

Appendix A: Children's Ministries

Transitional Pandemic Policies and Procedures

This year is going to be unlike anything we have experienced before, with significant changes in the way Friends Church Children's Ministries operates. Friends Church Children's Ministries will follow all orders set by the Governor of Ohio or the director of the Ohio Department of Health. These orders are transitional during a Pandemic and as such Appendix A is subject to change at any time as new information, guidelines, and mandates become available. We will provide updated copies of this appendix at each Check In station and on the church website as it changes. The policies in Appendix A override any that may conflict with existing policies, e.g., illness policies, pick-up and drop-off policies, class size/ratio rules, etc. Parents and Staff will be notified when this appendix is no longer to be used.

Covid-19: Church at Home

- We have and will continue to offer a step by step way for parents to hold *Church at Home*. This can be found on the children's ministry page of the church website. This includes an intro from Miss Tammy and Miss Karen with shout outs to different children each week. It features worship songs, a Bible story video, the SKuppets, and *Talk it Over* questions. It also includes activities for children and families to do together throughout the week to reinforce the lesson and memory verse.

Covid-19: Church Onsite

- We will be doing a phased reopening of children's ministry classes on Sunday mornings, check the church website for what classes are currently open: www.whfriends.org/grow/children
- When the Ohio County Alert system is at Level 3 (red) or Level 4 (purple) for Lake or Cuyahoga county all children's onsite classes at Friends Church will be closed.

Covid-19: Required Screenings

- Children's Ministry Staff (inclusive of everyone whether paid or volunteer who serves in Children's Ministry, hereafter CM staff) and parents are asked to do their own screening at home before coming to Church. They must self-report and stay home if they have any symptoms or are diagnosed with Covid-19.
- Everyone (children, CM staff) will have their temperature taken at the Check In station prior to checking in using a touchless IR forehead thermometer
 - Children should not eat, drink or have physical activity immediately prior to screening.
 - Anyone with a fever over 100°F will not be allowed to remain in the facility after double checking their temperature.
- Parents will be asked every week to verify the following at the Check In station:
 1. My child does not have a fever (100°F or higher) and has not used medication to reduce fever within the last 24 hours.
 2. My child does not have a shortness of breath or difficulty breathing, a recent loss of taste or smell or other COVID-19 symptoms
 3. No one in my household has had contact with anyone diagnosed with COVID-19 within the last 14 days
- CM staff will perform daily symptom assessments of themselves and the children.

Covid-19: Check-In Stations

- Check in will open at 10:45 and we will use the Express Check In desk by the Worship Center initially
- A Check In team member will take your child's temperature and ask you the health screening questions as the new first step to checking in a child for a Kid's Kingdom class
- The Check In station will be staffed by an attendant who will ask everyone to use hand sanitizer before they use the Check In system
 - If the attendant were to be absent, we would recommend the family sanitize their hand **before and after** their usage of the Express Check In station with the provided hand sanitizer
- We would ask that one parent sign in all children in a family to expedite the Check In process
- Parents checking in their children will be asked to keep a 6' social distance from other families in line

Covid-19: Drop Off and Pick Up Procedures for Parents

In order to protect the CM staff and other children in the classroom, we will require parents upon entering a Friends Church child's classroom to:

- Use the provided hand sanitizer every time they enter the room on both their hands and the hands of their child (if the child is under 2 years old hand sanitizer should not be used but a wipe used)
- Wear a face mask
- Escort your children to and from class and ensure they don't run through other parts of the building that have been sanitized in preparation for Monday classes.
- Do not bring extra people with them into the classroom
- Use the same drop-off and pick-up person consistently, when possible
- Specific to Preschool Classrooms with a Counter:
 - Only enter the foyer of a preschool classroom when there is no one else in the foyer of the classroom. The foyer is the area between the cubby and counter. Typically, if there is a parent in the classroom it will be notable by the sound of adult voices conversing.
 - The parents should remain in the preschool classroom foyer and not enter the classroom with the child(ren).
 - The parent should not open the half height door to usher their child into the classroom. The CM staff will do this.
 - The parent should be conscious of keeping 6' from the CM staff by standing in the doorway of the classroom with their child in front of them or if needed moving to the far end of the counter. The CM staff may move around to keep the children in view so please assume responsibility for backing away if they need to step closer to you.
 - There will be 6' designations in the hallways where parents will be asked to wait if another parent is ahead of them in line and already in the class foyer.
- Put their child's diaper bag on the countertop

Covid-19: Face Masks

- CM staff will be required to wear a face mask within the classroom.
 - If a CM staff is medically unable to wear a face mask, this will be honored, but an exemption from a doctor will be required.

- Children three-years-old and through Pre-K are not required but are welcomed to wear a face mask within the facility provided by the parent.
- Children in Kindergarten and above must wear a face mask. If a child is medically unable to wear a face mask, this will be honored, but an exemption from a doctor will be required.
- Face masks should be washed before wearing on a different day.
- Based on the latest research, a gaiter or face shield by itself is not an acceptable face mask.
- Any child in Kindergarten and above who refuse to wear a face mask (without a Doctor's exemption) will not be allowed to remain in the class

Covid-19: Children's Classrooms

- Combined classes for preschool music will be set down until the pandemic has passed
- We will not have snack although food/drink provided by the parent in the Nursery will be used
- A child will not be allowed to bring in toys or unnecessary items with them into the classroom.
- We will provide individual containers of pencils, crayons, and markers, where possible

Covid-19: Management of Illness

As we all know, illness is a part of life, but as we look to limit the spread of COVID-19 and potential liability, we have to tighten the management of illness policies to ensure the health and well-being of all those who attend.

