



# Circle of Friends

## Special Needs Ministry

### **Special Needs Ministry Protocols**

We are committed to taking all reasonable measures to keep our precious ones healthy and make their return a warm, positive experience. While extensive steps have been taken to mitigate the risks of meeting in-person, some risk remains. Parents must use their best judgement in making the decision when it is safe for their family member to resume attending Circle of Friends in-person.

#### **Hybrid Sunday Morning Programs**

COF Sunday school class gathers from 10:15am – 11:00am. Check-in for in person begins at 10:00a. in the Circle of Friends room. You may, of course, attend congregational worship during the 9am or 11:15am hour as a family. For those that are unable to join us in person they may join us via zoom.

#### **Sunday Morning Registration**

Registration is only required of those attending for the first time.

#### **Wednesday Night Programs**

Our Wednesday night programs will resume in September 2021. Each group will be given a specific date to return as we get closer to the Fall.

#### **Groups Options:**

Small Group (online, from 6-7 pm)

Youth and Adult Art (Hybrid- parents will have the option of choosing between online or in person for the year. Those joining on campus will meet from 6:30-8:00 and those joining us online will meet from 7:00-8:00 pm.)

Drama, Drums and Small Group (in person from 6:30-8:00 pm)

#### **Wednesday Night Registration**

Registration is required.

#### **Facilities**

All spaces will be disinfected in advance and prior to arrival.

#### **Class Sizes**



# Circle of Friends

## Special Needs Ministry

We are minimizing class sizes to further reduce risks to our participants, staff and volunteers. Rooms will have between 8-10 participants.

### **Cleaning/Hygiene Protocol**

All surfaces will be cleaned and sanitized before and after each COF meeting and as need arises. All participants, volunteers and staff will observe hand washing at arrival and throughout programming hours, and dismissal.

We encourage everyone to use personal, individual hand sanitizers or hand sanitizing facilities available on Chapelwood's campus.

### **Wearing Masks**

Although most ministries of Chapelwood have transitioned from masks being required to masks being encouraged effective May 9, Circle of Friends continues to require masks in the rooms during programming for the time being. We will revisit our protocols this summer and adjust to masks encouraged.

### **Symptomatic Persons**

We ask that persons exhibiting any of the following COVID-19 symptoms not to attend out of consideration for the health of others. If anyone in your family is known or suspects they are ill, please stay home and know that we still love and miss you!

Symptoms include:

- Fever (greater than 100.4o)
- Persistent cough
- Shortness of breath
- Chills
- New loss of taste or smell
- Muscle pain
- Diarrhea
- Repeated shaking with chills
- Trouble breathing
- Headache
- Persistent pain or pressure in the chest



# Circle of Friends

## Special Needs Ministry

- Sore throat
- Congestion or runny nose
- Bluish lips or face
- Vomiting

### **Parent Responsibilities**

- If a participant begins to show symptoms during programs, parents will be contacted. Parents must pick up the participant after being contacted.
- All communications will continue to be sent via email, Facebook page, and website.
- Doors will open 15 minutes prior to start time for check-in.
- Parents will be responsible for dropping off and picking up in the rooms. Unless you have chosen to use carpool line for drop off and pick up located on entrance
- Participants needing full assistance must be accompanied by a family member or caregiver.
- Parent will be given a pick-up tag at drop-off.
- Parent will provide their pick-up tag and the participant will be brought to them at the main doors.

### **Program Protocols**

- Time in class will contain the familiar elements.
- Hands will be washed upon arrival, after toileting, in preparation for pick-up and as needed.
- Materials used will be placed in a container immediately after use and disinfected prior to future use.

### **Wednesday Night Dinner**

Our Kitchen Ministry is currently evaluating how they will serve/do Wednesday supper in the future. Our in-person Wednesday night programming hours will only include worship and group time.

### **Toileting**

- Toileting assistance will not be provided. Parents will be contacted if needed.

### **Symptom Monitoring & Isolation**

- If a participant displays symptoms or communicates health concerns they will be isolated from others until picked-up by their parent.
- Safe Sanctuary Policy of supervision by two adults will be maintained.



# Circle of Friends

## Special Needs Ministry

- A staff member will contact the parents by cell phone and advise them to pick-up the participant.

### **Response to Potential Exposure**

If a participant or volunteer is exposed to COVID-19 virus, we will contact parents of the participants and volunteers that may have been exposed as soon as possible.

Please make sure that the church has your most current contact information by contacting us and providing up to date information.