

TIMBERLAKE KIDS



COVID SAFETY HANDBOOK



Creating A Safe Timberlake Kids
Experience



KIDS COVID SAFETY DOCUMENT

WHY

The people who call Timberlake Church home represent a diversity of backgrounds, experiences, and ideas. Everyone may come with different ideas and feelings about what in-person gatherings should look like. Because we are a church that whose purpose is to create more and better disciples of Jesus Christ, we're going to consider others before ourselves. We are willing to take extra steps and even embrace discomfort in order to create Next Generation environments that make Timberlake Church a place where kids and students belong.

GOAL

Our goal is to gather together in a way that meets/exceeds CDC standards, Washington State School Reopening Guidelines, and Washington State Childcare Guidelines. By prioritizing safety, we will earn the trust of our church family and we will take steps toward normal in person gatherings similar to pre-quarantine restrictions. We will create environments where adults, teenagers, and kids can gather in person for corporate worship while maintaining safe, social distancing guidelines.

ATTIRE

- Timberlake Kids Team Shirts
- Timberlake Kids Team Masks (Provided)
- Volunteer Lanyards w/picture
- Gloves (if required in your role)

GENERAL PRECAUTIONS

- Touchless hand sanitizer stations located throughout the facility.
- Touchless sinks and toilets (apart from EC bathrooms).
- Any doors will be propped open so that they don't have to be touched.
- All kids Check In kiosks have been moved to the main lobby to increase social distancing in the kid's wing and will be touch-free and handled by our trained volunteers.
- Masks will be worn by all staff and volunteers.
- Guests are encouraged, but not required to wear masks (outside of our care).
- All K-12th children/students in our care will be required to wear masks.
- Birth – 2 years old not required, 3-5 years old recommended.
- All volunteer will be temperature checked (via contact-free infrared thermometer) at our "New Family Check In" prior to serving and given a sticker to show they "passed."
- All children/students will be temperature checked (via contact-free infrared thermometer) at Check In prior to entering classrooms and given a sticker to show they "passed."
- Both a check in sticker and temperature check sticker must be present.
- Only one family member will be permitted to enter the "kids wing" for pick-up/drop-off to increase social distancing.
- No adults will be temperature checked unless they need to enter the classroom.
- We are creating a Timberlake Kids "Health and Wellness" team to help clean and disinfect Timberlake Kids common areas in-between services.



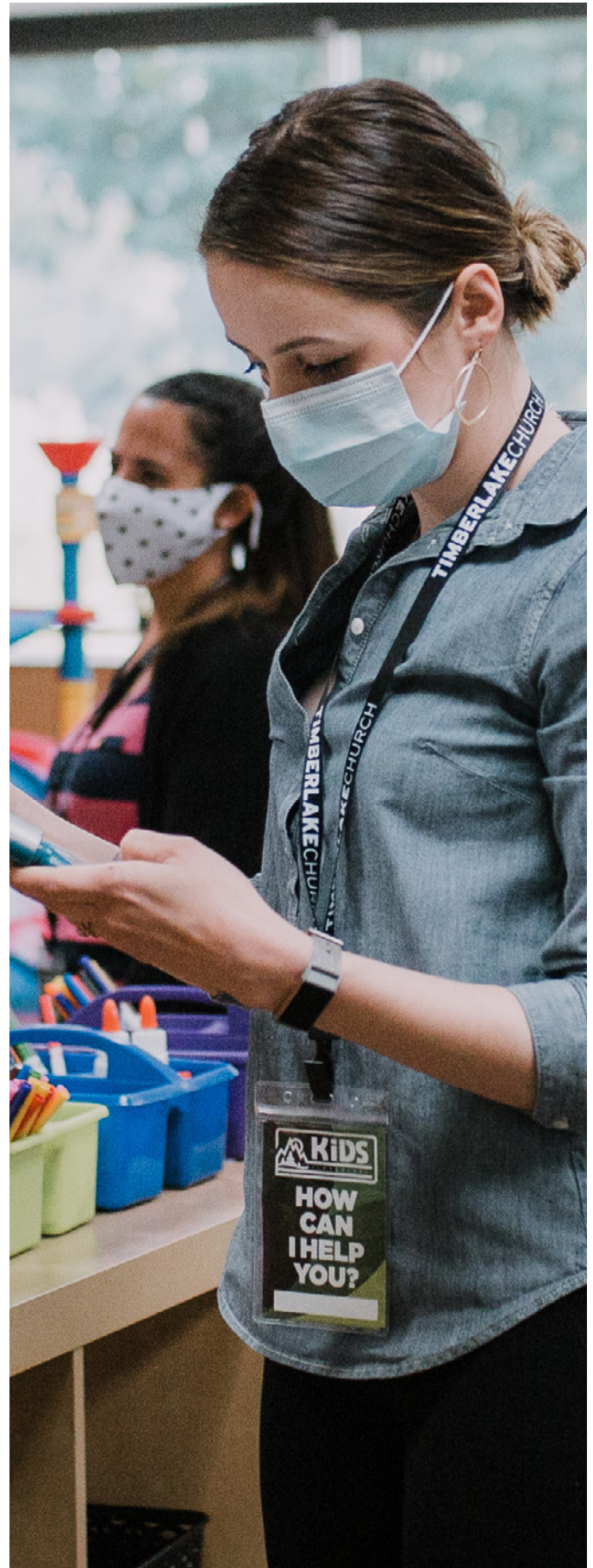
CHECK IN COMMUNICATION FOR FULL ROOMS OR FEVER

