



## Trinity Kids Reopening Policy for Nursery Wing October 1, 2020

### Overarching Areas of Focus and Concern for Holy Trinity

- Foster a welcoming and safe environment where young people can encounter Jesus Christ and be challenged to grow in their devotion to him
- Perform health screenings for all staff and children
- Create a warm and safe environment for all students and staff
- Communicate clearly to all parents and staff
- Promote safety by creating social distance where appropriate and when possible in an early childhood setting
- Promote safety by cleaning, sanitizing, and disinfecting properly
- Promote hand hygiene for all staff and students

### Health Screening for All Staff and Children

- A weekly health screening checklist must be completed by a parent before a child can enter the preschool area.
- Acknowledgement of observance to this checklist (attached) will be part of the registration process.
- Children who have experienced any cold or flu-like symptoms within the previous week (with or without fever) should not be brought to church.
- If someone in a child's family has experienced cold or flu-like symptoms within the previous week, that child should not be brought to church.
- If someone in a child's family has been knowingly exposed to COVID-19 (defined as 15 minutes or more within six feet of someone who had COVID-19) within 14 days of church, that child should not be brought to church.
- Symptoms of COVID-19 include:
  - Fever
  - Congestion
  - Fatigue
  - Cough
  - Runny nose
  - Body aches
  - Shortness of breath
  - Sore throat
  - Chills
  - Loss of taste or smell
  - Headache
  - Vomiting, nausea and diarrhea are less commonly reported. However, a child experiencing (or having recently experienced) these symptoms should not be brought to church.
- When a family arrives at church, they will go to the outside registration table in the courtyard where they will:
  - Register their child
  - Have temperature checked with a non-contact thermometer (child)
  - Will receive nametag (child) and security bracelet (parent)



- All staff, paid workers and leaders will also complete the same screening process before coming to church.

#### Social Distancing in an Early Childhood Setting

- Only Trinity Kids staff, nursery workers and children will have access to the nursery wing and inside Courtyard classroom spaces prior to and during worship services. No outside visitors, including parents, will be allowed in these spaces until after the services end.
- Social distancing markers outside the check-in table and decals in the hallways will be available to encourage social distancing during wait times.
- All parents will be required to wear a mask while interacting with staff and when dropping off their child(ren).
- All staff will be required to wear a face mask. Holy Trinity requires all adults to wear masks while attending services and other in-person events.
- To comply with State mandates, children over the age of five years will wear a face covering. Children five years of age and younger are encouraged to wear a face mask; however, they are not required to do so.
- All classrooms will have a maximum of five children per classroom.
- The children's ministry team will distance children from one another during both snack time as well as story time. While the team will encourage socially distanced free play, we cannot guarantee that children will not be in close proximity to one another.
- A two-classroom system will be implemented to provide children with "fresh air," additional space and a change in environment. Additionally, we will have air purifiers in each room.
- Classrooms will have two assigned teachers that will stay in the classroom with their "cohort" of kids for the duration of the morning.
- No sharing of supplies – each child will have his/her own set of supplies (crayons, glue sticks, etc.).
- No diaper bags, pacifiers or lovies (to prevent accidental swapping and germ exposure) will be accepted at drop-off. Additionally only soiled diapers will be changed; diapers and wipes will be provided by Holy Trinity.
- Snacks will be given to children in a COVID-19 safe manner—no special snacks will be accepted at check-in. The default snack will be water and goldfish.
- Parents should alert the nursery coordinator upon check-in about any allergies.
- Classrooms are reconfigured to afford more space for play and to allow for extra room when participating in the Bible lesson, craft and snack time.

#### Drop-Off

- Children will be checked in and dropped off at the registration station located outside at the outer edge of the courtyard tent.
- After check-in procedures have been completed, a caregiver will take children to their classroom.
- Reminder: we are unable to accept diaper bags, backpacks, snacks, lovies or pacifiers at this time.
- Parents will absolutely be notified if for some reason their child is significantly struggling to settle.

#### Pick-Up

- After the service, come to the registration table to initial your child out.
- Parents will be directed to their child's classroom.
- Parents are asked, and will be encouraged, to make a quick pick-up to include: handing their identifying bracelet to the caregiver, retrieving their child and quickly exiting the nursery wing area through a different exit which is located near the kitchen.



