

St Paul's NextGen COVID-19 Response Plan



**NEXT
GEN**



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Vision and Rationale

St Paul's wishes to maintain a high level of cleanliness at all times throughout the service during and after each session to lessen the likelihood of COVID-19 being passed between people or living on surfaces. In this season, we wish to ensure that all children and youth are safe when meeting together, so that they may be sustained in discipleship.

These policies and procedures are for team members, parents and children to outline practices regarding health and hygiene, activities and exclusion periods. The activities and procedures are written in mind so that they are manageable, and safe discipleship is a priority.

These policies are made specific to St Paul's, and work alongside the diocese-wide Code of Conduct and regulatory bodies:

- [Safe Ministry Guidelines](#)
- [Faithfulness in Service](#)
- [NSW Health](#)

For any information not contained in this document, please refer to these guidelines - or COVID-19 policies OILO4-1 & OILO4-2.



NextGen Procedures

Exclusion Periods

The following general exclusions apply for control of COVID-19 coming into the building at any point. This list is not extensive and further exclusions or conditions may apply depending on changes to regulation. These apply to both children and leaders.

- Any person who have tested positive for COVID-19.
- Any persons who have been instructed to self-isolate or quarantine.
- Unwell persons including children, parents/carers and staff who show symptoms of COVID-19: these include flu like symptoms, fever, sore throat, sneezing, cough and shortness of breath.
- Anyone who has returned from overseas travel within 14 days.

For those who have been tested positive for COVID-19:

- A medical certificate of clearance is required before the person can return to the building.
- St Paul's will follow the instructions of the NSW Health Department and Regulatory Authorities to meet requirements about COVID-19.

Site and Human Resource Management

- People must be signed-in prior to entry of the building.
- Temperatures are to be checked prior to entry of the building.
- When on the site, leaders are to adhere to social distancing regulations of 1.5 metres. Children and youth do not need to maintain social distancing, however should refrain from sharing items.
- The St Paul's Church building will remain closed for people who are not checked-in or registered on-site. This includes parents of participants.
- Site will be cleaned after a session, prior to the next booked session - checklist must be signed-off by team leader.
- The service of food must be done hygienically, maintaining social distancing, and food is not to be shared.
- Leaders who are required for ratio in our Safe Ministry policy and risk management are considered essential workers, to provide supervision over children.
- Please refer to COVID-19 Symptom Management Process (p. 12) for information regarding cases.

Program Guidelines for all NextGen

- All activities must consider social distancing between all children and leaders, where possible.
- However, children safety and wellbeing is paramount.
- To prevent cross-contamination, sharing toys and resources, and handouts should be avoided.
- Children and leaders before entering the building must ensure they sanitise/wash hands.



Program Procedures

Site Management

- All youth who attend the site must be registered to the program. This must include at minimum the youth's full name and a parent's contact details (Mobile Number or Email Address).
- Each youth should then be checked into either Adminosaur or via the Sign-in Sheet.
- View St automatic doors will remain the only entry for youth. Entry into the building may begin at 6:50pm. Parents must remain in the carpark for pick-up and drop-off.
- To minimise cross-contamination, youth are encouraged to use an assigned chair.
- The service of food must be done hygienically, where food is not shared. Individual servings in packaging is recommended).

Communication

- The policies and procedures will be made available online or via other communications for our parents.
- Policies and procedures will be rolled out to leaders via Ministry Grid and COVID-19 Response Training.
- Parents will be informed if one of the youth has been in close contact with a confirmed case of COVID-19.
- Youth communicated to bring their own Bibles and Water Bottles.

Cleaning and Hygiene Management

- Leaders will maintain and encourage cleanliness and hygiene at all times throughout the session. Cleaning for all equipment and furnishings must occur after the session.
- Check-in and temperature checks will be completed by one individual - to minimise cross-contamination.
- All cleaning should be used with the proper disinfectants and detergent - all safety data sheets can be found on the Check-in Desk. Gloves must be worn when cleaning.

