



**thompson station**  
CHURCH

**COVID SAFETY HANDBOOK**

# **NEXT GEN COVID SAFETY DOCUMENT**

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## **WHY**

Thompson Station Church Connects People with Jesus to Experience His Greater Life. The Next Gen Team embraces TSC's values that guide our decisions and reveal our strengths: Devoted Servants, Prayer Powered, and Family Focused. 2020 has certainly been a year of being fluid and pivoting, so we will continue to take extra steps needed in order to create an excellent Next Gen environment that glorifies God, makes disciples and gives students and kids a sense of belonging.

## **NEXT GEN MISSION**

Our Next Gen Ministry at Thompson Station Church is here to:

- Build Relationships that last forever
- Teach Truth that never fades away
- Create Unforgettable age graded experiences

## **GOAL**

By prioritizing safety, we will keep 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.

## **GENERAL PRECAUTIONS**

- Hand sanitizer stations will be located throughout the buildings.
- A door will be propped open so that they don't have to be touched.
- All kids Check In kiosks are located in the main lobby with social distancing and will be touch-free and handled by our trained volunteers.
- Masks will be available.
- All volunteers can be temperature checked (via contact-free infrared thermometer) at a Welcome Desk prior to serving.
- Only one family member will be permitted to enter the C Building for pick-up/drop-off to increase social distancing.
- If the event that someone in a room/group tests positive, that individual room/group will be closed for the CDC recommended isolation period (14 days). Parents of kids in that class will be notified of what date to return.

# FIRST IMPRESSIONS

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## **SELF TEMP CHECK**

Parents should conduct self-screening protocol prior to leaving home by taking their child's temperature and walking through the COVID checklist at the end of this handbook.

The COVID checklist will be posted by the check in kiosks and Welcome Desks.

## **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, or other enthusiastic contact free expressions. You can even try an "elbow bump."

# TSC KIDS (1ST-5TH)

## 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, or other enthusiastic contact free expressions. You can even try an “elbow bump.”

## 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:

- Participate as much as possible
- Help kids stay in their chairs
- Observe and give feedback of what worked and what didn't

## 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
- Drop Off
- Pick Up

## SERVICE EXPECTATIONS

- During large group time, volunteers will maintain their distance for worship, communicating, and games.
- Please help to clean any touched items in-between services, dispose or separate “heavily used” items.
- If children need to be escorted to the restroom, NO VOLUNTEER is to enter the restroom. Also, only one child will be allowed in the restroom at a time while any other kids remain outside, socially distanced.

## **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 a parent to drop off/pick up with socially distanced line markers.
- We will have disposable 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.
- Please ensure Parent Contact information is accurate. In the event that someone in your class tests positive, all parents will be notified that this class will not meet for 14 days.

## **VOLUNTEERS**

- All volunteers will be required to check in at the Welcome Desk at 8:30 or 10:00 as kids will arrive 15 minutes prior to service starting.
- Thermometers will be available for temp checks here if not already taken at home.

## **GENERAL PRODUCTION/ WORSHIP GUIDELINES**

- Tech volunteers will follow proper cleaning procedures for all tech equipment before and after use by our large group volunteers.
- Tech volunteers in the “booth” will follow social distancing guidelines.
- Worship team will clean all surfaces before and after services, including microphones.

# TSC KIDS (BIRTH-K)

## 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, or other enthusiastic contact-free expressions. You can even try an “elbow bump.”

## GENERAL CLASSROOM STRUCTURE

- Please arrive at 8:30 or 10:00 as children will be dropped off 15 minutes prior to service starting.
- Environments will be very spaced out to follow social distancing guidelines.
- To make sanitizing rooms possible, we will have different rooms for the 9:00 and 10:30 services.
- We will be using fun carpet circles to help kids naturally social distance.
- Some toys have been removed from rooms.
  - If a toy can be cleaned, you may use it in your room. After use, return to the dirty toy bin in the Resource Room.
  - All toys that cannot be cleaned and disinfected should not be used during this season (ex. Play Doh, crayons, sand, etc...).

## GENERAL DROP OFF/PICK UP

- There will be a clearly marked entrance and exit for a parent to drop off/pick up.
- 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.
- Please ensure Parent Contact information is accurate. In the event that someone in your class tests positive, all parents will be notified that this class will not meet for 14 days.

## **SPECIFIC GUIDELINES FOR BIRTH – 24 MONTHS**

Volunteers will implement social distance strategies and safety precautions based on 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. 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. We do have extra tshirts if needed for volunteers.
- 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.
- We will need to 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.
- Place trash in hall at end of service time.

## **SPECIFIC GUIDELINES FOR 3 – 5 YEARS OLD**

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

- Guide children to sit on specific socially distanced floor markers ( sit spots ).
- Children are not to share items like markers, scissors, etc...
- During large group, volunteers will maintain their distance for worship, hosting, communicating and games in a way that follows CDC guidelines. Encourage children to stay on their sit spots .

## **3 – 5 YEAR OLD CLEANING PROCEDURES**

- Volunteers will wash hands upon arrival.
- We will need to 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 check in with Chris or Nancy prior to going into classrooms.
- Thermometers will be available for temp checks here if not already taken at home.

# YOUTH

## MIDDLE SCHOOL/SUNDAY CHECK IN

Parents should conduct self-screening protocol prior to leaving home by taking their student's temperature and walking through the COVID checklist at the end of this handbook. The COVID checklist will be posted at the Welcome Desks.

Students will then proceed to their assigned classroom. There will not be a large group gathering.

## VOLUNTEERS

- All volunteers will be asked to conduct a self-screening with temp check and COVID checklist.

## CITY GROUP PROCEDURES

- Volunteers will wash hands upon arrival.
- Students should use hand sanitizer coming in and leaving rooms.
- Volunteers will need to routinely clean and disinfect surfaces and objects that are frequently touched.
- Students will be going directly to their assigned classrooms. Volunteers should be in place in the room at 8:50am.
- Any food brought in needs to be pre-packaged.
- Students should not be sharing food or drink with each other.
- Masks are optional for volunteers and students.
- In the event that someone in a room tests positive, that individual room will be closed for the CDC recommended isolation period (14 days). Parents of kids in that class will be notified of what date to return.

## HIGH SCHOOL/ WEDNESDAY CHECK IN

Parents/students and volunteers should conduct self-screening protocol prior to leaving home by taking their student's temperature and walking through the COVID checklist at the end of this handbook.

## CITY GROUP IN HOMES PROCEDURES

- Volunteers will wash hands upon arrival.
- Students should use hand sanitizer.
- Volunteers will need to routinely clean and disinfect surfaces and objects that are frequently touched.
- Any food served needs to be pre-packaged.
- Students should not be sharing food or drink with each other.
- Masks are optional for volunteers and students.
- In the event that someone in a house tests positive, that individual house will be closed for the CDC recommended isolation period (14 days). Parents of kids in that house will be notified of what date to return.

## 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).
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# Symptoms of Coronavirus (COVID-19)

Know the symptoms of COVID-19, which can include the following:



Symptoms can range from mild to severe illness and appear 2-14 days after you are exposed to the virus that causes COVID-19. If you have been in contact with someone who has tested positive for COVID-19, please join us for online services and return for in person worship in 14 days.

Seek medical care immediately if someone has emergency warning signs of COVID-19.

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

This list is not all possible symptoms. Please call your healthcare provider for any other symptoms that are severe or concerning to you.



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# 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!

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Teach Truth that never fades away

Create Unforgettable age graded experiences

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