Room Cap

- *potential of room caps automatically upgraded in CCB*
- “We are so glad you came today. To make sure we have the safest possible environments, we have an attendance cap in our rooms. We will be able to open up more seating for next week, but for this week, could we ask you to attend as a family at our Family Service? There is even a cool activity box there!”

Fever

- If a child shows a fever of 100.4 or more, do the following
- Let family know that their child is “reading high” in their temperature check. Let them know it may be because of running around or activity. Ask them to grab a water and wait a moment before trying again.
- Radio in staff (Jon, Gina, or Julie)
- Temp check family again, motion to staff if they are still reading high.
- “I am so sorry, but our reader is showing a fever of higher than 100.4. Because of CDC guidelines, can I ask you to please view our outdoor drive-in services? Please let us know if the fever continues for over 14 days.”







ELEMENTARY

GREETING AND COMMUNICATION

In order to maintain a safe and contact-free experience, we ask that all staff and volunteers observe social distancing guidelines when greeting each other and guests.

- Greet with big smiles (use your eyes).
- Open doors and create space so all guests can have a contact-free experience.
- Resist your urge to hug, shake hands, or even fist bump. Instead, greet with friendly waves, head nods, finger guns, or other enthusiastic contact free expressions. You can even try an “elbow bump.”
- If your role requires you to give guests anything, please wear provided gloves.

SMALL GROUP SPECIFIC RESPONSIBILITIES

We do not know yet what small groups will look like as it’s heavily dependent on how many children attend and if we can safely socially distance in “circles.” We ask for your permission to use the first month or so to gauge what our “new normal” will look like, then we will employ strategy to give our kids an incredible small group experience given our current circumstances. As small group leaders, you may be asked to help with the following ahead of time or even on the same day:

- Lobby Greeting
- Timberstore
- Drop off/Pick Up

ENVIRONMENT/ PROGRAMMING STRUCTURE CHANGE

We have created a new programming structure with more interaction and even small group-type questions that may happen from the “main stage.” Kids will be seated in chairs that are separated by 6 ft of distance during the majority of the service, if not the entire service (at least at first). This will largely be experimental as our hope is to be able to break into smaller groups for conversation as the main goal of the future. The best way you can help during programming is:

- One K-5th programmed environment, potential multiple spaces
- Participate as much as possible
- Help kids stay in their chairs
- Observe and give feedback of what worked and what didn't

