

Providence Children's Ministry COVID19 Policies & Procedures

The purpose of the following policies and procedures is to provide guidelines for resuming Children's Ministry at Providence Church while maintaining a safe environment. These policies and procedures will be enforced to the best of our ability as staff and volunteers, but also requires the honest adherence by families.

Steps to Relaunch Children's Ministry Areas:

1. Children's Ministry areas may resume when class-size can be limited to the gathering sizes set by local authorities, in addition to being able to maintain a social distancing standard of 6 feet by all kids in first grade and up.
2. Children's Ministry areas may resume when there are enough volunteers/staff to support rooms being open.
3. Children's Ministry areas may be closed as necessary, as determined by the elders and Children's Ministry staff at Providence Church in order to maintain a safe and healthy environment for all children and families.

Timeline for resuming physical ministry within the walls of Providence Church:

FX Ministry (5th/6th grade) — Resume September 6th

Discovery Street (1st-4th grade) — Resume September 6th

Creation Station (Birth - K) — Resume September 6th

After researching nearby churches, and churches within our region, we feel it is best to allow the Knox County School system to open first before we resume worship in the building.

Continued online presence via youtube and social media:

Until a high percentage of our families feel safe coming to our ministry areas in person, Discovery Street and Creation Station will continue to offer online worship videos.

Once we stop offering the videos, we will provide a weekly PDF compiling online materials for our parents to use until they feel comfortable returning to the building for worship.

The final video for Discovery Street is projected to be September 27th.

The final video for Creation Station is projected to be September 27th.

The following 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 our children's ministry areas:

Personal protective equipment:

- All Volunteers serving in the Children's Ministry areas will wear a mask.
- Children birth - Kindergarten will NOT be required to wear a mask.
- Children in 1st - 6th grade will be expected to wear a mask.

Social Distancing

Social Distancing Guidelines will be encouraged as listed below to the best of our ability, with the understanding that staff and volunteers cannot physically restrict children.

- a. Children age 3 and under: No social distancing guidelines will be followed.
- b. Children age 4 - Kindergarten: 6 feet Social Distancing guidelines will be encouraged whenever possible.
- c. Children in 1st - 6th Grades: 6 feet Social Distancing guidelines will be encouraged by providing adequate space and seating markers.

Limiting Class-Size:

In order to give us the best possible chance of being successful at social distancing, we will limit our class sizes in the following ways:

FX (5th/6th ministry): 25 kids TOTAL

Discovery Street (1st-4th grade): 25 kids TOTAL/per hour

Creation Station (birth - Kindergarten): 35 TOTAL/per hour

Stop 1: 3 babies

Stop 2: 4 toddlers

Stop 3: 5 toddlers

Stop 4: 5 children

Stop 5: 5 children

Stop 6-7: 8 children

Kindergarten: 5 children

Pre-registration Procedures:

In order to maintain our classroom limits, we will ask parents to pre-register children who are planning on attending. You will be able to do this through the Journey app, and through our website. This will also help us provide a touch-less check in (see below for more details).

Screening Procedures in Children's Ministry:

All persons entering the Children's Ministry Area must be screened. The screening process will include the following:

- Temperature Check using a sanitized, touch-free thermometer
- Must answer, "no," to the following questions.
 - a. Have you or your child(ren) experienced any of the symptoms from the COVID wellness policy we posted 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 past 14 days?
 - c. Have you or your child(ren) traveled outside of the state or to one of the Hotspot zones in the last week?

Drop-off & Pick-Up Procedures:

Once children have been screened and approved, they will be allowed to check-in. During this time, we will adopt the following new policies regarding drop-off and pick-up...