Activities and resources that are removed from programs:

- Open-mouth singing
- Activities that involve 'frequently-touched sharing resources':
 - Group Card and Board Games
 - Sharing scissors, pens etc.
- Hands-on experiences
 - Slime and Playdough
 - Food and Cooking Experiences

Suggested Resources and Activities - but not limited to:

- Stationery and Disposable cups and plates
- Resources that can be easily wiped down or placed in dishwasher.
- Plastic playing cards - for icebreaker purposes
- Dancing - Just Dance/Zumba



BOOM! Program Procedures

Site Management

- All children who attend the site must be registered to the program. This must include at minimum the child's full name and a parent's contact details (Mobile Number or Email Address).
- Each child should then be checked into either Adminosaur or via the Sign-in Sheet, and have had their temperature checked.
- Children and leaders before entering the building must ensure they sanitise/wash hands.
- View St automatic doors will remain the only entry for children. Entry into the building may begin at 4pm. Parents must remain in the carpark for pick-up and drop-off.
- To minimise cross-contamination, children are encouraged to use an assigned chair. For activities on the floor, children will be given a placemarker to remain seated.
- The service of food must be done hygienically, where food is not shared. Individual servings in packaging is recommended).

Communication

- The policies and procedures will be made available online or via other communications for our parents.
- Policies and procedures will be rolled out to leaders via Ministry Grid and COVID-19 Response Training.
- Parents will be informed if one of the children have been in close contact with a confirmed case of COVID-19.
- Parents are communicated to bring their own Water Bottles.

Kids Church Program Procedures

Site Management

- All children who attend the site must be registered to the program. This must include at minimum the child's full name and a parent's contact details (Mobile Number or Email Address).
- Parents will drop-off and sign children in to their respective program, prior to entering the service.
- Children will not need to have temperatures tested into the Kids Church space - as this will be tested by Welcome Team.
- Each child should then be checked into either Adminosaur or via the Sign-in Sheet, and have had their temperature checked.
- To minimise cross-contamination, children are encouraged to use an assigned chair. For activities on the floor, children will be given a placemaker to remain seated.
- The service of food must be done hygienically, where food is not shared. Individual servings in packaging is recommended).

Communication

- The policies and procedures will be made available online or via other communications for our parents.
- Policies and procedures will be rolled out to leaders via Ministry Grid and COVID-19 Response Training.
- Parents will be informed if one of the children have been in close contact with a confirmed case of COVID-19.
- Children are instructed to bring their own Water Bottles and Bibles.



All Children's Ministry Cleaning and Hygiene Management

- Leaders will maintain and encourage cleanliness and hygiene at all times throughout the session. Cleaning for all equipment and furnishings must occur after the session.
- Check-in and temperature checks will be completed by one individual - to minimise cross-contamination.
- All cleaning should be used with the proper disinfectants and detergent - all safety data sheets can be found on the Check-in Desk.
- Gloves must be worn when cleaning.
- Creche toys that are plastic or metal may be washed and sanitised in the industrial dishwasher.

Activities and resources that are removed from programs:

- Open-mouth singing
- Activities that involve frequently-touched sharing resources:
 - Group Card and Board Games
 - Pillows should be removed.
- Hands-on experiences
 - Slime and Playdough
 - Food and Cooking Experiences

List of suggested activities for Kids:

- Games with Actions
- Dancing
- Games with Cups and Ping Pong Balls
- Limit Craft to be as much do as yourself as possible:
 - Craft that requires no equipment – Origami and Paper Aeroplanes
 - Craft with equipment – provided that it is cleaned afterwards.

List of suggested activities for Creche-age and Playgroup:

- Lego Duplo
- Plastic Rattles
- Toy Cars
- Kitchen Play toys
- Stationery – where a bundle of stationery that cannot be wiped is 'isolated' for two weeks, to minimise the load of cleaning.
 - Stickers
 - Stamps
 - Crayons
- Fabric toys should be avoided unless washed and dried before the next session, or isolated for two weeks.
- Where possible, distance children as much as possible.



COVID-19 Symptom Management Process

Key Stages	Activities or Resources
<p>1 Awareness & Prevention</p>	<p>Refer to NSW Government's COVID-19 Health Website for any updated information regarding symptoms and how to identify someone with signs and symptoms.</p> <p>Parents are communicated and made available to policies and procedures and the conditions of entry.</p> <p>Leaders are trained and communicated policies and procedures.</p> <ul style="list-style-type: none"> • Implementation and practicing of Policies and Procedures to maintain high level of cleanliness and hygiene.
<p>2 Signs and Symptoms</p>	<p>A child or member may present with these common symptoms of COVID-19:</p> <ul style="list-style-type: none"> • Fever or temperature above 37.5 degrees. • Sore throat • Fatigue • Cold or flu like symptoms such as coughing, sneezing, body aches • Difficulty breathing- could lead to Pneumonia <p>Assess the illness and provide First Aid where applicable.</p> <p>If the child has severe problems breathing, contact emergency services.</p>
<p>3 Isolate</p>	<p>For Kids Church</p> <ul style="list-style-type: none"> • Parents notified of onset symptoms, and asked to return home. <p>For BOOM!</p> <ul style="list-style-type: none"> • Parents called of onset symptoms, and asked to pick-up the child. • Child to be isolated with a passive activity (ie. Movie) in Welcome Centre with another leader, until parent arrives. <p>For Youth and D-Teams</p> <ul style="list-style-type: none"> • Parents notified of onset symptoms, and asked to pick-up the child. • Youth to be isolated with another leader at least 3m away from group, until parent arrives. <p>Incident Report must be completed regarding the presenting symptom, and handed to Administration.</p>

