



Updated Policies and Procedures for COVID-19

Here at Antioch Kids, the safety and health of our families and volunteers is a top priority. Due to the ongoing issue of COVID-19, we have decided to adopt new policies and procedures for the foreseeable future to help keep our kids, families, and volunteers as safe as possible. These policies and procedures have been created under the advice and policies of the CDC and Poudre School District. Due to the ever-changing nature of COVID-19, procedures are subject to change as more information becomes available.

One Service

Due to the large amount of shared surfaces and supplies used in providing two services, **we have decided to open up Antioch Kids for the 9 a.m. service only.** This will allow us to keep everything disinfected for each class.

Mask Policy

All adults who come in contact with children throughout Sunday morning are required to wear masks at all times. This includes Kids Ministry staff, volunteers, and parents waiting to drop off their kids. If a parent needs to pick up a child or is called for any issue, they must wear a mask when in the Kids Ministry hallway. Parents may see volunteers greet kids from the Kids Ministry hallway with their mask down at a six foot distance to let your child know who they are and then replace the mask on their face within the child's line of sight. This is a technique we will use to help lower childrens' anxiety surrounding masked volunteers.

Masks will not be required for children when inside the classrooms. Children 3 and over are able to wear masks if preferred by parents. Children under 3 will not be allowed to wear masks as it is a safety risk to the child. If the mask is causing a child obvious discomfort, or if the child is constantly touching their mask with their hands, they will be asked to remove the mask. A child constantly touching their mask and face will actually be at a greater risk of contracting COVID-19 than one who does not wear a mask.

Food Preparation and Distribution

Snacks will continue to be provided for children on Sunday mornings. To prevent contamination, Antioch Kids will now be providing pre-packaged snacks to children.

In preparing and handing out snacks to children in the classroom, volunteers follow the following procedure:

1. Wash or sanitize the volunteer's hands.
2. Send kids to wash hands or assist in hand washing.
3. Wipe down the counter where snacks will be prepared with a sanitizing wipe.
4. Volunteers will put on a pair of food-safe gloves.
5. Volunteers will pass out a snack to each child at the table.
6. Volunteers will write the names of children on their cups to prevent accidental sharing.
7. All cups and snack trash will be thrown away, no cups will be saved for later drinks. If a child wants water later they will be given a new cup.
8. Children and volunteers will re-sanitize or wash hands after snacktime.

Hand Washing/Sanitizing

Volunteers will be responsible for sanitizing their hands periodically throughout the morning. It will be recommended every 20 minutes and suggested with each transition.

Bathroom/Diaper Changes

Bathroom trips will be coordinated on a schedule so that a class can use the restroom and then it will be sanitized before the next class enters. Kids Ministry bathrooms will be closed off from the rest of the church to prevent exposure from other adults in the church.

Volunteers changing diapers or assisting with dressing kids after bathroom use will wear gloves. They will need to wash hands before putting on gloves, and again after removing them. A new pair of gloves will be used for each child if multiple children need assistance in the bathroom or diaper changes.

Infants Classroom

Due to the large number of shared toys and furniture in this classroom, we will not be opening the infants classroom at this time. Instead, we will be turning that space into a second nursing mom's room for moms to bring their babies if they need a space. This classroom will be open during the service to come and go, and will be thoroughly cleaned each week.

Cleaning Procedures

Antioch Kids will be significantly increasing the amount of cleaning and disinfecting after each event. Each classroom will have a disinfecting checklist that will be completed before and after each service that will be signed off by a Kids Ministry staff member. This cleaning process includes but is not limited to:

- Disinfecting tables, chairs, and all shared surfaces
- Disinfecting sink areas
- Disinfecting light switches and door handles
- Wiping down remotes, aux cords, and all electronics
- Disinfecting lesson supplies
- Cleaning all toys in soap and warm water

- Cleaning and disinfecting bathrooms
- Immediately placing in the “Dirty Toys” bin all toys that have come in contact with a child’s mouth or bodily fluids for an extra level of cleaning
- Disinfecting volunteer supplies including walkie talkies, clip boards, white boards, etc.
- Washing all cloth items in the washing machine
- Note: Volunteers and Antioch Kids Staff will wear gloves when cleaning and handling dirty supplies, and will wash hands after cleaning.

