**REGATHERING GUIDELINES FOR PCC CHILDREN’S MINISTRY: KINGDOM KIDS**

All regular policies and procedures for Children’s Ministry remain in effect. Where the new policies outlined below differ from the old policies, the new ones will be followed. These policies will be reviewed weekly and any changes or additions to guidelines will be communicated to staff, volunteers, and families in a timely manner and through various communication channels (direct email, signage, newsletters, website, social media).

We recognize that many of these new procedures are cumbersome and will impact ministry. Change is difficult to implement. Staff and volunteers can assist in helping others to adapt to new procedures by remaining positive, setting an example worth following, and reassuring families that we understand both the human need for touch and the need to put as many measures in place as we can to guard against illness, COVID-19 or any other. **We desire that Plymouth Covenant continues to be a place where kids and families can safely gather while experiencing the love of Jesus through one another.** Your partnership in achieving that goal is essential!

**GENERAL GUIDELINES**

* Staff and volunteers will agree to wear facemasks when they are in close proximity (less than 6 feet) to others. They may step just outside the classroom to remove their mask to take a break. Before returning to the classroom, they should replace the mask then wash or sanitize their hands.
* Staff and volunteers will be given a lanyard with a close-up picture of their smiling face (you can supply your own or we can take one for you) that should be worn at all times to remind young children what you look like without a mask. This will help decrease anxiety at not being able to see your whole face and will help them remember what some of their favorite adults look like!
* Those who are teaching the lesson from up front do not need to wear a mask if they are more than 6 feet away from the closest person and can teach without having to shout. When they are done teaching, they should put on a mask so they can mix with kids and other volunteers at close distances (less that 6 feet).
* If staff/volunteers do not wish to wear a mask, we will find ways for them to support the ministry that do not require the wearing of a mask.
* All staff, volunteers, and children will wash their hands before entering a classroom. Where running water and soap are not available, this task can be accomplished with hand sanitizer.
* Doors to classrooms will remain closed and should be opened and closed only by staff/volunteers to minimize the spread of germs.
* One parent may accompany their child to the appropriate classroom to drop them off. Parents may not enter classrooms unless it is an emergency and/or permission has been given by a staff member.
* All classrooms will be stocked with the following:
  + Hand sanitizer
  + Facial tissues
  + Gloves
  + Masks
  + Individual bags/boxes of supplies per child (scissor, markers, crayons, glue stick)
  + Carpet squares to promote distancing during story time
  + A touchless thermometer
  + Clipboard with sign in lists to record attendees for each session
  + Signs that promote healthy hygiene
  + Copies of new policies and procedures
  + Room cleaning schedule
  + A list of potential symptoms for COVID-19 in adults and in children
  + A comfy place for a potentially ill child to sit while waiting for parents to arrive
* Parents will need to reserve their spot in the classroom each service time by accessing the sign up form through the website (or through PCO?). Reservations will be slightly staggered in time to encourage distancing.
* When reservations meet room capacity, then the classroom is closed for that service
* The TLC and foyer are available for families to use if their young children have a hard time in the worship service (sanctuary, refinery)

**SPECIFIC AREA GUIDELINES**

**Volunteers**

* Volunteers will not be allowed to serve if they or anyone in their immediate household have had any of the following symptoms within the 14 days prior to serving:
  + cough
  + trouble breathing
  + fever
  + chills
  + muscle pain
  + headache
  + sore throat
  + loss of taste or smell
* All volunteers must wash their hands immediately prior to entering a children’s ministry area. At the check-in desk, they will be temperature screened prior to entering.
* All volunteers who come are in close proximity to others will be asked to wear a face mask. If a volunteer is not willing to wear a mask, s/he should make that known prior to arriving to serve. An alternate way of supporting the ministry that does not require close contact with others will be offered. Both masks and gloves will be provided at the check-in desks and in all classrooms.
* Volunteers who will likely be holding children (Nursery, Sprouts) will be provided a protective apron to cover their clothing as a barrier against germs spread through bodily secretions (drool, tears, spit up, etc.). If the apron becomes dirtied while serving, it may be exchanged for a clean apron.
* Volunteers will keep a list of child name and parent name for all children in their care during the service. These lists will help us contract trace if we are notified at any point that someone in the room has tested positive for COVID-19.

