



# On-Site Plum Creek Kids COVID-19 Reopening Guidelines

## Online

- We will continue to offer online kids programming through the remainder of 2020. This will include a weekly video lesson (streaming live at 8:30 am at [www.plumcreek.org/kids](http://www.plumcreek.org/kids) each Sunday and then uploaded to our YouTube channel and Facebook page at 12 pm), weekly at-home discussion guides for parents and kids accessed at [www.plumcreek.org/Sundays4Kids](http://www.plumcreek.org/Sundays4Kids), and bi-monthly (first and third Sunday of each month) virtual small groups on Zoom for Preschool and Elementary kids at 9 am.
- It is encouraged that everyone who is at risk remains at home and continue to participate in our online programming.

## Social Distancing

- Each classroom will have a volunteer-to-kid ratio that meets the requirements set forth by the KY Department of Health for Daycares. Due to this, the number of kids permitted in each room will be limited. Also, due to our volunteer capacity, we will have a limited number of classrooms.  
RATIOS:  
Toddler (1-2 yrs. old)- 6 kids: 2 volunteers  
Preschool (3's-5's yrs. old)- Classroom A- 8 kids: 2 volunteers, \*Classroom B: 6 kids: 2 volunteers  
Elementary (Kindergarten-5th Grade)- Classroom A - 8 kids: 2 volunteers, \*Classroom B- 8 kids:2 volunteers, \*Classroom C- 8 kids:2 volunteers,  
*\*classrooms B and C will be opened when volunteer availability allows*
- Due to our limited capacity, reservations will need to be made each week. Reservations will open on Monday at 10 am. Reservations will need to be made each week. Once a classroom is full, please join our waiting list, we will contact you if a change is made. If you made a reservation but are no longer able to attend, please contact [dylan@plumcreek.org](mailto:dylan@plumcreek.org). Reservations will close at 12 pm on Saturday each week. If you do not reserve a spot for your child in a classroom, and you show up on Sunday, we may, but cannot guarantee a spot for your child. (We will provide kids Sunday packets for any child needing to attend the main worship service. These can be picked up at check-in or the entrance into the Worship Center).
- Reservations can be made online at [www.plumcreek.org/kids](http://www.plumcreek.org/kids) or by calling the church office at 859-635-9995.
- Regarding entry into the building, all attendees (adults and kids) will enter through the Main Entrance of the building only. There will be markers on the floor to indicate proper social distancing. Once having entered the building, families can head toward the Kids Town entrance and follow our check-in procedures (see below).
- Regarding exit, all families with kids in Kids Town will use the south auditorium exit and make their way to the Kids Town entrance and follow our check-out procedures (see below).

## Check-In

- There will no longer be self-check-in. All families will check-in at the Check-in desk located in the Gathering Area outside Plum Creek Kids Town. Tags will be pre-printed and handed to the parents

upon check-in. Kids will then be taken back to their classrooms by a volunteer. Parents will not be permitted to go back into Kids Town or their child's classroom during check-in.

- We will continue to follow our strict check-in and check-out procedures. Each child will receive a tag, that corresponds with the parent's claim tag.
- If for any reason during the service, your child was to need you, you will see your child tag number appear on the display board in red letters underneath the main screens in the Worship Center. You can then promptly meet us in the Gathering Area.

## Check-Out

- Once the service ends, all parents will line up in the Gathering Area outside Plum Creek Kids Town (keeping social distance). We will check-out one family at a time. We will check tags at the entrance into the Kids Town hallway. A volunteer will send your kid out into the hallway and you will meet your kids in the hallway and then exit through the Infant wing (*KATC Daycare entrance*).
- One family will be permitted through the hallway at a time.
- The parent claim tag will be needed for check-out, as it will be checked by volunteers/staff.

## Programming

- Toddlers
  - Keep volunteer-to-kid ration in the classroom at all times.
  - Limited toys and only toys that can easily be disinfected.
  - Craft Time (volunteer to assist kids to wash hands before craft time), simple craft toddlers can do on their own.
  - No snacks
  - Diaper bags to be left outside of the room on the shelf. No outside toys or other items are permitted in the room.
  - No diaper changes by volunteers. Parents will be paged in the event of a need for a diaper change.
- Preschool
  - Keep volunteer-to-kid ration in the classroom at all times.
  - Limited toys and only toys that can easily be disinfected.
  - Classroom set-up will be very similar to pre-COVID-19 set-up.
  - If we can open classroom B, kids will be divided based on the family unit and not age.
  - Craft Time (volunteer to assist kids to wash hands before craft time), simple craft preschoolers can do on their own around a table.
  - Story Time- The Bible story will be taught through our Ollie Clubhouse videos. Kids will sit on the floor, in a designated spot.
  - Activity Time- Not all activities will be social distancing activities, our curriculum editing team is working diligently to be creative and innovative to provide safe activities, but also fun and biblically relevant for kids.
  - Worship Time- worship videos will be played as kids are entering the classroom for the morning. There will be no designated Worship Time
  - Masks are not required but are certainly welcome.
  - No snacks
  - No outside toys or other items are permitted in the room.
- Elementary
  - Keep volunteer-to-kid ration in the classroom at all times.
  - Classroom set-up will be desks that are socially distanced throughout the room. Kids will enter and sit at their designated desk. s
  - If we can open classrooms B and C, kids will be divided based on the family unit and not age.

