

Purpose of the COVID19 KidzMin Policies & Procedures

The purpose of the following Policies and Procedures is to provide guidelines for re-opening and maintaining a safe environment for children, students, and families at Bradfordville First Baptist Church to gather and engage in the ministries and activities of the church. These policies and procedures will be enforced to the best ability of our staff and volunteers, but also requires the honest adherence by families. If it is deemed necessary, these guidelines may also be used to determine if the KidzMin and/or IGNITE Student Ministries must be closed or open.

These policies and procedures were adapted based upon recommendations and guidelines that have been provided by the CDC and the Leon County School District, in addition to precautionary measures determined necessary to maintain a healthy and safe environment in the Bradfordville KidzMin & IGNITE Student Ministry areas based upon the collaboration of parents, ministry leaders, and the Bradfordville Regathering Committee.

Please note: All text in blue applies to both KidzMin and IGNITE Student Ministries. All text in black applies to KidzMin only.

Steps to Reopen Ministry Areas

1. The Ministry Areas may be reopened when class-size can be limited to the gathering limits set by local authorities, in addition to being able to encourage the best social distancing practices in classrooms for kids ages 3 and up.
2. The Ministry Areas may reopen when there are enough volunteers/staff to support rooms being open. (See Staff/Volunteer Guidelines below.)
3. The Ministry Areas may reopen when appropriate supplies and materials are provided and available for sanitizing, deep cleaning, and screening.
4. In the event of a COVID-19 diagnosis within KidzMin or IGNITE Student Ministry, the affected Ministry Area(s) may close for the necessary time to ensure the safety and health of all families.
5. KidzMin Classrooms will be reopened based on the above guidelines and will open based on age, starting with our youngest rooms first.
6. The Ministry Areas may be closed and reopened as necessary, as determined by Bradfordville Staff in order to maintain a safe and healthy environment for all children, students, and families.

Limiting Class-Size, Social Distancing, and PPE

1. Class sizes must be limited in the following ways:
 - a. To stay at or under the max recommended gathering size, if applicable.
 - b. To provide adequate space to encourage social distancing in rooms for kids ages 3 and up.

- c. To adhere to safe adult to child ratios as defined in the KidzMin Policies and Procedures handbook.
 2. In order to maintain class size limits, the following procedures may be followed as long as is necessary as determined by Bradfordville Staff:
 - a. Pre-Registration
 - b. If possible, additional rooms will be opened for overflow purposes, if and when adequate staff and volunteers are acquired for those rooms.
 - c. Classes may be opened on a rotation or staggered schedule based on the volunteers needed, space required, and/or Worship Services or Sunday School hours where care is necessary.
 - i. KidzMin will prioritize staffing for the Sunday School hour first, followed by Worship Hours once Small Groups resume meeting on-campus.
 - ii. KidzMin will prioritize childcare for our youngest kids during Worship hours.
3. Social Distancing Guidelines will be encouraged using the following procedures, to the best ability of our staff and volunteers, in conjunction with other measures listed below, such as screening procedures, hand washing, etc., with the understanding that staff and volunteers cannot physically restrict children or students.
 - a. Classrooms will be furnished to encourage the maximum amount of space in each room.
 - b. To the best of our ability, classroom furniture will be set up to encourage proper social distancing. Where social distancing at a minimum of 6' is not possible, kids in VPK and up will be asked to wear masks.
 - c. Hallway traffic during drop-off will be limited to 1 parent, and all those in the hallways must complete the screening process.
 - d. All non-family traffic will be redirected to other areas to access adult and student rooms.
 - e. During Pick-up, teachers and/or volunteers will bring kids to parents at the designated pick-up locations in order to reduce the number of people in the hallways at the same time.
 - f. Kids will be provided with a "Touch-Preference" sticker or bracelet each week to help families/parents communicate to volunteers and other kids and families what their comfort level is with close-contact. Volunteers and staff will be trained to recognize and work to the best of their abilities to help each child and family feel safe based upon that request.
4. PPE in KidzMin: The following PPE guidelines are recommendations only and will be enforced only if determined necessary by Bradfordville staff.
 - a. Children under age 3: No PPE guidelines

- b. Children & Students in VPK and up (in Sunday School or other children's or student classrooms): Children will be asked to wear masks while in a classroom. We will follow the policies of Leon County School District in regard to masks. Any updates to this requirement will be sent in writing to parents via email. If a child is unable to wear a mask for a duration of time, we ask parents to notify the KidzMin Director or Student Pastor in advance so any necessary accommodations can be made.
- c. Children & Students in VPK and (during Worship Hour/outside of a classroom): Children & Students will be asked to follow the same guidelines as adults regarding PPE within the sanctuary in order to protect them and those vulnerable in our congregation during the Worship Hour.

