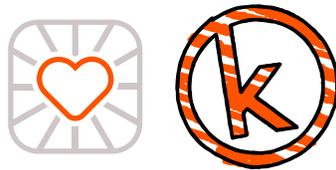


In This Together



Kensington Kids Covid-19 Operating Strategy Playbook

Updated November 11, 2020 5:32 PM

KENSINGTON
CHURCH

Dear **Kensington Kids** Staff and Volunteers,

We are excited to have the opportunity to welcome children back to Kensington Kids. We have missed the weekly opportunity to connect in person with kids, families, and volunteers. We are excited to once again grow with Jesus together within our church buildings.

As we resume our in-person children's program, we have created this playbook to help you navigate the unique challenges caused by COVID-19 when it comes to caring for children. Please read through each section carefully. **We take the privilege of what we do very seriously, and safety will be our highest priority.**

We look forward to partnering with you.

Sincerely,

Kensington Kids Relaunch Task Force

Birmingham Campus Children's Director **Amanda Alters**

Birmingham Campus Creative Programmer **Susan Arnould**

Clarkston Campus Children's Director **Shawna Kneisc**

Clinton Twp. Campus Children's Director **Sheri Horning**

Orion Campus Children's Director **Ryan Morrill**

Traverse City Children's Director **Desiree Brown**

Troy Campus Early Childhood Director **Taylor Leal**

Troy Campus Elementary Director **Nancy Browne**

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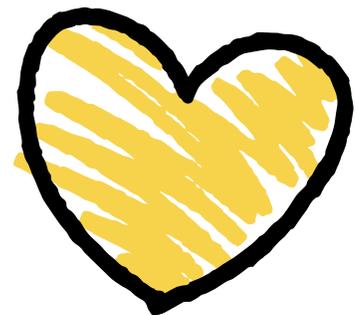


It's our responsibility to make employees and visitors aware of new operating guidelines related to the COVID-19 pandemic.

Vision for Safety

To protect yourself and others from the COVID-19 virus, it is important to understand and follow the safety protocols outlined within this guide.

- Keep COVID-19 out of our facilities
- Prevent the spread of COVID-19 within our facilities. Monitor your health daily—you are the first level of defense in preventing COVID-19 from entering the facility
- Follow facility entrance procedures
- Wear a face mask—we will provide if needed
- Wash or sanitize your hands frequently
- Maintain physical distancing
- Help keep our facilities clean and sanitized
- Notify your supervisor if you, another staff, volunteer, or child is not feeling well while at church



Safety Measures

Handwashing

While COVID-19 is primarily transmitted by airborne droplets, a secondary means of disease transmission occurs when contaminated surfaces are touched, and then a person touches their eyes, nose, mouth, or face. This is why frequent handwashing or sanitizing is so important.

- Wash your hands frequently with soap and water throughout the day (20 seconds with warm soapy water)
- Alcohol-based hand sanitizer can be used when soap and water are not available
- Always wash or sanitize your hands before eating, drinking, or smoking
- Avoid touching your face, eyes, nose, or mouth. COVID-19 cannot be absorbed through the skin
- Notify your supervisor if you, another staff, volunteer, or child is not feeling well while at church

Face Masks

All **staff, volunteers, and children** ages 3 and up **must wear masks** when in the building. If you do not have a mask, then a mask will be available for you.

Why masks? When we breathe, talk, cough, or sneeze, small droplets are expelled. If the person is infected, the droplets likely contain the COVID-19 virus. Being exposed to these droplets is the most probable way of contracting COVID-19. Wearing a mask is the best way to keep these droplets contained.

If your mask becomes damaged, soiled or unwearable, you will be provided with a replacement. Homemade or externally purchased masks are permitted. If wearing a homemade or purchased mask, be sure to launder after each use. You may bring in higher levels of respiratory protection, such as an N95 mask, as long as Kensington's basic requirements for masks are followed. The following items are not permitted as a substitute for a mask: bandanas, gaiters, and face shields.

Face masks must be worn at all times except when drinking.

When you need to drink water, you may use your own water bottle from home if necessary. Please write your name on your bottle. Ensure that you are at least six feet away from another person when you lower your mask to take a drink. Please store your water bottle out of reach of children. Immediately put the mask back on when finished and wash or sanitize your hands.

“You wear a mask to protect me; I wear a mask to protect you.”

