



A Checklist for Children's Ministry

Amber Phase: July 2021

	Person responsible	Date completed
Preparing Children's and Youth Ministry Space		
Order all required cleaning supplies and PPE (masks/gloves) for children's ministry; wipes or disinfectant, paper towels, tissues, hand-sanitizer (containing at least 70% isopropyl or 60% ethanol)		
Be aware of capacity limits for spaces used for ministry. During Step Three of the Province's reopening the capacity limit is 50% of the space, with physical distancing maintained, whichever is less.		
Identify high-touch areas and objects: doorknobs, bannisters, light switches, toilets and taps, tables and chairs, toys, AV equipment, art supplies, etc. – clean these before children arrive and at the close of the time		
Drinking fountains must be turned off and marked as such.		
Confirm children's and youth ministry areas are cleaned on a regular cleaning rota in the week.		
Regular cleaning items are sufficient to use in most of the area. Washrooms need to be sanitised.		
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.		
Place hand sanitizer containing at least 70% isopropyl or 60% ethanol at the entrance(s) and elsewhere throughout the space.		
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 safe machine laundering of reusable cloth masks.		
Put up posters educating on COVID-19, physical distancing, hand hygiene, cough hygiene, use of PPE/masks, if showing symptoms (COVID-19/cold/flu), or have travelled internationally in the last 14 days must stay home. 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.		

<p>Supplier link: https://safetymedia.com/category/healthCOVID19/covid-19-signage-and-displays</p>  <p>9798-COVID-19_Pub licHealth_Washrooms</p>		
<p>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 social 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.</p>		
<p>Review and modify if needed the emergency safety protocols (fire evacuation, medical emergency, etc.)</p>		
<p>Children & Youth Ministry Staff and Volunteers</p>		
<p>Communicate that anyone who is ill, experiencing symptoms or who has been exposed to COVID-19 must stay home. Everyone must be symptom-free before entering the building.</p>		
<p>Be aware of the quarantine periods required if someone has been out of the country in the last days. See the screening information. https://travel.gc.ca/travel-covid/travel-restrictions/exemptions https://travel.gc.ca/travel-covid#a3</p>		
<p>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.</p>		
<p>Remind staff and volunteers that they must clean and sanitize hands upon arrival and frequently throughout their time doing children and youth ministry.</p>		
<p>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</p>		
 <p>Contact Tracing Logbook Children & Y</p>		
<p>Children's Ministry Protocols</p>		
<p>Communicate with families that children's ministry is recommencing and what changes to expect, as follows.</p>		
<p>Children aged four and older (ie., those who are familiar with school Covid-protocols, and can self-toilet) may attend without adult accompaniment. Children under the age of four must be accompanied by an adult in their 'bubble'. Children's ministry volunteers and staff are not permitted to touch or hug children, or to help</p>		

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 over the age of 2. 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 are always to 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 are not be shared. Ensure adequate supplies (markers, scissors, glue sticks, etc) so that they need not be passed from child to child. All such supplies must be sanitized after use and before redistribution on the next occasion.		
All toys, including fabric items such as stuffed animals or costumes, are to be thoroughly cleaned or sanitized between users and before the next occasion. Avoid toys or equipment that are typically shared and handled concurrently, such as balls, cards and boardgames, sandtables or any activity that encourages crowding and/or multi-user contact.		
There is to be no group singing indoors. A soloist must be masked and distanced at least 4-metres from all others.		
Children are to be offered hand sanitizer at regular intervals and whenever they are seen to be touching their face or mask.		
Youth Ministry Protocols		
Youth activities that are purely “social” (ie., 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 gathering in your Region.		
Regardless of the activity, youth must be masked and physically distanced.		
Food and drinks are not to be served or shared. Youth are encouraged to bring their own water bottles.		
No group singing indoors is permitted. A soloist must be masked and distanced at least 4-metres from all others.		
Youth are to be offered hand sanitizer at regular intervals and whenever they are seen to be touching their face or mask.		