SERVICE EXPECTATIONS

- During large group time, volunteers will maintain their distance for worship, communicating, and games, which will all be programmed in advance in a way that follows CDC guidelines.
- Please help to clean any touched items in-between services, dispose or separate “heavily used” items.
- To avoid contact between kids sharing materials, leaders will distribute and collect items for kids to use as needed and children will not share materials or items for activities.
- If children need to be escorted to the restroom, NO VOLUNTEER is to enter the restroom. If children need assistance, please get a staff member. Also, only one child will be allowed in the restroom at a time while any other kids remain outside, socially distanced.
- Female volunteers only. 1 is ok, but 2 is what we're shooting for.



LARGE GROUP AND PRODUCTION TEAMS

- Tech teams will follow social distancing guidelines
- Clean areas after use
- Any props may need to be cleaned or disposed after use

DROP OFF/PICK UP

- Children/volunteers are required to use hand sanitizer entering and leaving the classroom.
- There will be a clearly marked entrance and exit for parents to drop off/pick up with socially distanced line markers.
- All Elementary children are required to wear face masks, we will have disposable children's masks available.
- Volunteers that assist with welcoming/greeting and check-out will abide by all social distancing recommendations. Refrain from high-fives or hugs; even though some families (and even you) will be ok with physical contact, we must maintain a contact-free experience. Keep in mind the perception of safety.
- Volunteers will not take tags from families or remove them from children.

TIMBERSTORE

- Before handing items to children, we will wear provided gloves.
- We will throw away Timberbucks after they are turned in.
- Two lines will form behind Timberlake sneeze guards.
- One small group leader from each age environment will work the store (2 total leaders).
- Families will socially distance in marked lines.

VOLUNTEERS

- All volunteers will be required to be temperature checked at "New Family Check In" prior to meeting for our preservice huddle downstairs.
- Preservice huddles are very important, but especially now. Please plan on making them at the following times in the classroom behind the Timberstore 25 min before service:

Saturday 5:30p service – 5:05p

Sunday Services – 9:20a (huddle for both services)







EARLY CHILDHOOD

GENERAL GREETING AND COMMUNICATION

In order to maintain a safe and contact free experience, we ask that all staff and volunteers observe social distancing guidelines when greeting each other and guests.

- Greet with big smiles (use your eyes).
- Open doors and create space so all guests can have a contact-free experience.
- Resist your urge to hug, shake hands, or even fist bump. Instead, greet with friendly waves, head nods, finger guns, or other enthusiastic contact-free expressions. You can even try an “elbow bump.”
- If your role requires you to give guests anything, please wear provided gloves.

GENERAL CLASSROOM STRUCTURE

- Environments will be very spaced out to follow social distancing guidelines.
- We will be utilizing only two rooms at a time: Birth – 2 years and 3-5 years.
- To make sanitizing rooms possible between services, we will be switching rooms for the 9:45 and 11:15 services.
- For example, for the 9:45 service, the Birth – 2 years will be in babies room and the 3-5 years will be in the 4's room. Then, for the 11:15 service, the Birth - 2 years will be in the previous infant room and the 3-5 years will be in the 3's room.
- This allows our Health and Wellness Team to clean the 9:45 rooms while we are in service for the 11:15.
- We will have the previous 2's room as our overflow room in case we exceed the guideline cap for each room.
- We will be using fun carpet circles to help kids naturally social distance.
- All toys that cannot be cleaned and disinfected will be put away during this season (ex. Play Doh, crayons, sand, etc...).



GENERAL DROP OFF/PICK UP

- There will be a clearly marked entrance and exit for parents to drop off/pick up with socially distanced line markers.
- Children 2 and under should not wear facemasks. We will have some available if a parent wishes for their 3+ year old children to wear them.
- Volunteers that assist with welcoming/greeting and check-out will abide by all social distancing recommendations. Refrain from high-fives or hugs; even though some families (and even you) will be ok with physical contact, we must maintain a contact-free experience. Keep in mind the perception of safety.
- Volunteers will not take tags from families or remove them from children. Diaper bags will be placed in their own bins and put on the counter in the babies room. When retrieving items from a diaper bag, gloves must be worn.
- Timberlake diaper bag tags will be encouraged to be used by parents and put on bags.
- A blanket must be used as a barrier between the volunteer and babies when receiving a baby from their parents.
- If volunteer to child ratio is getting off, notify staff immediately so we can fix it.