- There will be no Worship or Large Group time. Kids will remain in their classrooms for the entire morning of programming.
- Bible Story- The weekly Bible story will be taught through our video lessons. Kids will remain in their desks while watching.
- Activities, Crafts, and Games- Not all activities will be social distancing activities. Our curriculum editing team is working diligently to be creative and innovative to provide safe activities, but also fun and biblically relevant for elementary-aged kids. Our goal is to when possible keep kids socially distanced. If the weather and volunteers permit, we may use the outside for activity areas.
- Each kid will receive their own backpack (to remain at the church) with all of the supplies they need for the morning. This eliminates the need for the volunteer to constantly be passing out supplies and also cuts back on the sharing of repeated items. Bags will not be shared by kids from week to week.
- Masks will be required at all times while in the building.
- No snack
- No outside toys or other items are permitted in the room.

### Face Coverings

- All staff and volunteers will be required to wear face coverings at all times.
- All attendees in accord with the KY governor's mandate will need to wear a mask when not able to properly social distance. This includes while walking into the building, through the check-in process, and check-out. We ask that all families keep their masks on while in the Kids Town hallway during check-out until they exit the building.
- Preschool kids will not be required to wear masks, but can if desired by the parents
- Elementary-aged kids will be required to wear a mask at all times in keeping with the KY Department of Health for Safety Reopening Schools.
- Disposable face masks will be provided on a table at the entrance into the building. A wastebasket will be available at the exit to dispose of the face masks. Both signage and verbal communication will indicate that face coverings are encouraged and recommended.

### Temperature Taking and Procedure

- Plum Creek Kids will follow the Temperature Taking and Temperature Procedures of Plum Creek Christian Church:
  - Plum Creek will use thermal imaging technology to take the temperature of every attendee (including staff and volunteers). This device is located behind the welcome center in the Gathering Area and will capture the temperature of every individual who enters the building. There will be no close contact to capture temperatures.
  - No one with a temperature at or above 100.0 degrees Fahrenheit will be permitted into the Worship Center (or Kids Town).
  - Participants with a fever documented at or over 100.0 degrees Fahrenheit will be re-checked with the thermal camera. If again, the temperature is at or above 100.0, we will move them to our private consultation room where we will have a medical professional re-take their temperature with a non-touch digital thermometer. If the temperature is still present, the participant will be encouraged to meet with their family doctor. They will then be encouraged to head home.

\*\* Leadership has developed a follow-up plan to connect with any individual who has a temperature.

- No child, family member, volunteer, or staff with a fever above 100.0 will be permitted into Kids Town.

## Volunteers and Staff

- All volunteers and staff will be trained with the new guidelines and procedures related to our COVID-19 re-opening plan.
- All staff and volunteers will be required to wear face coverings that cover both the mouth and nose. Face shields will only be allowed for those volunteers with a medical reason preventing them from wearing a face covering.
- All volunteers and staff will be screened with temperature checks and the following screening questions each week before serving:
  - *Have you or anyone in your household had any of the following symptoms in the last 21 days: sore throat, cough, chills, body aches for unknown reasons, shortness of breath for unknown reasons, loss of smell, loss of taste, fever at or greater than 100 degrees Fahrenheit?*
  - *Have you or anyone in your household been tested positive for COVID-19?*
  - *Have you or anyone in your household traveled outside the U.S. in the last 14 days?*
  - *Have you or anyone in your household cared for an individual who is in quarantine or is a presumptive positive or has tested positive for COVID-19?*
  - *Do you have any reason to believe you or anyone in your household has been exposed to or acquired COVID-19?*
  - *To the best of your knowledge have you been in close proximity to any individual who tested positive for COVID-19?*
- Volunteers will be allowed to serve if they have answered negatively to each of these questions and do not have a temperature of 100.0 degrees Fahrenheit or higher.

