

## **Best Practices for Special Needs Ministry**

Our greatest concern is for the health and safety of any person attending a group meeting at Chapelwood. The Protocols listed below are in place to ensure that you will be safe and feel safe on our campus. We understand that your experience will be different than “normal,” but our goal is to prevent the spread of the virus. Your adherence to these Protocols will help keep others safe.

The following best practices are provided to aid your family in making an informed decision on your return to in-person gatherings and to ensure compliance by our entire community to these standards. 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 to resume attending Circle of Friends and in-person worship.

### **Sunday Morning Programs**

COF Sunday school class will resume with our new Discipleship hour. Historically, COF has gathered at 9:45a. As we return to in-person gathering, COF's Sunday school class will gather from 10:15a – 11:00a. Check-in will start at 10:00a. in the Circle of Friends room. You may, of course, attend congregational worship during the 9a hour or 11:15a hour as a family. Sunday school will also be offered virtually for those that aren't able or ready to join us in person.

### **Wednesday Night Programs**

Our Wednesday night programs will continue with virtual meetings via zoom. We will resume in-person gatherings next year. Details on specific dates and schedules to come. Stay tuned! We look forward to seeing you soon!

### **Facilities**

All spaces have been disinfected in advance and prior to your arrival. We're minimizing class sizes to further reduce risks to our friends, staff and volunteers.

### **Room Setup**

The meeting rooms will be pre-set and have tables and chairs with appropriate physical distancing - 6 feet of distance between people.

### **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.

Guests are encouraged to use all hand sanitizing facilities available on Chapelwood's campus. Use of personal, individual hand sanitizers like Purell, is also encouraged.

### **Wearing Masks**

All persons will be required to wear masks in the rooms and common areas on our campus (hallways, foyers, narthex, restrooms, etc.)

### **Registration**

Families desiring to attend COF will be required to register each week. We will not be able to admit those who are not registered.

### **Symptomatic Persons And Health Self-Check**

Upon arrival, all participants, volunteers and staff will undergo a temperature check. Anyone displaying symptoms will not be permitted in the classroom. If anyone in your family is known or suspects they are ill, please stay home and join us virtually and know that we still love and miss you!

We ask that persons exhibiting any of the following COVID-19 symptoms not to attend the meeting out of consideration for the health of others.

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
- 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 immediately after being contacted.

- Upon every entry into the classroom all participants and parents will need to go through a screening process which will include a temperature check and a symptom and COVID exposure questionnaire.
- All communications will continue to be sent via email, text, Facebook, and website.
- Doors will open 15 minutes prior to start time.
- All persons are required to wear masks while in the classroom and common areas on our campus.
- Participants needing one-on-one or full assistance will need to be accompanied by a family member or caregiver.
- Parents will line up in the COF hallway maintaining physical distance at drop-off and pick-up.
- 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.

### **Classroom Protocol**

- Time in class will contain the familiar elements.
- Staff and volunteers will make every reasonable effort to maintain physical distancing among our friends.
- 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.

### **Food & Snacks**

- Consumption of food and liquids presents a high risk of contamination. Food and drinks will not be provided in the classrooms.

### **Diapering/Toileting**

- Diapering and toileting assistance will not be provided, and parents will be contacted if diapering is needed.

### **Symptom Monitoring & Isolation**

- If a participant displays symptoms or communicates health concerns they will be immediately isolated from others until picked-up by their parent.
- Safe Sanctuary Policy of supervision by two adults will be maintained.
- A staff member will contact the parents by cell phone and advise them to pick-up the participant.
- Parents are expected to monitor their phones for call and texts and timely respond to COF communications and pick up the participant.

## **Response to Potential Exposure**

If there is evidence that a participant or volunteer could have been exposed to the virus while part of our programming, 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 email by contacting your ministry Director.

## **Staff & Volunteers Responsibilities**

- All staff and volunteers will be required to complete a questionnaire to determine if they have been exposed to COVID-19.
- Upon every entry into the classroom all staff and volunteers will need to go through a screening process which will include a temperature check and visual inspection of symptoms.
- Staff and volunteers will always wear a face mask.

## **\*PEOPLE WHO ARE AT HIGHER RISK FOR SEVERE ILLNESS**

While we will allow any who choose to attend meetings at Chapelwood, we must acknowledge the guidance of the CDC that certain people are at high-risk if they contract COVID-19 and should take extra precaution. Those 65-years and older, those who live in nursing homes/long term care facilities, those with underlying medical conditions including:

- Chronic lung disease or asthma
- Serious heart conditions
- Immunocompromised persons
- Severe obesity
- Diabetes
- Chronic kidney disease

## **Parental Aids for Return to In-Person**

The return to in-person ministry has the potential to be challenging to our COF friends. The pandemic has induced trauma to each of us in some degree. Given that and our friends' typical challenge to transition, COF is providing the following materials to aid your family's return:

- Video for Parents
- Social Story for COF participants
- This Best Practices Guide