

## **Purpose of the COVID19 Kids Ministry Policies & Procedures**

The purpose of the following Policies and Procedures is to provide guidelines for re-opening and maintaining a safe environment for children and families at Covenant Life to gather and engage in the ministries and activities of the church. These policies and procedures will be enforced to the best ability of our staff and volunteers, but also requires grace upon grace and the honest adherence by families.

These policies and procedures follow the Guidelines provided by the CDC, in addition to precautionary measures determined necessary to maintain a healthy and safe environment in the Covenant Life UpStreet Ministry area.

## **Our Covid-19 UpStreet Plan for February is:**

1. Kids will participate in the virtual Parent Cue worship experiences each week and/or attend our multi-generational in-person or at-home worship on Sunday mornings using the worship guides provided.
2. Weekly Parent Connect newsletters will offer faith formation resources as well as tools to help prepare families for the Sunday CLC messages.
3. Regular posts on social media will help families connect with God and UpStreet.

## **Steps to Reopen the UpStreet Area**

It is our hope in early March 2021 depending on health and community factors, that we will begin to open up UpStreet classes for elementary children during the 11:00 am worship service. We will begin with older students first and gradually open rooms for younger children. (tentative: March 7 - elementary, March 21 - four and five year old children, late spring - infants, toddlers, and three year olds)

1. Class-size will be limited to the gathering limits set by our safety measures including air circulation factors and square footage for each room and being able to maintain a social distancing standard of 6-feet by all kids ages 4 and up.
2. The Kids Ministry Area reopening will require enough volunteers/staff to support rooms being open. (See Staff/Volunteer Guidelines below.)
3. The Kids Ministry Area will need appropriate supplies and materials provided and available for sanitizing, deep cleaning, and screening to enter.
4. In the event of a COVID-19 diagnosis of someone who was present in UpStreet, the individual will contact Lyn VanTol, Director of Family Ministries. We will follow the recommendations of the Ottawa County Health Department.
5. Kids Ministry Classrooms will be reopened based on the above guidelines and will open based on age, starting with our oldest group first.
6. The Kids Ministry area may be closed and reopened as necessary, as determined by Covenant Life Re-entry Team in order to maintain a safe and healthy environment for all children and families. For example, we will temporarily close if GHAPS or GHCS goes virtual due to a spike in cases in the community.

## **Limiting Class-Size, Social Distancing, and PPE in Kids Ministry**

1. Class sizes will be limited in the following ways:
  - a. To stay at or under the max recommended gathering size as determined by Nelson and Matt.
  - b. To provide adequate space for social distancing
  - c. To adhere to safe adult to child ratios.
  - d. There will be pre-registration on the website. Due to the need for the leader recruitment and safety protocols, students registered by Friday noon will have a spot reserved. Those registering children after the deadline, may be asked to volunteer or have their children worship with them in the ministry center or worship center.
  
2. Social Distancing Guidelines will be observed as follows to the best ability of our staff and volunteers with the understanding that staff and volunteers cannot physically restrict children. If Social Distancing guidelines are unable to be followed, Covenant Life Staff reserves the right to close rooms or the entire UpStreet Ministry area in order to ensure the health and safety of our children and families.
  - a. Children age 2 and 3: Social distancing guidelines will be followed as best as possible with the understanding that it will be difficult in some situations due to the comprehension level of our children at that age.
  - b. Children 4 through Kindergarten: The 6' Social Distancing Guidelines will be encouraged and supported with adequate space and seating parameters set.
  - c. Children in 1st through 4th Grades: The 6' Social Distancing Guidelines will be enforced with more urgency and reminders in these rooms. Children will be granted grace, but if a child is determined to be ignoring the social distancing guidelines repeatedly, parents will be asked to pick-up their child.
  
3. PPE in Kids Ministry
  - a. Children age 4 through 4th Grade (during UpStreet): Children are asked to wear masks. If a child is unable to wear a mask for a duration of time, parents may be asked to keep their child with them.
  - b. Children age 4 through 4th Grade (during Worship): Children will be asked to follow the same guidelines as adults regarding PPE within the worship center in order to protect them and those vulnerable in our congregation during the Worship Hour.

## **Screening Procedures in Kids Ministry**

All persons entering the Kids Ministry Area must answer screening questions before checking-in. The screening process will include the following:

1. Answer the following questions. (Answers must be NO to each question in order for a child to be checked into a classroom.)