1. Until further notice, self check-in will not be available. All parents will pre-register, and visitor check-ins will be done by our Children's Ministry volunteers and staff to limit the spread of germs on touch-screens.
2. Parents will not be allowed to enter the Creation Station or Discovery Street hallways. They will stay with their children through the screening and check-in process, and then children will be escorted to their classrooms by one of our CM volunteers.
3. Pick-up procedures will be as follows:
 - a. Parents/guardians will line up according to our pre-determined pick up lines (*see below for specifications*).
 - b. Pick-up locations will be staffed by volunteers and properly marked.
 - c. In order to maintain social distancing and inquire minimal contact during pick-up time, only one parent will be allowed to wait in the line, and parents will be called when it is their turn to pick up their child.
 - d. Parents/guardians must still show the appropriate security tag to the Children's Ministry Volunteers.
 - e. During pick-up times all classrooms will have doors propped open and at least one adult in each classroom.
 - f. Parents are encouraged to exit the building once they have all of their kids.

NEW Pick-up line locations:

- ✦ Creation Station stops 1-2-3: Line up in the worship center behind the LEFT side door; exit through the worship center and out the main front doors.
- ✦ Creation Station stops 4-5-6: Line up in the worship center behind the UPPER LEFT side door near the stage; exit through the worship center and out the main front doors.
- ✦ Creation Station Kindergarten: Line up in front of the CS Check-in desk per the specified floor markers; exit through the worship center and out the main front doors.
- ✦ Discovery Street grades 1-2 grade: Line up in the worship center behind the RIGHT side door; exit through the worship center and out the main front doors.
- ✦ Discovery Street grades 3-4 grade: Line up in the worship center behind the upper RIGHT side door near the stage; exit through the worship center and out the main front doors.

Classroom Procedures:

After children have been screening and checked in to the classroom, we will abide by the following procedures and protocols:

1. Upon entering the classroom, children must immediately wash their hands.
2. Children will be asked to observe reasonable social distancing as outlined above.
3. Diaper bags will NOT be allowed. Instead, we will encourage parents to put their items in a labeled, gallon size zip-loc bag which will stay at the church and only be refilled when necessary.
4. All pacifiers MUST be on a clip and stay secured to the child.
5. Each classroom will be stocked with a bottle of hand sanitizer.

6. A limited-touch policy will be encouraged in all classrooms, with the exception of helping younger children as needed. Instead of high-fives, fist-bumps, and hugs, we will encourage back bumps, elbow bumps and air hugs.
7. Snacks may not be served for a period of time, in order to limit the spread of germs. However, when snacks are served, they will be individually packaged, volunteers will wear gloves, and parents will be notified at check-in.

The following procedures will be mandatory:

- Children must wash hands for at least 20 seconds before snack is served.
- Children must use hand sanitizer of at least 60% alcohol after snack is complete.
- Only prepackaged drinks will be provided to children in any classrooms.

Cleaning Procedures:

FX/Midway:

Between services...Disinfectant fogger spray...wipe down chairs, handles, doorknobs, and tables. Remove any games or supplies used during the first service.

Discovery Street:

Between services...Disinfectant fogger spray...wipe down counters, handles, doorknobs, tables, and toys/supplies for stations. Lysol down the risers after large group.

Lanyards and markers will have separate sets for each hour.

Creation Station:

Between services...Disinfectant fogger spray...wipe down all counters, tables & chairs, and doorknobs/handles. Lysol toilets and sinks after each use.

Utilize yuck buckets...When toys are done being used, they will be put away.

Have two set of toys for each hour. (No snack, no diaper bags)

All toys and supplies in yuck buckets will be thoroughly cleaned during the week...

Emergency Procedures:

In the event of an emergency (as outlined in our 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 Children's Ministry policies and procedures.

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 our church healthy and safe. In addition to the other policies and procedures outlined herein, and in addition to the regular Children's Ministry Policies & Procedures, we ask families to observe and respect the following expectations:

- Notify us if/when any member of your immediate family has been diagnosed or directly exposed to someone diagnosed with COVID-19.
- Notify us if/when any child that has been checked in to one of our children's ministry areas begins experiencing cold or flu-like symptoms.