How to properly fit a face mask:

1. Wash or sanitize hands before handling a face mask
2. With the thin metal strip at the top, put your fingers through the ear loops and position the mask over your nose and mouth
3. Place the ear loops around your ears and pull the mask from top and bottom to open the folds
4. Adjust the mask around your face, then gently fit the thin metal strip over the bridge of your nose

Tips & Tricks

If your glasses fog up while wearing a face mask, try these solutions:

Soap and water help prevent water droplets from sticking to lenses.

1. Wash lenses with soap and water
2. Rinse and shake off excess water
3. Air-dry or use a tissue to dry

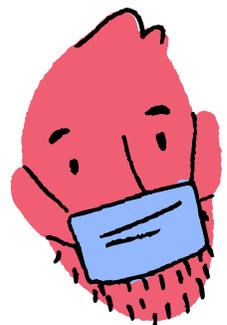
Folding the face mask and fitting in under glasses can prevent fogging.

1. Adjust the mask to fit your face
2. Fold the top of the face mask down to crease it
3. Ensure it fits perfectly over bridge of the nose
4. Loop the elastic ear loops to create a figure-eight if mask is loose

A folded tissue added to the mask can prevent fogging.

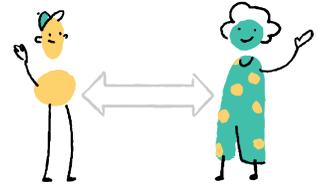
1. Fold a tissue
2. Insert near the top of the mask
3. Ensure it fits perfectly over bridge of the nose

**We recommend but do not require eye wear (glasses) if possible.*



Safety Messages

Signage and messaging will be at main entrance/exit areas, common areas, bathrooms, cleaning/sanitization stations, etc. These will be visible and readily available to keep you informed of what needs to be done and why.



Physical Distancing

Physical distancing, also called “*social distancing*,” is the act of keeping six feet of distance between yourself and others. **So, why six feet?** The droplets we expel when we breathe, talk, cough, or sneeze travel less than six feet before falling to the ground or surfaces below face level.

We recognize the unique circumstances present when working with children. Physical distancing is a challenge, yet as staff and volunteers, we will do our best to maintain physical distancing.

We encourage children to keep physically distanced while in our classrooms. When physical distancing cannot be maintained, we ask that you use caution and discretion when interacting with a child.

Ventilation

When it can be safely done, open screened windows and prop open doors to increase airflow and prevent the need to use hands. Open doors help increase ventilation and allow water droplets to disperse.

Cleaning

Facilities will increase cleaning frequency for commonly touched surfaces throughout the week and before services begin on the weekend. The date and time of the last cleaning will be posted by KKids staff on a whiteboard in the KKids area. Each campus will create their own cleaning checklist to make sure that each individual space is cleaned and sanitized properly between services.

(section continued on next page)

Areas of cleaning and focus

- Countertops
- Doors
- Computer and check-in screens (see procedure for check-in)
- Surfaces in bathrooms
- Baby gates
- Toys (see procedure in Early Childhood)

Room Capacity

The percentage of children in the classrooms will be determined based on CDC and Michigan health guidelines and campus discretion. Once room capacity is met, no additional children or volunteers may enter. Staff and volunteer coordinators will be made aware of room capacity at the start of the weekend services.

Before Entering the Building and KKids Wing

Questions to ask yourself before entering the building

Before coming to a weekend church service, please pay close attention to how you're feeling. Your safety and the safety of those around you depends on a personal self-assessment and self-reporting of any symptoms.

- **Do you have or have you experienced any of the following symptoms in the past 48 hours:**
 - New cough (*excluding chronic cough due to a known medical reason other than COVID-19*) • Shortness of breath or difficulty breathing • Headache • Sore throat
 - Muscle/joint aches • Diarrhea (*excluding diarrhea due to a known medical reason*)
 - Abdominal cramps or nausea • Conjunctivitis (*pink eye*) • Loss of taste or smell
 - Fever of 100.4° or higher
- **Have you traveled internationally by air or returned from a cruise in the last 14 days?**
- **Within the past 14 days, have you been in close physical contact (6 feet or closer for at least 15 minutes) with a person who is known to have laboratory-confirmed COVID-19, worried that you may be sick with COVID-19, or awaiting results of a COVID-19 test?**

If the answer is yes to any of these, please do not enter the building. Notify your Coordinator or Director that you will not be serving that day. Please take appropriate medical action immediately.

Although we have implemented a thorough COVID-19 prevention program, it's important to always follow applicable national and local COVID-19 isolation/quarantine protocols. Any local requirements affecting us will be covered in a COVID-19 orientation briefing.

