



CHRIST THE KING CHURCH

Kids Ministry Covid-19 Protocols

In this Coronavirus (COVID-19) document, you'll find all the essential guidelines parents and volunteers should follow during the coronavirus outbreak and temporary alterations. Thank you for your flexibility and patience as we continue to learn and grow.

Policy brief & purpose

This policy includes the measures we are actively taking to mitigate the spread of coronavirus. You are kindly asked to follow all these rules diligently, to sustain a healthy and safe ministry in this unique time. It's important that we all respond responsibly and transparently to these health precautions.

The COVID-19 policies and protocols are susceptible to changes with the introduction of additional governmental guidelines. If so, we will update you as soon as possible.

These guidelines and protocols do not dismiss already established policies and protocols of ctk|kids. These are added precautions during this time of Covid-19.

Volunteer and families are responsible for informing Director if:

Child/ Volunteer

- If a child/volunteer becomes sick at home within a week of attending a gathering with any symptoms, cough, fever, muscle aches, generally not feeling well, we ask that you notify us and stay home.
- Child/Volunteer who have come in contact with a person with symptoms or diagnosed with COVID-19.
- If symptoms are consistent with Covid-19, please phone your doctor and ask for guidance. Please phone us and share that guidance so that we will know how to proceed with our next steps of notifying the proper and required people, and/or authorities.
- Please use precaution and personal judgement before registering your child if you (child/volunteer) or any member of the family living with you has traveled outside the state of Ohio.

Child/ Volunteer with Covid-19

- Stay home: After receiving a positive test, you (child/volunteer) may not attend ctk|kids until 10 days after onset of symptoms, are no longer taking fever reducing medication, and your symptoms are improving.

If ctk|kids has a case of Covid-19:

- If it is determined that a child/volunteer has been in contact with someone who tested positive for Covid-19, the leadership of CTK will notify families and volunteers of the exposure.
- Determine if the child/staff member attended/worked at the program while symptomatic or during the 2 days before symptoms began.
- Identify what days the child/volunteer attended/worked during that time.
- Determine who had close contact with the child/staff member at the program during those days.
 - Refer to check-in and schedule.
- Children and volunteers who are determined to have had close contact with the affected child/volunteers should remain home for two Sundays.
- A weekly volunteer will come in 48 hours before beginning cleaning and disinfection to minimize the potential for exposure to respiratory droplets.
 - Open doors to increase air circulation in the area.
 - Clean and disinfect all areas used by the sick person, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, and remote controls.
 - If more than 7 days since the sick person visited or used the facility, additional cleaning and disinfection is not necessary.
 - Continue routine cleaning and disinfection.
- When cleaning
 - Wear disposable gloves and gowns for all tasks in the cleaning process, including handling trash.
 - Additional personal protective equipment (PPE) might be required based on the cleaning/disinfectant products being used and whether there is a risk of a splash.
 - Gloves and gowns should be removed carefully to avoid contamination of the wearer and the surrounding area.
 - Wash your hands often with soap and water for 20 seconds. Always wash immediately after removing gloves and after contact with a sick person.

Checks for Volunteers & Children

We will be screening each volunteer and child before entering the classrooms for symptoms of Covid-19.

Symptoms of Covid-19

None of these symptoms may be present in the last 48 hours:

- Fever / Chills
- Cough
- Fatigue
- Muscle/body aches

- Headache
- Sore throat
- Congestion / Runny Nose: with non-clear discharge
- Nausea / Vomiting
- Diarrhea
- Shortness of breath
- Loss of taste or smell

Screening

- Please check each child's temperature at home before coming to church. A fever is considered 100 Degrees
- Ask if any of the above symptoms have been present in the child or close family members in the last 48 hours.
- Each child will have hands sanitized upon initial arrival outside

Volunteers

- Volunteers should expect to arrive at least 30 minutes before their scheduled gathering time.
- Volunteers should have their temperature checked before arrival at church.
- Staff should answer the questions on the child/volunteer questionnaire and have the director or another witness sign the document.

