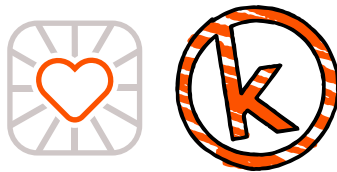


# In This Together



## Kensington Kids Covid-19 Operating Strategy Playbook

*Updated May 24, 2021 2:40pm*

**KENSINGTON**  
CHURCH

# Dear **Kensington Kids** Staff and Volunteers,

We are excited to welcome children to Kensington Kids and grow with Jesus together!

We have created this playbook to help navigate the unique challenges caused by COVID-19 when it comes to caring for children. **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 Directors**

Birmingham: **Amanda Alters**

Clarkston: **Shawna Kneisc**

Clinton Twp.: **Sheri Horning**

Orion: **Ryan Morrill**

Traverse City: **Desiree Brown**

Troy Early Childhood: **Taylor Leal**

Troy: **Nancy Browne**

# Vision for Safety

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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

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## Handwashing

Wash your hands frequently with soap and water throughout the day. Alcohol-based hand sanitizer can be used when soap and water are not available.

- 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 KKids area. If you do not have a mask, then a mask will be available for you. *(No masks are required for kids, volunteers, parents, or staff when meeting outdoors.)*

**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.*



## Cleaning

Facilities will increase cleaning frequency for commonly touched surfaces throughout the week and before services begin on the weekend.

### Areas of cleaning and focus

- Countertops, doors, computer and check-in screens, surfaces in bathrooms, baby gates, toys will be cleaned frequently.

## Room Capacity

The percentage of children in the classrooms will be determined based on CDC and Michigan health guidelines, and campus discretion.

# Upon Arrival: for Staff and Volunteers



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Please complete the online screening. 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/guestscreenin>

Please note that food will not be served in the children's area until further notice. 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



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**Please answer posted health questions.**

## **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.
- OR**
- **Pen and paper registration:** New pens will be available for parents to use for the registration card, parents leave the card in a designated basket.

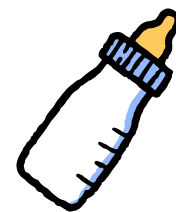
## **Pre-Registration**

Children infants through 5th grade will require pre-registration at most campuses through June 13. Please be aware that KKids will be opened using a phased approach and not all ages are offered at all campuses.

## **Touchless Sign-In at Classrooms**

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.

# Upon Entering Classroom: Early Childhood



## Hand Sanitizing/Washing of Hands

Each child will use hand sanitizer or wash their hands before or upon entering the classroom.

## Early Childhood Rooms

- Groups of children and leaders should be no larger than 10 persons in size to limit contact and allow for better physical distancing.
- Toys will be either traded out between services or sanitized.
- Strollers must be cleaned and sanitized after each use.
- 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.

## Early Childhood Large Group

- Each campus will decide which groups are in Large Group together based on room size and number of children.
- Screaming or shouting is highly discouraged. Creative Programmers should not encourage screaming or shouting during large group time.

## Accidents/Vomit/Illness

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 children from that room, close the room for cleaning. Contact the parent of the sick child to take the child home. If a child becomes ill during services, parents will be contacted to pick up the child and take them home. The child will be moved away from other children while we are waiting for parents to arrive.



# Upon Entering Classroom: Elementary

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## **Hand Sanitizing/Washing of Hands**

Each child will use hand sanitizer or wash their hands before or upon entering the classroom.

## **Activities in Room**

Students should be encouraged to practice physical distancing while sitting together on the floor for group time.

## **Small Group**

It is recommended that students practice physical distancing as much as possible while in small groups.

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

Provide new or sanitized pens/markers/pencil boxes and other supplies for each service.

## **Elementary Large Groups**

Practice physical distancing and create distance between each small group while they are in Large Group. Discourage group games that would crowd the kids or encourage shouting.

## **Accidents/Vomit/Illness**

Staff and volunteers are required to wear gloves when dealing with any accidents and the clean-up of waste.. If a child vomits, move the children from that room and take them to another room, close the contaminated room for cleaning. Contact the parent of the sick child must be contacted to take the child home. If a child becomes ill during services, parents will be contacted to pick up the child and take them home. The child will be moved away from other children while we are waiting for parents to arrive.