**Check-in Desks (Kingdom Kids, KidTown and KidNation)**

* During drop off and pick up, 2 volunteers will be needed at each desk.
* There will be no self check-in kiosk. Only scheduled volunteers will touch computer screens, keyboards, mice, and labelers.
* Volunteers need to wear masks while there is direct contact with parents and families. Between drop off and pick up, the masks can be taken off as long as 6 feet of distance is from one another is maintained.
* Volunteers should wear gloves due to repeated contact with parents as labels are handed back and forth. The nametag ball will be temporarily discontinued and should be put into storage.
* Parents/families should be encouraged to stand 6 feet apart while waiting for check-in assistance. This can be managed in the following ways:
  + Staggered check-in times will be given when parents reserve spots for ministry
  + About half of Kingdom Kids age children will be using lower level check-in areas and classrooms
  + Stickers on the floor will encourage safe distancing. The Kingdom Kids line will travel from the check in desk toward the Studio. The KidTown line will travel along the wall down the hall toward the Theater. The KidNation line will travel down the hall toward the Fireplace room.
* Children and adults will be temperature screened with a touchless thermometer prior to entering children’s ministry areas. A temperature above 100.4F will not be allowed entry.
* The person checking in the child will be shown a list of symptoms and asked if the child or anyone in the household has displayed any of the symptoms in the previous 14 days. If the answer is no to all the symptoms and the child is fever-free, the child will be allowed into ministry areas.

Here is the list of symptoms for adults:

* + cough
  + trouble breathing
  + fever
  + chills
  + muscle pain
  + headache
  + sore throat
  + loss of taste or smell

In children, the most prominent signs are:

* + fever
  + runny nose
  + cough
  + vomiting
  + diarrhea
* Check in stations should be sanitized using the materials provided at the end of the check-in time and also at the end of the service time.

**Nursery**

* Location: Nursery rooms, main floor
* Check-in: any check-in desk, primarily Kingdom Kids
* Drop off/Pick up: Outside main Nursery door
* Ratio 1:1 (one volunteer to one child for the entire time the child is in our care)
* Capacity: 4-6
* Volunteers Needed: 4-6
* Volunteers should wash hands frequently while serving, especially if they come into contact with any bodily secretions (drool, tears, spit up, etc) while holding or playing with a child.
* An assortment of toys will be divided among bins. One bin per child for the entire service time. Volunteers should keep watch that toys are not shared.
* Toys that have body secretions on them should be placed in the nursery sink to be washed and sanitized after children have been picked up.
* Nursery staff/volunteers will be provided an apron to wear over their clothes to guard against germs acquired while caring for children. This garment should be removed if it becomes excessively dirtied with any bodily secretion (drool, tears, spit up, etc)
* Diaper bags must remain in designated cubbies. Wash hands before and after accessing items from a diaper bag.

**Sprouts (two-year olds)**

* Location: Cloud Room, main floor
* Check-in: any check-in desk, primarily Kingdom Kids
* Drop Off/Pick Up: Outside Cloud Room
* Ratio 1:2
* Capacity: 8
* Volunteers Needed: 4
* Volunteers should sanitize their hands frequently while serving, especially after coming into close contact with children.
* An assortment of toys will be divided among bins. One bin per child for the entire service time. Volunteers should keep watch that toys are shared minimally.
* Use carpet squares to get kids to sit distanced from one another for quick story time.
* If children bunch up in one area, work to draw some to other areas to help with distancing.

**First Fruits (three-year olds)**

* Location: SonCatchers classrooms, upper level
* Check-in: any check-in desk, primarily Kingdom Kids
* Drop off/Pick Up: Doorway of each classroom. A staff person or volunteer will monitor traffic on the stairs to one family at a time. The stairway by the checkin desk will be up only. The back stairway will be down only and will empty into the café, not back into the Kingdom Kids area.
* Ratio 1:4
* Capacity: 12 (4 per classroom)
* Volunteers Needed: 3
* Children will be assigned to one classroom and one leader for the morning. They will not rotate between classrooms. A staff person/lead volunteer will travel to each classroom to present the lesson for the morning. The volunteer in the classroom will lead the game and craft and oversee free play. Worship songs will be provided for background listening.
* Toys will not be assigned to children, but volunteers should encourage distancing as much as is practical and remove from the classroom any toy that becomes excessively dirtied. A bin for dirty toys will be provided in the hallway outside the classrooms.