COVID-19 Notification Response Plan

Key Stages	Activities or Resources
<p>1 Notification</p>	<p>If St Paul's becomes aware of a participant being tested positive with COVID-19:</p> <p>Matter will be escalated to Senior Pastor and Wardens.</p> <p>Administration will:</p> <ul style="list-style-type: none"> • Determine if the individual had close contact with other individuals in the last 14 days. • Determine whether spaces have been cleaned through Cleaning Checklists.
<p>2 Cleaning and Communication</p>	<p>Deep cleaning will occur in all rooms and bathrooms in which the individual's group was used.</p> <p>Those who entered the building in the same group, will be informed of:</p> <ul style="list-style-type: none"> • Likely close contact of a positive case of COVID-19 • Date of contact • Name of individual(s) will NOT be disclosed. <p>Site will be closed for further groups until Stage 1 & 2 is completed. Senior Minister and Wardens to re-assess situation, before site is re-opened.</p>
<p>3 Management</p>	<p>All members and participants who had close contact will be unable to re-enter premises until a period of two weeks from last contact has elapsed.</p> <p>Staff and Wardens to continue monitoring situation and re-assess risk management.</p> <p>Incident Report of response processes to be completed.</p> <p>St Paul's will co-operate with NSW Health and Regulatory Bodies for any further changes.</p>



Cleaning Checklist

Method	Resources
Disinfectant & Sanitisation	<ul style="list-style-type: none"> • Tables and Benches • Chairs • Stationery • Resources that can be wiped down • Wooden toys and surfaces • Doors handles <p>Fridays, Playgroup, BOOM! & D-Teams:</p> <ul style="list-style-type: none"> • Bathrooms & as per checklist
Dishwasher & Airdry	<ul style="list-style-type: none"> • Plastic and Metal toys <ul style="list-style-type: none"> • Plastic cars • Kitchen play • Lego Duplo • Rattles • Cutlery • Plastic Cups • Scissors
Isolation (two weeks) & Other	<p>Porous items - isolate for two weeks</p> <ul style="list-style-type: none"> • Fabric toys - plushies • Soft-cover books etc. <p>Non-porous items - isolate for two weeks</p> <ul style="list-style-type: none"> • Crayons and Other Stationery • Paper/books do not need to be isolated/cleaned <p>Electronic Devices - Wipe with isopropyl Alcohol</p> <ul style="list-style-type: none"> • iPads and Laptops, Keyboards • Sound Equipment

Communication FAQs

Personnel	Activities or Resources
<p>Leaders</p>	<p>What happens if a child is upset or needs First Aid, how do I continue with social distancing? Children's safety and wellbeing is paramount. We ask that you consider strategies where possible to consider your safety, however we do understand from time-to-time where you may need to administer care.</p> <p>I am unsure about a child's symptoms. What do I do? Check the <i>COVID-19 Symptom Management Process</i> poster (p. 12). Ask your Team Leader or Ministry Director whether the symptoms are present. Ensure that you complete an incident report.</p> <p>There seems to be a lot of cleaning. Are there any alternatives? As followers of Jesus, we get the joy and privilege of serving one another. We only need to clean what we use. We suggest that you consider activities that minimise the cleaning needing to be done.</p>
<p>Parents</p>	<p>What is happening to BOOM! Chatswood Pick-up? For the safety of your children and our leaders, Chatswood Public School pick-up has been postponed, until advised.</p> <p>Can my child come earlier than 4pm for BOOM/6:50pm for Fridays? As programs require cleaning and preparation, we ask that children are dropped off at the allocated time, so that we can maintain a high level of cleanliness.</p> <p>What is St Paul's doing about social distancing rules? St Paul's is updating and re-arranging our furniture to maintain social distancing. There will be a number of strategies leaders will be trained in, to encourage social distancing.</p> <p>How is food (morning tea, afternoon tea and supper) going to be managed. Our NextGen Team has gone through proper risk management to ensure that food handling and service will be done safely. All food will be in individualised</p>