- Parents will need to commit to not give fever reducers to their child on any day of attendance, regardless of the reason for the fever reducer.
 - Fever reducers include but are not limited to ibuprofen and acetaminophen.
 - Given a fever reducer can hide the symptoms of Covid-19, for that reason we will not allow a fever reducer for any reason including teething on any day of attendance.
 - Any CM staff or child who has any COVID-19-like symptoms (see COVID-19: Symptoms section) will not be permitted in, or to remain in a classroom.
- If a child is sent home or diagnosed with a fever, any siblings in a classroom of that child must likewise be removed from their classroom.
- If a child, family, or CM staff has been in contact with someone who is suspected of having COVID-19 or tested positive for COVID-19, they must voluntarily follow CDC and the State of Ohio recommendations/restrictions. As of August 2020, the quarantine period is two weeks.
- Any families or staff leaving the State of Ohio or traveling out of the country must voluntarily follow CDC and the State of Ohio recommendations/restrictions
 - Any family or CM staff leaving the State of Ohio or traveling out of the country they must voluntarily follow CDC and the State of Ohio recommendations/restrictions
 - Currently, any family or CM staff that has traveled out of the country or to a Covid-19 "hot spot" should self-quarantine for no less than 14 days at home, during which time they display no symptoms, prior to returning to church.

COVID-19: Symptoms

- The following are symptoms, if observed, that will require isolation and immediate discharge:
 - PRIMARY: New-onset cough or shortness of breath alone

- PRIMARY: Otherwise unexplained loss of smell or taste alone
- PRIMARY: Fever of 100.4 or higher
- SECONDARY: Or 2 of the following:
 - Chills
 - Muscle pain
 - Sore throat
 - GI symptoms (nausea, vomiting or diarrhea)
- A child with any of the above signs or symptoms of illness shall be immediately isolated and discharged to the parent or person authorized by the parent.
- A child must be symptom free without fever/pain medication of any of these symptoms for 48 hours before they come to a Children's Ministry class

Covid-19: Confirmed Case

- Parents and CM staff will be promptly notified if children or CM staff have been in contact with a COVID-19 diagnosed person at Friends Church (please ensure we have a current email on file).
- Churches are required to take several steps when a CM staff or child participating in a class has tested positive for COVID-19. We must:
 - Notify the local health department by the next business day
 - Ensure that the person completes isolation or quarantine procedures for COVID-19 in coordination with the local health department before returning to the class
 - Shut down the room(s) for deep sanitation.
 - Work with the local health department to identify potentially infected or exposed individuals to help facilitate effective contact tracing/notifications

Covid-19: Hand Washing

- Childcare workers must follow rigorous hand-washing procedures:
 - Upon arrival for the day
 - After toileting or assisting a child with toileting
 - After each diaper change or pull-up change
 - After contact with bodily fluids or cleaning up spills or objects contaminated with bodily fluids
 - After cleaning or sanitizing or using any chemical products
 - Before eating, serving or preparing food or bottles or feeding a child
 - Prior to departure
- CM Staff with long fingernails will need to bring their own fingernail scrub brush
- All teaching staff and children must adhere to regular handwashing with soap and water for at least 20 seconds, as follows:
 - Turn water on and wet hands, remove from water
 - Add soap to hands and create friction to make bubbles

- Scrub for 20 seconds while singing Happy Birthday or ABC's
- Teaching staff should use a scrub brush to clean under nails if they are long
- Rinse hands thoroughly under running water
- Dry hands with single-use paper towels
- Turn off faucet with paper towels.

Covid-19: Respiratory Hygiene

- All teaching staff and children will be strongly encouraged to cover coughs and sneezes with tissues or into the crook of their elbow. Soiled tissues will be disposed of immediately after use and hands washed thoroughly for 20 seconds.

Covid-19: Sanitation & Cleaning

This year sanitation and cleaning have been expanded:

- Every classroom will be equipped with EPA approved disinfectant spray that works against COVID-19
- All classroom surfaces, such as tables, desks, chairs, bathrooms, and toys will be sanitized before usage of the classroom and during usage as needed.
- Touch points where individuals put their hands or mouths will be the highest priority. This includes but is not limited to the following:
 - Tabletops/counters
 - Door handles/frames
 - Walls below seven feet
 - Toys/games
 - Bathroom doors, sinks, and fixtures
 - Anything that is touched or used with your hands
- Classroom doors, as well as non-fire hallway doors, will be kept open as much as possible to allow ventilation and airflow.
- All cloth and fabric toys will be removed from the classroom.
- All carpets, pillows and cushions will be removed from the classrooms.
- Classroom doors and entrance doors to a group of bathrooms will be propped open so individuals can go in and out without touching the door handles.
- The church janitorial staff will be responsible for cleaning and disinfecting the entire facility.
 - This will include but not be limited to the use of a cordless handheld Victory Electrostatic Sprayer which uses chlorine dioxide liquid (dries in 20-30 minutes).
 - All Friends Church bathrooms, hallways, and large surfaces will be sanitized after use
 - All carpets will be vacuumed.
 - All furniture will be sanitized.
 - All hard surface floors sanitized.