- After picking up their children, parents will exit out the double doors near the kitchen, then exit outside using the apartment exit doors.

#### Cleaning/Sanitizing/Disinfecting Process

- All toys, frequently touched surfaces and workstations will be cleaned with disinfectant at the end of each day.
- A designated bin will be kept for separating mouthed toys.  
Protocol: When a child is finished with a mouthed toy, it will be placed by a caregiver into a toy bin that is inaccessible to children. The caregiver will wear gloves and will be careful to wash his/her hands after handling the mouthed toy. After the service, all mouthed toys will be cleaned and sanitized prior to returning them to the play area.
- Toys and other items that cannot be sanitized will not be used during this season.
- Some children's books will be accessible for use during the morning as they are not considered a high risk for transmission.
- Hand sanitizer will be stationed at the check-in desk. Additionally, hand sanitizer will be provided for each classroom. Hand sanitizer will be used frequently throughout the morning with adult supervision. Note: Hand sanitizer will be placed out of the reach of children.
- Teachers will not share toys or supplies with other classrooms.
- Supplies provided for each classroom:
  - Gloves
  - Hand Sanitizer (at least 60% alcohol)
  - Toilet Paper
  - Paper towels
  - Disinfectant Wipes
  - Baby Wipes
  - Diapers
  - Antibacterial Hand Soap
  - Disinfectant Spray

#### Hand hygiene for all staff and students:

- All children will wash hands using hand sanitizer upon arrival either at the check-in desk or prior to entering the classroom.
- In addition, children and adults will wash their hands:
  - Before and after eating
  - After using the bathroom
  - Before leaving their classroom
  - Upon returning to their classroom
  - When their hands are visibly dirty
  - Any time the adult leader deems appropriate

#### Clear Communication for All Parents and Staff

- Our doors are open, however, there are unknown factors related to the transmission of COVID-19.
- Holy Trinity will do everything in its power to make facilities and operations COVID-19 safe.



- Parents will be sent notice of the opening of the nursery wing. A copy of the church's nursery wing procedures will be provided to parents.
- When registering for a Sunday morning service, parents will be reminded of Holy Trinity's policies.
- The Children's Ministry director and Family Ministry clergy's contact information will be provided in an attempt to answer any questions that arise.
- If changes to our procedures occur, communication will be quickly announced to those families involved in attending Sunday morning worship.
- The possibility of becoming infected with COVID-19 is present for everyone, including those who attend, serve or work at church. We will take seriously the need to take the appropriate precautions to reduce the risk of transmission of COVID-19.

**Anyone showing signs of illness of any kind or who may have been exposed to COVID-19 should not be attending church**

Please contact Beth Youmans, Children's Ministry Director ([byoumans@htcraleigh.org](mailto:byoumans@htcraleigh.org)) or Caleb Burr, Family Ministry Clergy ([cburr@htcraleigh.org](mailto:cburr@htcraleigh.org)) with any questions.



**Acknowledgement of Health and Well-Being of Child(dren)**

We ask that our Trinity Kids’ families exercise personal responsibility during this time in an effort to keep our church family healthy and safe. Please review the following statements and note your agreement:

Please initial below:

	I have read and I will follow Holy Trinity Church of Raleigh, Inc.’s policy regarding the reopening of the nursery wing.
	I will not bring a child who has experienced any cold or flu-like symptoms within the past week (with or without fever).
	If someone in my family has experienced flu-like symptoms within the previous week, I will not bring my child to church.
	If someone in my family has been exposed to COVID-19 or has had COVID-19 within the previous 14 days, I will not bring my child to church.
	I have noted the list of cold, flu and COVID-19 symptoms below and acknowledge my child is healthy and without symptoms.

Cold, flu and COVID-19 symptoms include:

- Fever
- Congestion
- Fatigue
- Cough
- Runny nose
- Body aches
- Shortness of breath
- Sore throat
- Chills
- Loss of taste or smell
- Headache
- Vomiting, nausea and diarrhea

\_\_\_\_\_  
Parent’s Signature

\_\_\_\_\_  
Date

Child’s Name (printed below):

Temperature reading:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Checklist for symptoms and temperature completed by:

\_\_\_\_\_  
Holy Trinity Representative’s Printed Name

\_\_\_\_\_  
Date