



June 24, 2020

Stage 2 - Limited Childcare Plan ("LCP")

During Stage 2 of re-opening for in-person worship, we want to welcome our children back in as safe as manner as possible. The requirements for our Stage 2 In-person Worship Plan (<https://www.baylakeumc.org/covid-19/>) must be followed in conjunction with the LCP. In order to ensure the safety of your children and our childcare workers, we have created the guidelines below that must be follows:

1. Our Children's ministries are undergirded with Safe Sanctuaries policies that must be followed. Safe sanctuaries are an outward expression in making congregations safe places where children and youth may experience the abiding love of God and fellowship within the community of faith.
 - **Our Safe Sanctuary Policy:**
 - In alignment with the United Methodist Church's Safe Sanctuary requirements, Baylake UMC has adopted this policy for the protection of the children and youth involved in its ministries and for the protection of the workers against frivolous accusations. At all times, two adults are with the children during their online and in-person activities. Those working in children and youth ministry must be Safe-Sanctuary certified. This is a two-step process:
 - o Applicants must complete and pass a criminal background check.
 - o Applicants must attend Safe-Sanctuary training.
2. **Cleaning** - All childcare rooms will be cleaned and sanitized according to Center for Disease Control (CDC) guidelines. Our Cleaning Plan is as follows:
 - Our full-time Facilities Manager (Vernon Wiggins) has remained employed and active during the COVID-19 time. In conjunction with the Director of Children's Ministry, Liz Barnett, and Director of Nursery, Pam Thatcher, Vernon will have the primary responsibility for cleaning the children's spaces.
 - Our cleaning products supplier, Birsch, has recommended products specific to COVID-19 to be used on appropriate shared surfaces.
 - Children's toys, books and supplies will be cleaned with mild soap and water as recommended by the CDC.
 - Toys such as dolls and stuffed animals will be removed from the children's spaces.

- A toy in rotation approach will be used. As toys need to be taken out of rotation for any reason, new, clean toys will be introduced to the children.
- In order to accommodate social distancing requirements, childcare for older children (4 to 9-year old) will be held in our large Fellowship Hall.
- Designated children's bathrooms:
 - o We are fortunate to have numerous sets of bathrooms so that we can designate one for children by hanging a sign on the doors. The bathroom facilities will be cleaned with our normal building cleaning process by our Facilities Manager Vernon. Bathrooms are cleaned, disinfected, floors are mopped, door handles are disinfected, and social distancing and handwashing hygiene reminders are posted.
- In the Fellowship Hall and other designated children's spaces, Vernon cleans and disinfects weekly all common surfaces, doors (high touch points), vacuums carpet, and removes trash. Liz Barnett and the children's ministry team will be responsible for cleaning toys before and after use.

3. Volunteers/staffing:

- All adults in Stage 2 are required to submit a Health Acknowledgement Form and wear a face covering.
- All requirements from our Stage 2 In-person Worship Plan must be followed.
- Weekly, we will ask for more volunteers than we expect to be needed. Should a childcare worker become sick or not able to help, we will use one of our reserve volunteers.
- Workers must wash or sanitize hands before and handling children. All supplies will be readily available and out of the reach of children.

4. Room Assignment:

- In order to allow for 6ft of social distancing, we plan to have children's church in the Fellowship Hall for 4 to 9-year old. This large capacity room will provide us the best chance for keeping children at a safe distance. We will use creative ways to help keep the children apart and offer friendly reminders to them.
- The Nursery on the first floor of the Educational Wing will be used for 1-3-year old.
- Infants will be required to remain with their parents during worship.

5. Registration: Registering children prior to attendance is important.

- Registration (RSVP) and Health Acknowledgement Form for children participating in limited childcare during worship can be indicated on a family registration form submitted weekly, which is due into the church 4 days prior to worship. We also ask that you complete the Childcare Registration Form so that we are well prepared to meet the needs of each child. To do this electronically, complete the forms at <https://www.baylakeumc.org/covid-19/>

- All children will be checked-in and out at the entrance to the Fellowship Hall. Parents of smaller children (1-3-year old) may then proceed to the Nursey

for drop-off. Parents will not be allowed to enter the room. Diaper bags will be secured in a space away from the main room.

- Once children are checked in, older children may enter the Fellowship Hall.
- Children may not bring items from home, except for diaper supplies and a bottle, if needed, for smaller children.
- Food and drink are prohibited at this time.

6. **Communication:** Using our established channels of communication (Website, Mailchimp, Facebook, Instagram, and US Mail, we will include the guidelines and requirements for children. The communication will include:

- A copy of the Limited Childcare Plan;
- A copy of the Baylake UMC Healthy Church Plan that details all of the requirements for Stage 2. For all documents, visit <https://www.baylakeumc.org/covid-19/>
- The contact information for Liz Barnett (ebarnett@baylakeumc.org – 512-694-1072) and Pastor Clark (ccundiff@baylakeumc.org – 757-615-0732).

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