Upon Arrival: for Staff and Volunteers



Please remember your staff or volunteer badge, this saves time and minimizes the number of “touch points” that you would have while getting a temporary nametag.

Please complete the online screening and have your temperature taken upon arrival. Please arrive 20 minutes early for this. If you cannot access the online screening on your device, we will have iPads available for you to complete this process.

Online Screening: <https://kchur.ch/guestscreening>

Please wash hands for 20 seconds with soap and water or use one of our hand sanitizing stations. Notify your coordinator for your area that you are ready to go. They will make sure that you know where to go and are equipped with all the materials and information you need for that day.

Please note that food will not be served in the children’s area until further notice. Please come to services having eaten and be ready to serve. We are trying to limit the number of personal items being brought in from homes. You may bring in your own labeled water bottle or coffee and place it out of the children’s reach when you aren’t using it. Please do not bring special treats for the children.

Upon Arrival: for Parents and Kids



Kiosks/iPad Volunteers

As parents and children enter our check-in areas, they will be greeted by volunteers at the check-in stations. Volunteers will remain at their stations for the entire check-in time.

Check-in Procedure

Each station volunteer will check in every family on the iPads. The volunteer will be the only one to touch the screen. No children or parents are to touch the screen.

Please maintain physical distancing as you check-in.

Once stickers are printed, parents may reach and grab the stickers as they come off the printer. They will be the only ones to touch them and place them on their clothing and their children's clothing.

Health Screening Questions for Kids

Upon entering the building and the children's area, signs will be posted with health screening questions similar to the questions that volunteers and staff are being asked.

- **Do you have or have you experienced any of the following symptoms in the past 48 hours:**
 - New cough (*excluding chronic cough due to a known medical reason other than COVID-19*)
 - Shortness of breath or difficulty breathing
 - Headache
 - Sore throat
 - Muscle/joint aches
 - Diarrhea (*excluding diarrhea due to a known medical reason*)
 - Abdominal cramps or nausea
 - Conjunctivitis (*pink eye*)
 - Loss of taste or smell
 - Fever of 100.4° or higher
- **Have you traveled internationally by air or returned from a cruise in the last 14 days?**
- **Within the past 14 days, have you been in close physical contact (6 feet or closer for at least 15 minutes) with a person who is known to have laboratory-confirmed COVID-19, worried that you may be sick with COVID-19, or awaiting results of a COVID-19 test?**

If the answer is yes to any of these, please do not enter the KKids area. Please leave the building and take appropriate medical action immediately.

Temperature Checks: To provide an extra layer of care for the children and volunteers in our program, we will be conducting temperature checks as part of the screening process.

Physical Distancing at Kiosks

Identifying materials will be placed on the floor to give parents and children prompts on where to stand during check-in. The check-in area can be crowded, and we want to do everything we can to ensure safety while people are waiting.

Physical Distancing at Kids Welcome Center Desk

Some form of separation will be provided at the welcome center desks to create distance between the volunteers and staff and the parents they are assisting. We recommend extra tables be set up between the desk to ensure physical distancing or identifying materials on the floor to prompt parents on where to stand.

New Family Registration

When a new family arrives, they will report to the Kids Welcome Center desk. They can register their family information by using one of the following methods:

- **QR Code:** The scannable QR code allows parents the opportunity to register a new child digitally from their own mobile device or cell phone.
- **Pen and paper registration:** New pens will be available for parents to use for the registration card. Parents can keep the pen and leave the card in a designated basket. The cards can be entered at a later date into the database by the Operations Coordinator.

Parent Resource:

Answering Tough Questions regarding COVID-19 Safety and Practices

We recognize that parents will have specific questions regarding what safety precautions are being made in the KKids wing due to COVID-19. We recommend that one person (preferably a staff member) be available to talk with parents in an appropriately physically distanced manner.

Ticketing

The ticketing process is similar to the ticketing process for the auditorium. All children age 6 months through 5th grade will require tickets. Please be aware that KKids will be opened

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using a phased approach. All age groups will not be open immediately, and programming will only be offered for select service times. This information will be available in the ticketing section. When parents sign up for tickets on the website, they will also get tickets for their children to enter their classrooms. A predetermined number of tickets will be available for each age/grade level to ensure that maximum occupancy is not exceeded.

Any child that receives a ticket can be guaranteed a space in the program up until a predetermined time. Once that time marker has passed, any walk-ins without tickets may enter the program if space is available.

