



#### **Contactless Check-in Process and Updated Greeter Responsibilities**

- Families will enter the downstairs lobby and will wait for an available Journey Kids Greeter to check them in.
  - While waiting for a JK greeter to assist with the check-in process, families will wait at designated spots on the carpet. Social distancing markers will be spaced 6 feet apart and applied to the floor leading up to each check-in station.
- There will be four check-in stations including one New Family check in station
  - Check-in Station 1 will be the rolling cart with the desktop computer(s) and printer(s).
  - Check-in Station 2 will be the middle table under the tv and will have one iPad and printer.
  - Check-in Station 3 will be the rolling cart near the stairs and will have one iPad and printer.
  - The New Family Check-in Station will be next to copier/to the left of the Walkers Room door. This will include a rolling cart, premade visitor name tags, and Journey Kids info cards for new families to pick up if they are interested.
- Each check-in station will be manned by a Journey Kids Greeting Team volunteer. The volunteer assigned to each check-in station will be the ONLY person touching that iPad, computer keyboard, and printer.
  - Each check-in station will also have an assigned infrared thermometer. Before initiating the check-in process, the volunteer will WARMLY GREET EACH FAMILY and then explain that our new Health Policy mandates that each child and volunteer have their temperature taken before entering Journey Kids. The volunteer will then take the temperature of each child that will be entering Journey Kids.
    - If their temperature is higher than 100.4 they will be asked to stand over in the hallway next to the mens bathroom/outside stairs for a children's director to re-take their temperature a few minutes later. If their temperature is below 100.4, they can proceed with the check-in process. If their temperature is still above 100.4, they will not be permitted to check into Journey Kids that day. They will be asked (by the children's director) to join us at home for our online services and invited to come again in a



## Health and Wellness Policy UPDATED FOR COVID-19

Please stay home and join us for online services if you have been around anyone who has tested positive for COVID-19, or have experienced any symptoms of COVID-19 in the past 14 days including:

\*A temperature of 100.4 or higher

\*Cough/sore throat/shortness of breath

\*Unexplained rash

\*Congestion or runny nose

\*New loss of taste or smell

\*Headache or body aches

\*Vomiting/ nausea/ diarrhea

#### **PLEASE NOTE:**

Every staff member, volunteer, and child will have their temperature taken before checking in to Journey Kids. Anyone with a temperature of 100.4 or higher will not be permitted to check in.



## Back to (Virtual) School Drive-Thru Event Survival Kits

#### **Teacher/ Parent Survival Kits**

- Bottle of hand sanitizer
- Full size Hershey's Chocolate Bar
- 2 blue pens
- Travel size packets of Advil
- Nips Coffee Candy
- 2 Instant Coffee Packets
- 2 Stress Relief Tea bags
- For Teachers: Teacher Survival pouch
- For Parents: Supply pouch
  - Maybe include printed copy of a Parents Prayer for new school year

#### **Elementary Student Virtual School Year Survival Kits**

- 9x12" dry erase board
- Dry erase marker
- Earbuds with Mic
- 8 pack of Crayons
- 2 #2 Pencils
- Ruler
- Fun Pen
- Silly Putty
- Pouches for supplies, big enough to hold dry erase board
- September Memory Verse Window cling (Orange curriculum)

#### **Preschool Student Virtual School Year Survival Kit**

- Package of fruit snacks
- Ollie the Owl coloring book (Orange curriculum)
- 8 pack of crayons
- Ollie the Owl tattoos (Orange curriculum)
- Silly Putty
- Gallon Size Ziplock bags

<sup>\*</sup>Other than the items purchased from Orange, all other supplies were ordered from Amazon.

### Cleaning Checklist for Between Services (CDC recommended)

Task	Complete	Initials
Using the CDC-recommended sanitizing solution and paper towels, wipe down the following surfaces in your assigned area in between services. You must wear gloves and a mask:  Countertops Tabletops Drinking fountains and sinks Any toys or electronic devices that are out in classrooms At the welcome desk, all electronic devices Door handles, cabinet handles, lightswitches and		
<ul> <li>handrails</li> <li>Changing tables (nursery only)</li> <li>Cribs, cots, swings, and rocking chairs (nursery only)</li> </ul>		
<ul> <li>Bathroom cleaning (between services):</li> <li>Clean the bathroom sink areas, including faucets, countertops, and paper towel dispensers</li> <li>Disinfect toilets (including potty chairs, etc) and diaper pails.</li> </ul>		

# Manor Woods Kids Covid Summer Events Policy

- We ask parents to remain onsite with their kids and participate in the fun!
- If a family member is displaying any symptoms of illness, please keep your whole family home.
- All events will take place outdoors, as long as weather permits.
- If we must go indoors, we will wear masks.
- Family units or individuals will remain 6 feet apart from one another.
- Please wash hands before and after the event.
- There will be multiple hand sanitizer stations for use.
- All areas used will be cleaned with CDC recommendations and guidelines.