Screening Procedures

1. All kidz and students are asked to enter at the KidzMin Entrance. All kidz and students must be screened before checking-in. The screening process will include the following:
 - a. Temperature Check using a sanitized, CDC approved thermometer.
 - b. Answer the following questions. (Answers must be NO to each question for all family members in order for a child to be checked into a classroom.)
 1. Have you or your child(ren)/student(s) experienced any fever or flu-like symptoms in the past 14 days?
 2. Have you or your child(ren)/student(s) been exposed to someone who you know or believe has been diagnosed with COVID-19 in the past 14 days?
 3. Are you or your child(ren)/student(s) currently awaiting a COVID-19 test result?
 - c. Show that all children & students, in VPK and up have a mask that can be worn.

Drop-off & Pick-Up Procedures

1. All children, students, and families will need to pass through the screening area and check-in area before children will be permitted into classrooms.
 - a. All children and parents entering the hallways must submit to the screening process as outlined within these policies.
 - b. Only one parent will be allowed in the hallways to drop-off a child.
2. Screening Areas, Check-in Locations, and Drop-Off:

- a. The Screening Area will be located outside of the KidzMin Main Entrance. Families will line-up outside (weather permitting), while maintaining social distancing recommendations. No children or families will be permitted inside if screening is failed. The KidzMin Screening area can be moved inside if social distancing can be maintained based on the recommendations of Bradfordville Staff.
 - b. Check-In and Drop-off
 1. We will have two Check-In stations that will be staffed. (Self Check-in will be closed). Stations will be located at the entrances of the Preschool and Elementary hallways. Parents with kids in both ages can choose one check-in location.
 2. One parent may escort their child to the classroom door, if necessary, but no parents will be permitted inside of the classroom.
 3. Parents should WEAR the security tag on their shirt for pick-up purposes and will be asked to adhere their child's safety sticker onto his or her shirt before entering the classroom.
 4. For Preschool Rooms:
 - i. No Diaper Bags will be allowed. Each child will have a bin where parents can provide a water bottle or pre-made formula bottle for infants, diapers, wipes, and pacifiers.
 - ii. For the safety of volunteers and families, no security items will be permitted unless absolutely necessary.
 - iii. For kids who are potty-training, a change of clothes can be left in the bin as well.
 - iv. We encourage parents to place all items in a gallon-sized ziplock baggie before entering the KidzMin area.
3. Pick-up procedures:
- a. Parents/guardians will enter a cue area.
 - b. No parents will be permitted into the hallways during pick-up.
 - c. Cue Area & Pick-up locations will be staffed by volunteers, clearly marked, and communicated to families in advance.
 - d. Parents/guardians must show the appropriate pick-up tag to the KidzMin Volunteers. Volunteers will no longer be collecting tags, but must be able to see the tag prior to pick-up.
 - e. KidzMin Volunteers will bring children to the parents at the designated pick-up location(s).
 - f. Sunday School Teachers will help to escort children to pick-up location.
 - i. During Pick-up times all classrooms will have doors propped open and at least one adult in each classroom.
 - g. No parents/guardians will be permitted into KidzMin Hallways or classrooms during pick-up times.

Emergency Procedures

1. In the event of an emergency (as outlined in the KidzMin Policies and Procedures), staff and volunteers will be trained to follow COVID-19 procedures as best as possible, however, the immediate safety of children and families will be our priority and therefore, we will defer to the Emergency Procedures outlined in our KidzMin Policies and Procedures.