Heading to Classrooms

We recommend that one parent per child enters the children's wing. If multiple children need to be dropped off and two parents are present, they can divide and conquer. Fewer people in the hallway is a safety measure.

If possible, floor materials or signage will be used to encourage families to travel one way to and from classrooms.

Touchless Sign-In at Classrooms

Kensington is adapting a check-in process so that stickers can be used to check children in. Rather than using pen and paper to sign in at the classroom, parents will tear the duplicate sticker they receive at the check-in kiosk and place it on the check-in sheet in the classroom.

The sticker will include vital information for the child-- including name, allergies, and parent contact number. For EC, we will include information regarding bottles/ changing diapers.

If stickers do not work or there is a technical problem, one volunteer will be assigned to stand at the entrance to the classroom area and sign in each child. This ensures touchless entry, minimizes the sharing of pens, and limits the frequency of touching tables and paper surfaces.

Identifying materials will be used on the floors to prompt physical distancing at sign-in.

Visitors and Tours

No persons outside of staff, volunteers, children, or the child's parent(s) are permitted in the children's wing at this time. No tours are to be given to guests or first-time visitors. It is recommended that staff from other areas of the church who need to get items or want to pass through are kept to a minimum.

Upon Entering Classroom: Early Childhood



Programming provided for Early Childhood

Currently, KKids is implementing a phased approach. All age groups will not open immediately, and programming will currently only be offered for select service times. This information will be available in the ticketing reservation section on our website and will be shared by KKids staff when updates are made.

Hand Sanitizing/Washing of Hands

Each child will use hand sanitizer or wash their hands before or upon entering the classroom. If hands are visibly dirty, they must be washed or sanitized. If parents do not want their children to use the hand sanitizing station for skin or health reasons then they must have their child use soap and water at a sink located in the classroom or in a bathroom in the children's area.

Early Childhood Rooms

- If baby gates are used in doorways, it is recommended that only volunteers open and close as needed to reduce touchpoints.
- To ensure less contact among young children, we recommend dividing the early childhood rooms (2's, 3's and Pre-K) into smaller sections using walls, dividers, or cases, whenever possible. This will help ensure that children are coming into contact with a smaller group and minimizes the transmission of germs to the entire room.
- Children will stay with that assigned group the entire hour as they play with toys, participate in a small group, and engage in the lesson.
- Groups of children and leaders should be no larger than 10 persons in size to limit contact and allow for better physical distancing.
- Open as few rooms as possible based on numbers.
- The same adults should be with the same group of children the entire time. Volunteers should not move around to different groups of children.
- It is recommended that as many tables be removed from the room as possible to eliminate touch points on surfaces. Children are encouraged to sit on the floors.

Cleaning of Toys

If possible, toys will be divided between services. While one set of toys is being used, another set will be put aside for the next service. If this is not possible, then adequate time must be designated in between services for all toys to be cleaned.

Wooden toys or any toys with soft surfaces that are difficult to wipe down and clean should not be used until further notice.

Larger shared toys (climbing structures, wagons, sensory tables, etc.) need to be removed from the room and placed in storage at this time. Strollers must be cleaned and sanitized after each use.

Outside Items

Parents are asked to leave diaper bags in the hallway in a designated area. Inform parents that diapers/ wipes will be provided if needed.

No outside bottles, sippy cups, diaper bags, toys, blankets, etc. are allowed in the rooms. Car seats, carriers, and strollers are to be placed outside of the classroom.

If parents want their own diapers and wipes to be used, parents can remove one diaper and wipes, place it in the Ziploc bag provided by the volunteer, and the volunteer will write the child's name on the bag.

Accidents/Vomit

Staff and volunteers are required to wear gloves when dealing with any accidents and the clean-up of waste. Staff will decide if the situation warrants parent involvement for cleanup.

If a child vomits, move all the children from that room and take them to another room. Close the contaminated room for cleaning. The parent of the sick child must be contacted, and the child must go home.

Upon Entering Classroom: Elementary

Hand Sanitizing/Washing of Hands

Each child will use hand sanitizer or wash their hands before or upon entering the classroom. If hands are visibly dirty, they must be washed or sanitized. If parents do not want their children to use the hand sanitizing station for skin or health reasons then they must have their child use soap and water at a sink located in the classroom or in a bathroom in the children's area.

Activities in Room

Students are to stay with their same small group the entire time while in the classroom. They should be encouraged to practice physical distancing while sitting together on the floor for group time.

We understand that running around, throwing balls, and playing with equipment in the room is developmentally needed at times. If safety cannot be maintained or students are consistently and unnecessarily close to each other for long periods, consider putting the equipment and supplies away and doing another activity.