## Cleaning

- There will be cleaning before, during, between, and after each service. All classroom spaces (including all toys and surfaces touches) will be sprayed with a disinfectant mist or fogger and left to dry. All surfaces (tables, counters, door handles) will be sprayed with a disinfectant and wiped dry. The restrooms will be cleaned after each service.
- Disinfectants used:
  - Buckeye Eco® Neutral Disinfectant (E23, S23)
    - Buckeye Eco® Neutral Disinfectant is a multipurpose, neutral pH, broad-spectrum germicidal detergent designed for use in hospital, healthcare, and industrial settings at ½ oz. and 2 oz. per gallon of water. It is ideal for routine germicidal cleaning and floor care maintenance - no rinsing is required. With a use-dilution pH of 7.0 ± 0.2, Buckeye Eco® Neutral Disinfectant will not attack your floor finish.
  - Lysol® Wipes

## Touchless

- We are trying to create a touchless as possible experience for families. This will include doors being propped open or held open by a volunteer during check-in/check-out, no self-check-in, eliminating the number of times supplies are passed out in the classroom.
- In places where touch and contact is required hand sanitizer will be available.

## Sick Policy

- In conjunction with the KY Department of Health to Safely Reopening Daycares and Schools, we have created a COVID-19 Plum Creek Sick Policy. This policy will be enforced throughout the morning.
- We will follow KATC procedure (in conjunction with the KY Department of Health to Safely Reopening Daycares) for any child who becomes sick during programming.
  - Remove the child from the classroom and take them into our consultation room. Contact you immediately through our paging system, and you will need to pick up your child ASAP and head home or to our consultation room.

## Contact Tracing and Positive COVID-19 Case

- We feel it is our civil duty and responsibility as Christian citizens to keep track of the kids and volunteers present in each room to comply with the Department of Health in the event of a positive COVID-19 case at church.
- We will keep records of all kids and volunteers for 3 months, to be able to contact those needed in the event of a positive COVID-19 case.

- In conjunction with the KY Department of Health for Safely Reopening Daycares, we will contact all families necessary in the event of a positive COVID-19 case on a Sunday morning using the NKY Department of Health protocols.
- We will maintain privacy and discretion when dealing with any positive COVID-19 cases. The physical, mental, emotional, and spiritual safety of our kids and families is our priority.
- At the request of the Plum Creek Leadership, when a positive COVID-19 case is reported at Plum Creek, the following Sunday's in-person services will be canceled. Online services will still be available and when possible, a Drive-In Service will be available.
  - In this event, there will be no Plum Creek Kids on-site programming those mornings. Online programming will still be available. A kid's pack will be available for those kids coming to the Drive-In service.

## Outside

- If the weather and leading staff/coordinator permit, we are allowing volunteers to take their group of kids outside for curriculum related activities to allow for more space and active play.
- Face covering will not be required of kids while outside if they are able to socially distance.

## Restrooms/ Water Fountains

- We will have all Kids Town Hallway restrooms (except for those in the Infant wing) open for use by kids.
- Restrooms will be cleaned by a volunteer/ staff member between each use as required by the KY Department of Health for Safely reopening Churches and Houses of Worship.
- Volunteers will use the main restrooms located in the Gathering Area.
- All water fountains will not be available. We will have small bottles of water available for kids if the need arises. Please do not bring in any outside water bottles.

## Hand Hygiene (Hand Sanitizer, Hand Washing)

- Hand sanitizing stations will be located throughout the church building. Hand sanitizer will be available in each classroom.
- It is required that each kid and volunteer wash or sanitize their hands before entering the classroom.
- Toddler and Preschool age kids will wash hands before playing using the sink located in the classroom. A volunteer will assist them.
- Hand sanitizing and washing will be encouraged throughout the morning with kids and volunteers.
- Hand washing signs for kids will be hanging in bathrooms as required by the KY Department of Health for Safely Reopening Schools.

## Signage

- Signage will be placed throughout the church building and in the Kids Town Hallway.
- There will also be floor decals that indicate social distancing as a reference for attendees.

## Communication

- Plum Creek Kids will continue to use all modes of communication (website, social media, emails, texts, snail mail) to communicate with our families. We will continue to effectively communicate with our families and volunteers. We encourage and welcome anyone with questions to please call the church office (859-635-9995) or address questions and concerns to our staff via email (dylan@plumcreek.org).

## Personal Protective Equipment (PPE)

- Masks and gloves will be available for all attendees, kids, and volunteers. Families and kids are encouraged to bring their own PPE if they have them. PPE will be located at the entrance to the church building. Additional masks will be available at the check-in desk.