



West Kids Health Safety Procedures (effective 8/20)

CHECK IN/CHECK OUT

- Check-in will take place in the usual area. Parents are STRONGLY encouraged to use the pre-check option for reduced contact with equipment. Families maintain 6 feet social distance while waiting in line.
- Hand sanitizer and disinfectant will be available in all areas and at all times. The preferred method to clean hands is with soap and water.
- Kids in 1st - 5th grades will be required to wear masks while participating in kid ministry based on the governor's mandate. Younger children will be encouraged but not required to wear masks. Free kid-sized masks will be available at check in.
- One parent/caregiver per family will drop off/pick up their kid(s) in the West Kids Wing.
- Signs will be posted regarding the health status of those entering check in:

If the child or his/her household family member had any of the following symptoms in the past few days, please do not enter.

- Fever or chills
 - Cough
 - Shortness of breath or difficulty breathing
 - Fatigue
 - Muscle or body aches
 - Headache
 - New loss of taste or smell
 - Sore throat
 - Congestion or runny nose
 - Nausea or vomiting
 - Diarrhea
- If a child exhibits any of the above symptoms, escort him/her to the resource room. A non-contact body thermometer is stored in the first aid cabinet of the resource room. Immediately notify the parent/caregiver to pick up the child.



- Signage in hallways will guide traffic flow and encourage parents to keep 6' distance when possible while waiting for pickup of kids.
- Continue to compare parents "security sticker" with child's nametag to insure proper person is picking up child. Parent holds the sticker for volunteer to read and compare with child's nametag.

SANITATION AND CLEANING

Preschool Rooms (Nursery through Kindergarten)

- Room 101 – 0-1 yrs.; Room 102 – 2-3 yrs.; Room 103 4 yrs. – Kindergarten
Room 101 may combine with 102 if headcount is low.
- Each room will have a set of clean toys put out for each hour.
- Water fountains will not be in use. Encourage parents to bring a marked water bottle for their child.
- Parents may bring in pre-packaged snacks for young children. There will be pre-packaged snacks on hand for children who request it.
- Kids will sit on marked spots on the floor and with space between them at the tables. They will have individual supplies at their seat.
- Children should not bring in toys from home.

Elementary Rooms (1st grade through 5th grade)

- Activity Center will be used for 1st – 5th grade.
- Water fountains will not be in use. Encourage kids to bring their own marked water bottle.
- Only pre-packaged snacks will be served on special occasions.
- Kids drop offering into a container as they enter the room.
- Kids will sit on marked spots on the bench or floor and sit with space between them at the tables. They will have individual supplies at their place.



- Leaders stand or sit on the sides. Be engaged and participate in worship. Be close enough to help those who are struggling to pay attention, etc.

REQUIREMENTS FOR ALL VOLUNTEERS:

- Shifts: 8:45AM – 10:15AM & 10:30AM – Noon Prompt arrival is expected. From 10:15AM to 10:30AM, the rooms will be unoccupied. Designated volunteers will disinfect rooms between shifts and put out clean toys for the next shift.
- Wear a mask (extra masks will be available at main entrances).
- Wear a nametag
 - Clip on nametag (stored in classrooms)
 - Take off nametag, wipe it off with Clorox wipe and place in classroom drawer
- Take your temperature before coming on Sunday.
- Let us know prior to Sunday if you have had any of the following COVID-19 symptoms during the week:
 - Fever or chills
 - Cough
 - Shortness of breath or difficulty breathing
 - Fatigue
 - Muscle or body aches
 - Headache
 - New loss of taste or smell
 - Sore throat
 - Congestion or runny nose
 - Nausea or vomiting
 - Diarrhea
- Hand wash or use hand sanitizer often and encourage kids to do the same.
- Disinfect surfaces, touch points and toys as needed.