Classroom Procedures

1. Children must immediately wash their hands upon entering the classroom.
 - a. In order to follow CDC Recommendations, children will be guided to wash hands for at least 20 seconds.
2. Children (VPK-5th) will be asked to wear masks if it is determined to be necessary.
3. Children in elementary age classrooms will be encouraged to observe Social Distancing policies as outlined herein.
4. Children who need diapers changed or need help in the bathroom will be helped by a volunteer. In addition to the policies and procedures outlined in the KidzMin Volunteer Training Manual, volunteers must follow the guidelines below in these circumstances:
 - a. Volunteers must wear gloves while changing diapers or helping children in the bathroom.
 - b. Volunteers must change gloves between each child.
 - c. Volunteers must wash their hands when glove use is complete.
 - d. Children must wash hands after using the restroom.
 - e. Bathroom use must be limited to one child at a time, including during hand washing procedures, in order to maintain social distancing standards.
5. Snacks:
 - a. In Kindergarten through 5th Grade rooms, snacks and drinks may not be served for a period of time, in order to limit the spread of germs. However, when snacks are served, parents will be notified at Check-In, and the following procedures will be mandatory:
 - I. Children must wash hands for at least 20 seconds before snack is served.
 - II. Children must use hand sanitizer of at least 60% alcohol after snack is complete.
 - b. In Preschool Rooms, snacks will be served, but in doing so, the following procedures will be mandatory:
 - i. No outside snacks or food will be permitted in any preschool classrooms.
 - ii. Individually wrapped snacks will be provided to each child.

- iii. Children will be helped and must wash hands for at least 20 seconds or use hand sanitizer (as is age-appropriate) before and after a snack is served.
- f. No drinks will be provided to children in any classrooms. Children will be permitted to bring their own drinks with them, as long as they are clearly labeled with the child's name. Water fountains will not be in use during this time.
- g. Toys, Books, and other items will be limited in each classroom. Items used in the classroom will be sanitized each week.
- h. Classroom furniture and/or seating areas will be reset in each classroom to encourage and follow the Social Distancing standards outlined herein.
- i. Classroom doors will be propped open during drop-off and pick-up to limit the use of handles and spread of germs.
- j. Exterior doors to KidzMin area will be propped open during drop-off and pick-up to limit the use of the handles and spread of germs.
- k. Touch-Preference Stickers or Bracelets will be utilized by kids/families each week to communicate the level of contact families are comfortable with.
- l. Families with kids who have specific vulnerabilities to COVID-19 will be asked to communicate that to Bradfordville Staff and volunteers in advance so that appropriate considerations and protocols can be put in place.
- m. All surfaces will be cleaned and sanitized after gathering each week.
- n. The following supplies will be available to all classrooms each Sunday:
 - I. Gloves (Preschool Rooms only)
 - II. Hand Sanitizer (at least 60% alcohol)
 - III. Toilet Paper
 - IV. Paper towels
 - V. Lysol Wipes
 - VI. Baby Wipes
 - VII. Antibacterial Hand Soap
 - VIII. Seventh Generation Disinfectant Spray or Lysol Spray

Family Responsibility & Expectations

1. We ask that all families exercise personal responsibility during this time in efforts to follow CDC recommendations and keep all members and guests of Bradfordville First Baptist Church healthy and safe. In addition to the other policies and procedures outlined herein, and in addition to the General KidzMin Policies & Procedures, we ask families to observe and respect the following expectations:
 - a. Do not bring children or students who have experienced any cold or flu-like symptoms within the past 14 days (with or without fever).
 - b. Notify Bradfordville Staff if/when any member of their immediate family has been diagnosed or directly exposed to someone diagnosed with COVID-19.

- c. Educate and equip children and family on the importance of social distancing behavior and mask-wearing.

Guidelines to Volunteer in KidzMin during COVID-19

1. All volunteers must be willing and able to follow the policies and procedures as outlined herein.
2. All volunteers must wear facemasks while serving in KidzMin.
3. Any volunteer who does not feel comfortable serving in KidzMin is asked to communicate that to the Lead Volunteer so that an alternate volunteer can be located or classrooms closed, as needed.
4. All volunteers must submit to the screening process as outlined in these policies.
 - a. Any volunteer who fails the screening process will be asked not to serve on that Sunday.

Midweek KidzMin Activity & Ministry Guidelines

1. When we return to Midweek services, KidzMin classes may not immediately be opened.
2. When KidzMin Midweek Activities & Ministries resume, we will plan to follow the policies and procedures outlined herein.

Acknowledgement of Receipt of COVID-19 Policies & Procedures

By signing below, I the undersigned acknowledge that I have received, read, understood, and agree to the Bradfordville First Baptist Church KidzMin and IGNITE Student Ministry COVID-19 Policies and Procedures.

I understand that these policies and procedures are in addition to, and not in replacement of, the General Policies and Procedures for the Bradfordville KidzMin.

If I have any questions or concerns, I will contact the Children and Family Ministry Director or Student Ministry Pastor.

Please list children below:

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____

Parent Signature

Date

Please return to the Bradfordville Children & Family Ministry Director and/or the Student Ministry Pastor.