

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

**Entering the Building**

All families/volunteers enter through main door of the building

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

**Step 1 - Temperature and Sanitizer**

Temperature check/sanitizer on left side of 8 foot table in the center of the main entrance area

Staff/volunteer to take temperature of volunteers and children

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

Children should use sanitizer before going to next step

Thermometer and table will be sanitized as needed.

**Step 2 - Check-in**

Volunteer(s) proceed to Room 5

Families (one parent only) proceed to check-in desk - left or right side - parent place nametag on child(ren)

Visitors proceed to check-in desk - far right side

**Step 3 - Go to Designated Room**

Volunteer(s) proceeds to stations

Families (one parent only) proceeds to appropriate classroom

**Step 4**

**Drop Off**

***Nursery/Toddler Room***

Go to left side door of nursery and check in child(ren)

Only pacifier and bottle should be left with child(ren)

Diaper bags can be left in cubbie

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

Parent exits out other door of nursery

**Pre-School - Littles**

***Littles Room***

Go to door to the left (classroom 1) and check child(ren) in

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

**Hosanna Kids Church**

***Activity Center***

Go to the Game Room door and drop off the child(ren).

All children in Hosanna Kids Church should be wearing a mask.

**Pick Up**

***Nursery/Toddler Room***

Pick up child at left side door of Nursery

Parent puts mask on child(ren) 2 years or older and removes name tag before leaving

Parent and child exit other door in Nursery

***Pre-School - Littles******Littles Room***

One parent picks up the child(ren) at far left entrance entering classroom one.

Parent puts a mask on the child(ren) and removes the name tag before leaving through classroom 2 door.

***Hosanna Kids Church******Activity Center***

One parent picks up the child(ren) entering through the Game Room door into the Activity Center. (this is the door on the right side of the Activity Center)

Parent and child(ren) exit out back door of the Activity Center.

***Exiting the Building***

All families/volunteers will exit the building through the main entrance of the building

Doors will be held or propped open

***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