Masks

- All volunteers must wear a mask at all times. This means covering your mouth and your nose.
- Children under 3 are not required to wear a mask.
- If your preschooler attends a school outside of your home during the week, it is recommended that preschool children wear a mask to stay consistent with their school procedures.
- Children with a developmental disability or medical condition impacting proper mask use may be exempt from this requirement. This will be discussed and reviewed on a case-by-case basis with the Director.

Social Distancing Strategies

- Each group of children will be in their respective rooms based on age.
- Social Distancing is to be encouraged.
 - Children will naturally gather, and these interactions are necessary.
 - Try to redirect in an appropriate way.
 - Never redirect in a fearful or harsh tone. Example: Replace stern instructions like "Don't sit next to your friends." with "Why don't you help me put away these toys over here?"

Washing, Feeding or Holding a Child

- It is important to comfort crying, sad, and/or anxious children, and they often need to be held. To the extent possible, volunteers will attempt to limit contact. However, if they should need to be in close contact, the following precautions should be observed: washing of hands, neck and any other area in contact with the child.

Hand Sanitization

- All children, staff, and volunteers should engage in hand hygiene at the following times:
 - Arrival to the facility and after breaks
 - Before and after preparing food or drinks
 - Before and after eating or handling food, or feeding children
 - After diapering
 - After using the toilet or helping a child use the bathroom
 - After coming in contact with bodily fluid
 - After handling garbage
 - After blowing one's nose, coughing, or sneezing
 - Before coming in contact with any child
 - After touching or cleaning surfaces that may be contaminated
 - After using shared equipment like toys, books
- Cleaning Protocols
 - Spray and wipe down with disinfectant all hard surfaces, materials, and toys that include but are not limited to toys and books before, during and after use.
 - We will be providing separate toys for different gathering times.
 - Staff should sanitize their hands, neck and anywhere touched by a child's secretions.
 - Staff should change the child's clothes if secretions are on the child's clothes.
 - It is recommended to bring another shirt for all children under the age of 6
 - Contaminated clothes should be placed in a plastic bag or washed in a washing machine. Infants, toddlers, and their providers should have multiple changes of clothes on-hand.

Schedule

First and Second Gathering

- Arrive
- Answer screening questions
- Once in the classroom wipe down all hard surfaces
- Collect your classroom bins of supplies and toys for your scheduled gathering time
- Place in the room and organize into "areas"
- Once children have arrived give them a **cup** of coloring supplies.
 - This is their cup for the time there.
 - Cup will have a nametag on it and children will be able to use it from week to week.
- Encourage the children to social distance during play
- If a toy goes into a child's mouth, place the toy in a "dirty" bucket.
- Go through the lesson flow as normal.
- When parents arrive for pick-up:
 - Check child security tag once to matching parent tag
 - Take the child's sticker
- Once all children have left:
 - Remove all toys and supplies and place in bins
 - Take to the red large area to be cleaned.
 - Wipe down all hard surfaces

Classroom Ratios

We will be reducing classroom sizes. The new ratios with the Covid protocols are as follows:

Infants

1 Volunteer for every 3 Infants

Room Max 6 children (with 2 volunteers present) • Children 0 to age 1

Toddler 1

1 Volunteer for every 5 Toddlers

Room Max 10 children (with 2 volunteers present) • Children 1 year, crawling to walking up to age 2

Toddler 2

1 Volunteer for every 5 Toddlers

Room Max 10 children (with 2 volunteers present) • Children 2 years, walking to 3

Preschool (Age 3-5)

2 Volunteer for every 10 Preschoolers

Room, divided into two, max children is 20 (with 4 volunteers present) • Children ages 3 years old & potty trained to age 5

(Later start date)

Grade School

1 Volunteer for every 10 Grade Schoolers

Room Max 20 children (with 2 volunteers present) • Children in Kindergarten through 5th grade (or 12 years)

Acceptance of new procedures for children/families/Volunteers

Anyone who is using the space must read, sign, agree, and follow the policy and procedures in order to be participating in ctk|kids

I have read and fully understand ctk|kids policy and procedures for Covid-19. I also understand that this document can be changed at any time with or without notice by the director and her designee.

I understand that the safety, health, and the well-being of children, families, and staff rely on my due diligence to keep myself and family following Social Distancing rules set by the Governor at any given time.

Family/Volunteer - Print Name
/ Date

Signature