A small number of toys that are easy to disinfect have been placed in younger classrooms.

Additional Classroom Policies

Due to the lack of ability to social distance within our spaces, we will be capping our classroom size to 10 children when indoors in order to limit exposure. Classroom rosters will be determined on a first-come-first-serve basis to those who RSVP for the service prior to Sunday.

Classrooms will not be combined at any time during any event, so children will be contained to their individual classrooms and will not come in contact with children from other classrooms.

Classrooms will be well stocked with hand sanitizer, soap, and cleaning supplies.

Check-In/Check Out

In order to best keep families safe we have implemented a new check-in and check-out system. Children and volunteers will now check in through an app called Church Center. This app is available through IOS and Android. Parents will check in their children on the app before they walk in the door on Sunday Morning to receive their QR code that will check their kids in.

Check-in will now be located through the west-side doors (near the playground). Families will line up six-feet apart.

When a family walks up to check in, temperatures of each child will be taken. Parents or guardians will sign a waiver for their child(ren) and give volunteers at the check-in table any information about their child. Volunteers at check-in will walk children to their classrooms to prevent clogging the Kids Ministry hallway. Parents or guardians will then exit back out of the west side doors.

Check-out will be located in the hallway directly west of the auditorium doors. Parents will present their pickup ticket to the check-out volunteers and volunteers will go pick up kids from their classrooms and bring them out. Parents will then exit out the nearest door.

Symptom Checks and Waivers

All members of Antioch Kids Ministry, including staff, volunteers, and children, are required to partake in a symptom check each Sunday. The symptom check will include:

- A temperature check (cannot exceed 100.3°F)
- An Antioch Kids staff member doing a quick check for any obvious signs of illness
- A signed liability waiver stating no knowledge of sickness (child's waiver will be signed by a parent or guardian)

Both volunteers and parents will be required to sign a waiver each week confirming the following statements:

- I or my children have not experienced and are not currently experiencing any symptoms of illness such as cough, shortness of breath or difficulty breathing, fever, chills, repeated shaking with chills, muscle pain (unrelated to physical activity), sore throat, or new loss of taste or smell within the last 24 hours.
- No person in my household has traveled internationally within the last 14 days.
- No person in my household has traveled to a highly impacted area within the United States in the last 14 days.
- No member of my household has knowingly been exposed to someone with a suspected and/or confirmed case of the Coronavirus/COVID-19.
- No member of my household has been diagnosed with Coronavirus/COVID-19 and not yet cleared as non-contagious by state or local public health authorities.
- My household follows all CDC recommended guidelines as much as possible and limits our exposure to the Coronavirus/COVID-19.
- I or my children do not have a fever above 100.3°F

(See COVID-19 Liability Waiver)

If Someone Tests Positive

In the event that you or your child test positive for COVID-19, please contact us ASAP. You can contact Emma Genell at (303)748-7822 or emma@antiochfc.org.

If someone in our ministry does test positive, Antioch Community Church will contact the CDC with the name of the person who tested positive, and a list of all the people who also came in contact with that person. From there, all people who came in contact with that person will be notified by the CDC and by Antioch Kids. We will ask that all people on that list do not return to Antioch Kids until a 2-week quarantine from the time of contact.



COVID-19 Policies and Procedures Quick Guide

- Antioch Kids Ministry will run during the 9 a.m. Sunday service only.
- All adults who come in contact with kids are required to wear masks, including parents dropping off their kids.
- Children are not required to wear masks, but are welcome to if they are 3 years of age or above.
- We will provide individually packaged snacks to children on Sunday mornings.
- Volunteers will sanitize their hands every 20 minutes.
- Bathroom trips will be scheduled to prevent contact with other classrooms. Bathrooms will be cleaned after each use.
- The infants classroom will not be open at this time. This classroom will be used as a second Nursing Moms room.
- New cleaning procedures will be implemented in each classroom to limit the spread of germs as much as possible.
- Class sizes will be capped at 10 children per classroom. Families who RSVP prior to Sunday will get first priority.
- Check-in will now be located through the west doors (near the playground).
- Check-in will now be done through an app called Church Center, available free for iOS and Android. This will allow us to keep check-in contactless.
- All children and volunteers will be subject to a temperature and quick symptom check every Sunday.
- Parents/guardians will now sign a symptom and liability waiver each Sunday.