**SonCatchers (four- and five-year olds)**

* Location: KidTown (four-year olds) and KidNation (five-year olds)
* Check-in: any check-in desk, primarily KidTown for fours and KidNation for fives
* Drop off/Pick up: Parents will drop off their children at the KidTown/KidNation desks. They will return to the KidTown desk to receive their four-year olds and at the KidNation desk to receive their five-year olds. Volunteers will bring children out to parents as pick-up slips are presented.
* Ratio 1:4
* Capacity: 12 in KidTown (4 per classroom), 12 in KidNation (4 per classroom)
* Volunteers Needed: 3 in KidTown and 3 in KidNation
* Children will be assigned to one classroom and one leader for the morning. They will not rotate between classrooms. A staff person/lead volunteer will travel to each classroom to present the lesson for the morning. The volunteer in the classroom will lead the game and craft and oversee free play. Worship songs will be provided for background listening.
* Toys will not be assigned to children, but volunteers should encourage distancing as much as is practical and remove from the classroom any toy that becomes excessively dirtied. A bin for dirty toys will be provided in the hallway outside the classrooms.

**Plan if Someone Becomes Sick**

* Each classroom will have a comfy place for a child to sit while waiting for an adult to pick them up. If COVID-19 symptoms are presenting, the child should be moved along with one designated volunteer to the Sprouts classroom to await parent pick up. Anything the child might have come in contact while in their classroom should be kept separate from other children and adults, placed in the dirty toy bin, or removed from the room.
* Follow CDC guidance on how to [disinfect your building or facility](https://www.cdc.gov/coronavirus/2019-ncov/prepare/disinfecting-building-facility.html) if someone is sick
* If a sick child has been isolated in your facility, clean and disinfect surfaces in your isolation room or area after the sick child has gone home
* If COVID-19 is confirmed in a child or staff member:
  + Close off areas used by the person who is sick.
  + Open outside doors and windows to increase air circulation in the areas.
  + Wait up to 24 hours or as long as possible before you clean or disinfect to allow respiratory droplets to settle before cleaning and disinfecting.
  + Clean and disinfect all areas used by the person who is sick, such as offices, bathrooms, and common areas.
* If more than 7 days have passed since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary.
  + Continue routine cleaning and disinfection.
* Contact all people who have possibly been exposed within 6 hours of finding out about the exposure. These people should be informed of the potential exposure and risk. They should be advised to self-quarantine for 14 days. They should consult their physician if they develop symptoms and notify church staff.

**Clean and Disinfect Rooms**

* Clean, sanitize, and disinfect daily any commonly touched surfaces like furniture, doorknobs, light switches, classroom sink handles, countertops, nap pads, toilet training potties, desks, chairs, cubbies, and playground structures. Use the cleaners typically used at your facility
* Clean and disinfect shared items (toys, games, art supplies) between uses
* Provide good ventilation and circulate as much outside air as possible

**Clean and Sanitize Toys**

* Toys that cannot be cleaned and sanitized should not be used.
* Toys that children have placed in their mouths or that are otherwise contaminated by body secretions or excretions should be set aside until they are cleaned by hand by a person wearing gloves. Clean with water and detergent, rinse, sanitize with an EPA-registered disinfectant, rinse again, and air-dry. You may also clean in a mechanical dishwasher. Be mindful of items more likely to be placed in a child’s mouth, like play food, dishes, and utensils.
* Machine washable cloth toys should be used by one individual at a time or should not be used at all. These toys should be [laundered](https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/children.html) before being used by another child.
* Do not share toys with other groups of infants or toddlers, unless they are washed and sanitized before being moved from one group to the other.
* Set aside toys that need to be cleaned. Place in a dish pan with soapy water or put in a separate container marked for “soiled toys.” Keep dish pan and water out of reach from children to prevent risk of drowning. Washing with soapy water is the ideal method for cleaning. Try to have enough toys so that the toys can be rotated through cleanings.
* Children’s books, like other paper-based materials such as mail or envelopes, are not considered a high risk for transmission and do not need additional cleaning or disinfection procedures.

**Vulnerable/High Risk Groups**

Based on currently available information and clinical expertise, older adults and people of any age who have serious underlying medical conditions might be at higher risk for severe illness from COVID-19. To protect those at [higher risk](https://www.cdc.gov/coronavirus/2019-ncov/specific-groups/people-at-higher-risk.html), it’s important that everyone practices [healthy hygiene behaviors](https://www.cdc.gov/coronavirus/2019-ncov/about/prevention.html).

* If you have staff members or teachers age 65 or older, or with serious underlying health conditions, encourage them to talk to their healthcare provider to assess their risk and to determine if they should stay home.
* Information about [COVID-19 in](https://www.cdc.gov/coronavirus/2019-ncov/specific-groups/children-faq.html) children is somewhat limited, but the information that is available suggests that many children have mild symptoms. However, a small percentage of children have been reported to have more severe illness. If you have children with underlying health conditions, talk to their parents about their risk.
* If you have children with disabilities, talk to their parents about how their children can continue to receive the support they need.