

# Procedures for CVC Kids-2021

## Registration and Check-In

- Registration will be required. Registration will open on Wednesdays at 12:00 PM and cut-off at 12:00 PM on Fridays.
- Name labels will be prepared in advance for children.
- Upon arrival, one parent/guardian will bring their child(ren) to the designated check-in area. Children will have their temperature taken and families will be asked Health Screening questions.
- Adults who will be working with children that morning will also check in and have their temperature taken and answer Health Screening questions.

## Health Screening

- All children and adults will have their temperature taken with a no-touch thermometer. Any person with a fever of 100.0 degrees or higher will not be admitted to the classroom.
- The following Health Screening questions will be asked of all children and adults:
  - Have you or your child had a fever above 99.9 in the last 48 hours?
  - Are you or your child exhibiting any of these symptoms?
    - Fever 100.0 or greater, cough, shortness of breath, difficulty breathing, chills, repeated shaking with chills, fatigue, muscle pain, headache, sore throat, congestion or runny nose, nausea, vomiting, diarrhea loss of taste or smell?
  - Is anyone in your household experiencing any of these symptoms?
    - Fever 100.0 or greater, cough, shortness of breath, difficulty breathing, chills, repeated shaking with chills, fatigue, muscle pain, headache, sore throat, congestion or runny nose, nausea, vomiting, diarrhea loss of taste or smell?
  - Have you or your child been in close contact in the last 14 days with someone diagnosed with COVID-19?

- Adults will monitor children throughout the morning for signs of illness that may appear.
- Any child showing symptoms will be isolated and parents/caretaker will be contacted to come and pick their child up.
- Document/track incidents of possible exposure and notify appropriate parties of any possible case of COVID-19. Confidentiality will be maintained as required by the Americans with Disabilities Act.
- Any ill teachers/helpers or children will be advised not to return until they meet CDC guidelines for discontinuing home isolation.

### Drop Off/Pick Up Procedures

- When children are dismissed from the church service, one parent/guardian will bring their children to their classroom. Parents will be asked to take their children to the restroom before bringing their children to the classroom.
- Only children who have checked in will be admitted into the class.
- When the church service has concluded, we request one parent/guardian to pick up their children. An area which allows adults to wait, physically distanced, will be designated.

### Hygiene

- Hand cleaning procedures will be followed by children and teachers.
  - If using hand sanitizer, rub hands together until hands are dry.
  - If using soap and water, wash hands for 20 seconds with soap, rubbing thoroughly after application, and use paper towels to dry hands thoroughly. Leading children to sing "Happy Birthday" or another song is an effective way to keep them washing their hands for 20 seconds.
- No diaper bags/tote bags of any sort should be brought to the classroom. Any personal items needed should be placed in a clear Ziploc bag and labeled with the child's name.
- Face coverings will be required for both children and teachers/helpers in the 4 year old-5th grade class.
- In the 2 to 3 year old class, face coverings will be encouraged but not required for children. Face coverings will be required for teachers/helpers in this class.

- Supplies will not be shared by children. Each child will be provided personal supplies for projects and activities. All used supplies will be cleaned and sanitized before use by another child.
- Designated areas will be set up for activities, snack, etc.

### Snack Time

- Children will be instructed to wash their hands before and after snack time.
- Each child will be given a small pre-packaged snack and a small disposable water bottle. Children will be seated, physically distanced, for snack time. Children will be allowed to remove face coverings for snack time.
- Tables will be cleaned before and after snack time.

### Cleaning

- Classrooms will be cleaned before and after use. All high-touch surfaces will be frequently cleaned while being used.
- A designated area in classrooms to place used items for cleaning and sanitizing after class will be provided.
- All toys which can not be easily cleaned will be removed from classrooms.
- Cleaning products approved by the Environmental Protection Agency for use against COVID-19 will be used.