COVID-19 Family Liability Waiver

Date: _____

Parent/Guardian Name: _____

Full name(s) of child(ren) -listed below as "my child(ren)":

Please Confirm the Following Statements:

- My children have not experienced and are not currently experiencing any symptoms of illness such as cough, shortness of breath or difficulty breathing, fever, chills, repeated shaking with chills, muscle pain (unrelated to physical activity), sore throat, or new loss of taste or smell within the last 24 hours.
- No person in my household has traveled internationally within the last 14 days.
- No person in my household has traveled to a highly impacted area within the United States in the last 14 days.
- No member of my family has knowingly been exposed to someone with a suspected and/or confirmed case of the Coronavirus/COVID-19.
- No member of my family has been diagnosed with Coronavirus/COVID-19 and not yet cleared as non-contagious by state or local public health authorities.
- My family follows all CDC recommended guidelines as much as possible and limits our exposure to the Coronavirus/COVID-19.
- My children do not have a fever above 100.3°F

I acknowledge the contagious nature of the Coronavirus/COVID-19 and that the CDC and many other public health authorities still recommend practicing social distancing. I further acknowledge that Antioch Kids Ministry of Fort Collins has put in place preventative measures to reduce the spread of the Coronavirus/COVID-19 but cannot guarantee that I or my child(ren) will not become infected with the Coronavirus/COVID-19. I understand that myself or my child(ren) may become exposed to and/or infected by the Coronavirus/COVID-19 as a result of the actions, omissions, or negligence of myself and others, including, but not limited to Antioch Kids Ministry staff, volunteers, and other ministry participants and their families. I understand that this release discharges Antioch Kids Ministry of Fort Collins from any liability or claim that I, my child(ren), or any personal representatives may have against the ministry with respect to any bodily injury, illness, death, or medical treatment, that may arise from, or in connection to, any services received from Antioch Kids Ministry of Fort Collins.

I acknowledge that all information I provided on this form is true, and I have fully read and understand the terms and conditions.

Signature : _____



COVID-19 Volunteer Liability Waiver

Name: _____

Date: _____

Please Confirm the Following Statements:

- I have not experienced and am not currently experiencing any symptoms of illness such as cough, shortness of breath or difficulty breathing, fever, chills, repeated shaking with chills, muscle pain (unrelated to physical activity), sore throat, or new loss of taste or smell within the last 24 hours.
- I have not traveled internationally within the last 14 days.
- I have not traveled to a highly impacted area within the United States in the last 14 days.
- I have not knowingly been exposed to someone with a suspected and/or confirmed case of the Coronavirus/COVID-19.
- I have not been diagnosed with Coronavirus/COVID-19 and not yet cleared as non-contagious by state or local public health authorities.
- I am following all CDC recommended guidelines as much as possible and limiting my exposure to the Coronavirus/COVID-19.
- I do not have a fever above 100.3°F.

I acknowledge the contagious nature of the Coronavirus/COVID-19 and that the CDC and many other public health authorities still recommend practicing social distancing. I further acknowledge that Antioch Kids Ministry of Fort Collins has put in place preventative measures to reduce the spread of the Coronavirus/COVID-19 but can not guarantee that I will not become infected with the Coronavirus/COVID-19. I understand that I may become exposed to and/or infected by the Coronavirus/COVID-19 as a result of the actions, omissions, or negligence of myself and others, including, but not limited to Antioch Kids Ministry staff, volunteers, and other ministry participants and their families. I understand that this release discharges Antioch Kids Ministry of Fort Collins from any liability or claim that I, my child(ren), or any personal representatives may have against the ministry with respect to any bodily injury, illness, death, or medical treatment, that may arise from, or in connection to, any services received from Antioch Kids Ministry of Fort Collins.

I acknowledge that all information I provided on this form is true, and I have fully read and understand the terms and conditions.

Signature : _____

Parent/Guardian Signature (If under 18) _____

Parent/Guardian Name _____