SPECIFIC GUIDELINES FOR BIRTH – 24 MONTHS

Volunteers will implement social distance strategies and safety precautions based on Washington State Childcare CDC Guidelines. The most major changes are as follows:

- All volunteers in this area must wear provided long-sleeved shirts.
- Babies must be held with a light blanket and volunteer must use this blanket to separate themselves from the child.
- If a volunteer comes in contact with any bodily fluid from a child, the volunteer must change that piece of fabric prior to interacting with any other child. Do everything in your power to use the blanket as a barrier, as is much easier to change the blanket rather than the long-sleeved provided shirt.
- All used and soiled blankets should be directly placed in the dirty linen basket.



BIRTH – 24 MONTHS CLEANING PROCEDURES

- Volunteers will wash hands upon arrival.
- Routinely clean and disinfect surfaces and objects that are frequently touched (tables, chairs, toys children put in their mouth etc.).
- Toys or objects that are mouthed, sneezed or coughed on should be directly put in a disinfecting bin as soon as the child is done playing with it.
- After service, please sanitize all counter tops, door handles, chairs, tables. Place toys in their designated area.
- All diaper changes will be done wearing gloves. Add new diaper sticker after done.
- Wipe the changing table before placing the child down.
- Place used wipes and diapers in a diaper trash bag, tie, and put in trash.
- Sanitize the diaper changing station and wash your hands.
- Wash hands before leaving the room.
- Make sure no cleaning supplies/hand sanitizer is left around children or at child contact level.
- Volunteers and children must wash their hands before and after bottle feeding.



SPECIFIC GUIDELINES FOR 2 – 5 YEARS OLD

Volunteers will implement social distance strategies and safety precautions based on Washington State Childcare CDC Guidelines. The most major changes are as follows:

- If a volunteer comes in contact with any bodily fluid from a child, the volunteer must change that piece of fabric prior to interacting with any other child.
- Guide children to sit on specific socially distanced floor markers.
- Social distancing is very important, even during any activities at tables.
- Children are not to share items like markers, scissors, etc...





2 – 5-YEAR-OLD LARGE GROUP RESPONSIBILITIES

- During large group, volunteers will maintain their distance for worship, hosting, communicating and games, which will all be programmed in advance in a way that follows CDC guidelines. We have “sit spots” for children to sit to help with this.
- Host and Communicator roles may involve interaction with props; between services, props will either need to be cleaned or disposed of by the individuals who used them before the next service begins.



2 – 5 YEAR OLD CLEANING PROCEDURES

- Volunteers will wash hands upon arrival.
- Routinely clean and disinfect surfaces and objects that are frequently touched (tables, chairs, toys children put in their mouth etc.).
- After service please sanitize all counter tops, door handles, chairs, tables; place toys in their designated area.
- Wash hands before leaving the room, and making sure children wash their hands before and after going to the restroom.
- Make sure no cleaning supplies/hand sanitizer is left around children.

VOLUNTEERS

- All volunteers will be required to be temperature checked at “New Family Check In” prior to meeting for our preservice huddle downstairs.
- All volunteers that may be holding babies or toddlers are required to wear a long-sleeved Timberlake shirt.
- Preservice huddles are very important, but especially now. Please plan on making them at the following time:

Saturday 5:30p service – 5:00p

Sunday 9:45a and 11:15 Service – 9:20a





THANK YOU!

Thank you for your heart for this
church and the Next Generation.

Thank you for leading with excellence
as we create a safe, spacious, contact
free, and sanitized environment for families!



TIMBERLAKE CHURCH

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