- a. Have you or your child(ren) experienced any fever or flu-like symptoms in the past week?
  - b. Have you or your child(ren) been exposed to someone who you know or believe has the Coronavirus in the 14 days?
  - c. Have you or your child(ren) traveled outside of the country in the last week?
2. Show that all children ages 4 and up have a mask on as they enter UpStreet.

### **Drop-off & Pick-Up Procedures**

Drop-off procedures will be as follows:

1. All children must submit to the screening process.
2. Parents do not need to submit to the screening process unless there is a need for the parent to go into the hallways or classrooms of the Children's Ministry area as approved by the Kids Ministry Staff.
3. The Check-in Area will be outside of the UpStreet Entrance. Families will line-up, while maintaining social distancing recommendations. Tags will be preprinted based on registration.
4. UpStreet coaches will help to escort children to classrooms after they are dismissed during the offering time of the worship service.
5. At 11:10 all first through fourth grade classrooms will have doors propped open and at least one adult in each classroom.
6. During this time, Self-Check-In stations will not be available. Check-In will be done by Kids Ministry Volunteers and Staff.

Pick-up procedures will be as follows:

1. First through fourth grade students will be escorted to join their families during the song after the message.
2. For preschool and kindergartners pick-up locations will be staffed by volunteers and properly marked.
3. Parents/guardians must show the appropriate pick-up tag to the Kids Ministry Volunteers.
4. Kids Ministry Volunteers will bring children to the parents at the designated pick-up location(s).
5. During Pick-up times all preschool park classrooms will have doors propped open and at least one adult in each classroom.

### **Emergency Procedures**

In the event of an emergency (as outlined in the UpStreet Ministry Policies and Procedures), staff and volunteers will be trained to follow COVID-19 procedures as best as possible, however, the immediate safety of children and families will be our priority and therefore, we will defer to the Emergency Procedures outlined in our UpStreet Policies and Procedures.

## **Classroom Procedures**

1. Children must sanitize their hands upon entering the classroom.
2. Children will be asked to wear masks.
3. Children will be asked to observe Social Distancing policies.
4. Children who need diapers changed or need help in the bathroom will be helped by a coach. In addition to the policies and procedures outlined in the UpStreet Ministry Leader Training Manual, volunteers must follow the guidelines below in these circumstances:
  - a. Volunteers must wear gloves while changing diapers or helping children in the bathroom.
  - b. Volunteers must change gloves between each child.
  - c. Volunteers must wash their hands when glove use is complete.
  - d. Children must wash hands after using the restroom.
  - e. Bathroom use must be limited to one child at a time, including during hand washing procedures, in order to maintain social distancing standards.
  - f. No drinks will be provided to children in any classrooms. Water fountains will not be in use during this time.
  - g. Toys, Books, and other items will be limited in each classroom. Items used in the classroom will be sanitized each week.
  - h. Classroom furniture and/or seating areas will be set in each classroom to encourage and follow the Social Distancing standards.
  - i. Classroom doors will be propped open during drop-off and pick-up to limit the use of handles and spread of germs.
  - j. Exterior doors to UpStreet will be propped open during drop-off and pick-up to limit the use of the handles and spread of germs.
  - k. A no-touch policy will be enforced in all classrooms, with the exception of helping younger children as needed. No high-fives, fist-bumps, hugs, etc. will be permitted during social distancing.
  - l. All surfaces will be cleaned and sanitized after gathering each week.
  - m. The following supplies will be available to all classrooms each Sunday:
    1. Gloves
    2. Hand Sanitizer (at least 60% alcohol)
    3. Paper towels
    4. Lysol Wipes
    5. Disinfectant Spray

## **Family Responsibility & Expectations**

We ask that all families exercise personal responsibility during this time in efforts to follow CDC recommendations and keep all members and guests of CLC healthy and

safe. In addition to the other policies and procedures outlined herein, and in addition to the general UpStreet Ministry Policies & Procedures, we ask families to observe and respect the following expectations:

1. Do not bring children who have experienced any cold or flu-like symptoms within the past week (with or without fever).
2. Notify Lyn VanTol if/when any member of their immediate family has been diagnosed or directly exposed to someone diagnosed with COVID-19.
3. Educate and equip children and family on the importance of properly wearing a mask to love our neighbors and social distancing behavior.

### **Guidelines to Volunteer in Kids Ministry during COVID-19**

1. All volunteers must be willing and able to follow the policies and procedures as outlined herein.
2. All volunteers must wear facemasks while serving in UpStreet.
3. All volunteers must submit to the screening process as outlined in these policies.