestion or running nose, nausea, vomiting or diarrhea?
 - In the last 14 days have you come into contact with anyone diagnosed with COVID-19 (including yourself)?
- You'll see big waves and potentially an elbow bump, but no hugs, high-fives, or handshakes
- Mask Up! Face **masks are required** for all kids, students, and volunteers 8 years (third grade) and up, per the current state mandate
- Rooms will have limited capacities

Check-In

- When you arrive, follow the re-designed check-in process
 - Check-in spaces will allow for social distancing
 - Only the kid or student checking into the room will be allowed in the room
- Only 1 parent/guardian will be allowed to check-in their kid or student
- Check-in will close five minutes after service starts because service will only last one hour

Worship & Large Group Time

- Spaces will be re-designed to encourage social distancing wherever possible
- Sanitize hands regularly and before transitioning spaces
- Practice air high fives and super big waves
- Masks may be removed when all kids, students, and volunteers are facing the same direction.

Toys, Activities & Snacks

- Toys and equipment will be limited, cleaned and sanitized after use
- Use games and activities as usual
 - If a controller exchanges hands, it will be sanitized
- Food, if served, will be done using appropriate safety measures, see pg 9 for details

Small Group Leaders and Volunteers

- Small group leaders and volunteers are committed to leading kids and students to become more like Christ, in a safe environment



Outreach
What to Expect
<p>Care Teams & Care Groups</p> <ul style="list-style-type: none">• Follow all KCC building use guidelines<ul style="list-style-type: none">○ Reserve space at least 2 weeks prior○ Reserved space will be cleaned prior to use○ If a reservation needs to be cancelled, please notify the point of contact ASAP• Follow CDC recommendations and state and local mandates<ul style="list-style-type: none">○ Self-health checks○ Social distancing Mask Up!○ If you have a mask, please bring it. If you do not have a mask, Kingsway can provide one for you. Masks are required for all 8 years old and up, per the current state mandate.○ Cleaning areas of use
<p>Local Partners</p> <ul style="list-style-type: none">• Continue to lean on local partners for guidance in regards to volunteering and serving opportunities• All partners are following CDC recommendations and are currently allowing volunteers to serve• Volunteers serve at their own discretions while following recommended partner and CDC recommendations• Get Involved by visiting our Local Outreach Page
<p>Global Partners</p> <ul style="list-style-type: none">• Continue to monitor global trips for the remainder of 2020• Trips in September and October are scheduled as planned<ul style="list-style-type: none">○ Teams will occur as planned if global partners are accepting travelers in their respective country○ Teams will operate under any government, travel, and partner recommendations and guidelines• Get Involved by visiting our Global Outreach Page



Guidance for Kingsway Volunteers

As staff and volunteers of Kingsway Christian Church, we desire to follow and abide by the recommendations and requirements of the Centers for Disease Control and Prevention (CDC) and State & Federal Government agencies during this COVID-19 pandemic. We realize that the guidance can change day-to-day and we are asking all volunteers to maintain a level of awareness of the current recommendations regarding the best ways to minimize the spread to protect yourself and others.

We should all remember that these guidelines are not just rules. They truly are in the best interest of the general population of those around us. We can best love and serve our community by following these guidelines to protect those around us, especially those who are in high-risk categories. Recent findings conducted by the Indiana University Fairbanks School of Public Health found that over 40% of those testing positive for COVID-19 in Indiana were asymptomatic at the time of testing. This reinforces the importance of taking the below steps to protect our staff, volunteers and members of our community.

When Volunteers are in any Kingsway space, the following guidance should be followed:

1. Volunteers will be screened prior to serving.
 - a. On Sunday Mornings this will happen at the Volunteer Screening Area.
 - b. At other times throughout the week, volunteers are expected to self-check.
2. Volunteer screening includes the following:
 - a. Temperature Check: lower than 100.4F
 - b. Must answer **both** Self-Screening Questions:
 - i. Do you have any of these symptoms: chills, cough, shortness of breath, difficulty breathing, fatigue, body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea, vomiting or diarrhea?
 - ii. In the last 14 days have you come into contact with anyone diagnosed with COVID-19 (including yourself)?

IF you answer **Yes** to either question or have a fever of 100.4F or higher, you will be asked to return home to rest until you are able to clear the screening process.

3. Volunteers should abide by the following:
 - a. The CDC recommendations for protecting yourself and others found [here](#).
 - b. The guidelines laid out by the Governor for each stage of the [Back on Track plan for Indiana](#). Summarized below:
 - i. Maintain six (6) feet distance between each person



ii. Practice good hygiene

1. Wash your hands for at least 20 seconds, especially after touching any frequently used item or surface
2. Avoid touching your face
3. Sneeze or cough into a tissue, or the inside of your elbow
4. Disinfect frequently used items and surfaces as much as possible

Use a simple [cloth face covering](#) as applicable per the Back on Track Mask Up! If you have a mask, please bring it. If you do not have a mask, Kingsway can provide one for you. **Masks are required** for all 8 years old and up, per the current state mandate.

4. Per the Indiana guidelines older adults (over the age of 65) and individuals with known high-risk health conditions (as defined [here](#)) should minimize exposure to the virus wherever possible. After review of the information provided (from the CDC and IN.gov sites) along with any applicable training necessary for the volunteer role at Kingsway, it is the volunteer's choice to participate.
5. Refer folks to the posted signs found in areas in which staff, volunteers, and others are gathering for further information:
 - a. [Slowing the spread](#)
 - b. [Knowing the symptoms](#)