

**Northfield Campus Covid Traffic Flow
HK Launch - Re-entry
October 4th, 2020**

Entering the Building

All families/volunteers enter through main door by the parking lot

All parents/guardians/children(Kindergarten and up) entering the building should be wearing a mask and children 2 to 5 years are encouraged to wear a mask.

Step 1 - Temperature and Sanitizer

Temperature check/sanitizer to immediate right of entrance of building - right side of table

(In case of rain, this station will be inside front door to the right)

Staff/volunteer to take temperature of volunteers and children

Log information/temperature for volunteers on confidential Log Sheet - keep for 2 weeks

Volunteers and children should use sanitizer

Thermometers and table will be sanitized as needed.

Step 2 - Check-in

Volunteer(s) to check-in at desk to right side of front entrance of building - left side of table

Families(one parent only) check-in desk - right side of entrance to building - left side of table

Ipad will be used to check in children and volunteers - name tag will be printed at check-in station upstairs

Visitors proceed to check-in desk - left side

Step 3 - Go to Designated Room

Volunteer(s) proceeds to station

Volunteer will bring child(ren) to appropriate classroom - name tag will be printed on printer upstairs and name tag will be placed on child

Step 4

Drop Off

Nursery

Staff/volunteer will bring child(ren) to classroom

Only pacifier and bottle should be left with child

Diaper bags can be left in cubby

Parent takes mask off any child(ren) 2 years old and up

Pre-School - Littles

Activity Center

Staff/volunteer will bring child(ren) to classroom

Parent takes mask off any child(ren) 2 years old and up

Hosanna Kids

Chapel

Staff/volunteer will bring child(ren) to classroom

All children in Hosanna Kids should be wearing a mask

Pick Up

Nursery

One parent picks up child at station on main level - bottom of stairs - right side
Parent puts mask on child(ren)(2 years or older) and removes name tag before leaving

Pre-School - Littles

Activity Center

One parent picks up child at station on main level - bottom of stairs - right side
Parent puts mask on child and removes name tag before leaving

Hosanna Kids

Chapel

One parent picks up child(ren) at station on main level - bottom of stairs - right side
Parent removes child(rens) name tags before exiting the building

Exiting the Building

All families/volunteers will exit the building through the main door by the parking lot

Other

Sanitizing stations will be placed at each of the key areas and throughout the building
Areas will be wiped down as needed and in between and after services
Cleaning kits will be placed in all key areas