Small Group

It is recommended that students practice physical distancing as much as possible while in small groups. Please try to create a safe place where students can sit in a circle and stay distanced from each other as is practical for the success of the small group.

Groups of children and leaders should be no larger than 10 persons in size to limit contact and better allow for physical distancing.

The same adults should be with the same group of children the entire service time. Volunteers should not be moving around to different groups.

It is recommended that tables not be used at this time for the organization of small groups. Use disposable tablecloths, mats, or tape on the floor to mark where a small group is to sit. If tables are used make sure they are cleaned and sanitized frequently.

Supplies

Provide new or sanitized pens/markers/pencil boxes and other supplies for each service. Staff and volunteers must wear gloves when handing out individual supplies to children.

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Children should not be sharing supplies with each other. Once service is over, used supplies should be stored away and cleaned.

Our curriculum team will make every effort to provide supplies that do not need to be shared or used for multiple services.

Accidents/Vomit

Staff and volunteers are required to wear gloves when dealing with any accidents and the clean-up of waste. Staff will decide if the situation warrants parent involvement for cleanup. If a child vomits, move all the children from that room and take them to another room. Close the contaminated room for cleaning. The parent of the sick child must be contacted, and the child must go home.

Large Group Best Practices: Early Childhood and Elementary

Early Childhood Large Group

Congregating all early childhood ages for large group in one area is discouraged. It may be possible to have one age group participate in large group together (i.e. 4-year olds) and then have the other age group participate later. Each campus will have to decide based on room size and number of children.

Generally, Early Childhood Creative Programmers will travel to each early childhood classroom to lead the lessons. Campuses that have video capabilities in classrooms can use video to support their teaching content.

Screaming or shouting is highly discouraged. Creative Programmers should not allow or encourage screaming or shouting during large group time to help avoid virus spread. As much as possible, eliminate groups interacting with each other and children running around during large group time.

Elementary Large Groups

It is recommended when possible that small groups stay in classrooms for large group to minimize travel and exposure. Use multiple large group teachers whenever possible to help accomplish this.

If individual classroom large group times are not possible, then designate a large group area where each grade/small group can sit on the floor. Continue to practice physical distancing and create distance between each small group.

Campuses can choose to use the video resources provided by the curriculum team (ie. the Orange “So and So Show”) to use in the classroom for the weekly lesson.

Creative Programmers should not allow or encourage screaming or shouting during large group time to help avoid virus spread. As much as possible, eliminate groups interacting with each other and children running around during large group time.

Worship

We will worship Jesus through music and dance, but at this time, we will not be singing.

When **Symptoms Occur** on Site

Volunteers and Staff

If volunteers or staff exhibit symptoms: fever, cough, chills, difficulty breathing, etc. then the individual must leave the building and go home immediately.



When a volunteer/staff leave early, documentation and follow up to confirm their health status must occur by staff.

If the individual is diagnosed with COVID-19, then Human Resources will be contacted by staff. Action steps and requirements from the local health department will go into effect.

If a volunteer or staff develops COVID-19 during the week after they have served, we ask that they let staff know asap.

In order to return to KKids, volunteers and staff must be fever-free for at least 72 hours without the aid of medicine, symptoms must have improved, and at least 14 days have passed since symptoms first appeared or positive test result, whichever is more days.

Children

If a child shows symptoms: fever, cough, chills, difficulty breathing, vomiting, etc. then parents are contacted immediately to pick up their child.

While the child is waiting to be picked up due to symptoms, they must wait for their parent in a separate room or a vacant section of a hallway away from others. One staff member or willing volunteer must be assigned to supervise the child, staying safely physically distanced while doing so.

When a child leaves early, documentation and follow up during the week to confirm their health status must occur by staff.

If the individual is diagnosed with COVID-19, then Human Resources will be contacted by staff. Action steps and requirements from the local health department will go into effect.

In order to return to KKids, the child must be fever-free for at least 72 hours without the aid of medicine, symptoms must have improved, and at least 14 days have passed since symptoms first appeared or positive test result, whichever is more days.

Upon **Leaving the Building** to go Home

If possible, use hand sanitizer before walking out the door, and upon arriving at home immediately wash hands.

Thank you for taking the time to read and go over this document. The safety of every person in KKids and Kensington is our highest priority. We look forward to the opportunity to be together again. **If you have any questions after reading through this playbook, please follow up with your assigned Coordinator or Director.**

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