**A Checklist for Children’s Ministry**

**Amber Phase: November 2021**

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|  | Person responsible | Datecompleted |
| **Preparing Children’s and Youth Ministry Space** |  |  |
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| Have available for use: wipes or cloths for high touch surfaces, paper towels, tissues, hand-sanitizer. Provide masks (disposable or washable cloth) in a variety of sizes, including child-size, and require their use. Provide a laundry basket to collect used cloth masks at exits. Arrange for machine laundering of reusable cloth masks. |  |  |
| Place hand sanitizer containing at least 70% isopropyl or 60% ethanol at the entrance(s) and elsewhere throughout the space.  |  |  |
| Be aware of capacity limits and distancing requirements for spaces used for ministries.  |  |  |
| The space for Children’s and Youth ministry should be cleaned on a regular schedule. Always making sure it is cleaned prior to each Sunday use or any “next” use. If the space is used during more than one worship time, please wipe down high touch surfaces in between. When the space is in use the focus should be on regular hand hygiene.  |  |  |
| Regular cleaning items are sufficient to use in most of the area. Washrooms need to be sanitised as per the church cleaning schedule. |  |  |
| Drinking fountains must be turned off and marked as such. |  |  |

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| Designate separate entrance(s) and exit(s) if possible with signage. |  |  |
| Put up posters at entrances educating families about symptoms (COVID-19/cold/flu), and sanitizing hands immediately upon entry.  |  |  |
| Put up posters educating on COVID-19, physical distancing, hand hygiene, cough hygiene, use of PPE/masks, if showing symptoms (COVID-19/cold/flu), and any requirements after travel. Check with your public health unit for local posters.  <https://www.toronto.ca/home/covid-19/covid-19-how-you-can-help/covid-19-spread-the-word/> |  |  |
| Rearrange furniture and reduce seating capacities to ensure small group sizes and physical distancing; clearly mark seating areas on the floor with mats or with tape/stickers on carpets to illustrate distancing.  |  |  |
| Close rooms that will not be in use and post signs not to use. |  |  |
| Close kitchens and lunchrooms. No food or beverages are to be served or shared. |  |  |
| **Only one child/youth (or one child with one attending adult) is to use the washroom at a time.** Use signage as well as floor indicators to show physical distance for those waiting for the washroom. Supplier link:<https://safetymedia.com/category/healthCOVID19/covid-19-signage-and-displays> |  |  |
| Ensure adequate numbers of volunteers/staff. **There must be a dedicated volunteer to monitor admission: for attendance, screening and contact tracing purposes.** Ensure sufficient staff and volunteers to safely monitor children for physical distancing, and mask and hygiene compliance during program. **NB: There is never to be fewer than two adults per group of children of any size.** |  |  |
| Review and modify if needed the emergency safety protocols (fire evacuation, medical emergency, etc.) |  |  |
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| **Children & Youth Ministry Staff and Volunteers**  |  |  |
| The Diocesan Vaccine Policy must be adhered to. No one who is sick and/or cannot pass the screening for any reason may come into the building. |  |  |
| Communicate to staff and volunteers to keep physical distance at all times, practice good hand hygiene and cough hygiene, and that they must wear a mask.  |  |  |
| Remind staff and volunteers that they must clean and sanitize hands upon arrival and frequently throughout their time doing children and youth ministry.  |  |  |
| **A trained volunteer must have the sole task of controlling entry, asking screening questions and taking attendance with the collection of contact tracing information.** For reasons of privacy, contact logs must be securely stored for a period of three (3) years.  https://covid-19.ontario.ca/covid19-cms-assets/2021-06/COVID-19\_printable%20school%20and%20child%20care%20screening\_ENG.pdf  |  |  |
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| **Children’s Ministry Protocols** |  |  |
| Communicate with families any changes to the COVID-19 protocols that may affect their attendance |  |  |
| **Children must be familiar from school and/or be able to follow COVID-19 protocols, and be able to self-toilet.** Children’s ministry volunteers and staff are not permitted to touch or hug children, or to help them with their hygiene. |  |  |
| No food, snacks or drinks are to be served or shared. Children are encouraged to bring their own water bottles from home.  |  |  |
| Screening will occur at arrival, attendance will be taken and contact tracing information collected.  |  |  |
| Masks must always be worn by all children. Children are encouraged to bring their own mask from home. Review with children at each gathering the mask rules that they have learned in school and emphasize that they apply at church. |  |  |
| Children must always maintain physical distancing. Review at each gathering the “No Touch” rules that children have learned in school and emphasize that they apply at church. |  |  |
| Review good handwashing technique and duration (20 seconds) and communicate that only one child (or one child with adult) may visit the washroom at a time.  |  |  |
| Teaching materials and craft materials may be shared alongside rigourous hand hygiene. But ensure adequate supplies (markers, scissors, glue sticks, etc.) so that they need not be continuously passed from child to child. All such supplies must be sanitized after use if visibly soiled but quarantining them between Sundays is adequate. However if there is to be more than one group with different services in a morning, wipe them down between uses.  |  |  |
| Toys and equipment must be cleaned on a routine basis with a schedule, always making sure they are clean prior to each Sunday or any “next” use. |  |  |
| Fabric items such as stuffed animals or costumes are to be thoroughly cleaned between users. Have a designated container for storage prior to laundering.  |  |  |
| Avoid activities that encourages crowding.  |  |  |
| There is to be no organized group singing as part of this ministry. |  |  |
| Children are to be offered hand sanitizer at regular intervals and whenever they are seen to be touching their face or mask. |  |  |
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| **Youth Ministry Protocols** |  |  |
| Youth activities that are purely “social” (i.e. neither worship nor educational in nature) will be limited to the gathering limits in the respective health region of the Province of Ontario. **Confirm and ensure that you are not exceeding the limits on social gatherings.**   |  |  |
| Regardless of the activity, youth must be masked and physically distanced. |  |  |

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| Food and drinks are not to be served or shared. Youth are encouraged to bring their own water bottles. |  |  |
| No organized group singing as part of this ministry. |  |  |
| Youth are to be offered hand sanitizer at regular intervals and whenever they are seen to be touching their face or mask. |  |  |
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