

Clifford Baptist Church  
Sunday School Operation Plan  
**Summer / Fall 2021**

“A man's heart deviseth his way: but the LORD directeth his steps.” Proverbs 16:9

~May God direct every step we take~

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Clifford Baptist Church  
Sunday School Program - Mission Statement

***Clifford Baptist Church Sunday School Program , an extension of weekly worship, is focused on teaching the Body all the things Christ commanded by growing disciples, growing in Biblical knowledge at all levels, and learning how to go and evangelize the Gospel.***

The leaders, teachers, and staff of Clifford Baptist Church (CBC) continue to welcome the body back to in person Sunday School gathering. As local transmission levels continue to decrease, new guidance from the Centers for Disease Control and Prevention (CDC) as well as the Virginia Department of Health (VDH) have come out. Safety and health will remain a priority as CBC continues to move forward gathering in person.

As outlined in the following plan, general practices will continue to be in place to keep staff and congregation safe. Practices such as, enhanced cleaning, promoting healthy hygiene, steps to implement distancing as practical, limited sharing of materials, and individual considerations for your own ability and health to wear a mask.

**First and foremost**

According to the Centers for Disease Control and Prevention (CDC) the more people an individual interacts with, and the longer that interaction lasts, the higher the risk of spreading a virus. The CDC states, indoor activities with medium in-person gatherings spaced at least 6 feet apart utilizing face coverings are “High risk”. Therefore, Clifford Baptist Church (CBC) encourages each individual, and family to consider this risk prior to attending in person worship gatherings. CBC encourages and supports individuals that do not feel comfortable with in person gathering, and offers a wide variety of other worship resources.

*Better to stay at home* - Each individual and family should consider staying home when appropriate:

- If you are sick or feeling sick
- Tested positive for or are showing symptoms of COVID-19
- Recent close contact with a person with symptoms of or diagnosed with COVID-19
- Older Adults, individuals with underlying health conditions

## **Standard Operating Guidelines**

### *General Guidelines - for all volunteers and all classes*

- During in class instruction, Sunday School Director will monitor level of community transmission. In the event of moderate to substantial community transmission , in class instruction may discontinue until transmission occurrences are reduced. Decisions will also include any confirmed case or cases at CBC regardless of the level of community transmission
- Mask and face covering guidelines:
  - CDC recommends that people wear masks in public settings, at events and gatherings, and anywhere they will be around other people.
  - Fully vaccinated people do not have to wear masks or practice physical distancing in most indoor or outdoor settings.
  - Unvaccinated and partially vaccinated people aged 5 years and older should continue to wear masks and practice physical distancing.
- Entrance to lower building
  - Limited to one entrance - Continue to use double glass doors on lower level
  - All other doors will be exit only
- Classroom Schedule
  - Sunday School duration will be from 09:45 to 10:45
- Drop off and Pick up.
  - Each child will be dropped off and picked up by guardian from hallways
  - Parents will be encouraged not to enter rooms in order to maintain distancing
  - Child will be encouraged to use hand sanitizer upon entering and exiting room
- Distancing
  - Much effort is needed to accomplish distancing while in the classrooms
  - Done by spreading chairs out in the classrooms
- Teachers are encouraged to wash hands prior to class and immediately after class
- After class , teachers are encouraged to wash hands and wipe down touch surfaces with disinfectant wipes and wash hands afterwards
  - Classrooms will also be cleaned weekly by custodial staff
- Each classroom will have a supply of hand sanitizer and cleaning wipes
- No sharing of items in classrooms including teaching materials
- No sharing snacks, food or drinks
  - Snack item should be individually packaged and not be shared
- Each class will keep or designate someone to record named attendance in the event of an exposure to assist with notifications and tracing
  - Collect student name, guardian name , and a contact email address

## **Further Guidelines**

*Nursery*

*Birth through 2 years*

*Meeting in Room 201*

- Parents will drop off and pick up across counter as usual
  - One parent in drop off lobby at a time
- Both lobby doors will remain open
- Teachers will use hand sanitizer prior to and after child pick up / drop off
- Parents are strongly encouraged to only bring necessary items for child's care such as diapers, and food.
- If a child needs to be held for an extended period of time then parents should be contacted.
- Infants should be spaced apart as practical
- Walking toddlers should be distanced from infants as best as possible
- Teachers are encouraged to intensify cleaning of touch surfaces and hand hygiene during class
- Sunday School Class will maintain a plastic bin of toys to be used only during Sunday School Hour , these will be kept separate from bins used during worship.

*2&3 year olds*

*Ages 2 through 3*

*Meeting in Room 203*

- Parents will drop off and pick up child from outside of the room, maintaining social distancing
- One parent is encouraged to drop off and pick up
- Teachers will use hand sanitizer prior to and after child pick up / drop off
- Parents are strongly encouraged to only bring necessary items for child's care
- Restroom door in this classroom will remain open to help with ventilation

*Classes 4&5 through 5th&6th grade  
212*

*Meeting in Room*

- Will follow all "Standard Operating Guidelines"
- Doors to classrooms will remain open
- Parent will drop off and pick up from outside of classroom
- Children are encouraged to use restroom prior to class accompanied by their parent and will be discouraged during class unless dire emergencies

*Youth*

*7th through 12th grade*

*Meeting in Room 205 & 207*

- Follow all "Standard Operating Guidelines"

**Plan if someone is or becomes sick.**

- Sunday School Office is to be used as an isolation room or area that can be used to isolate a sick child, teacher or volunteer.
- If a sick child, teacher, or volunteer has been isolated, clean and disinfect surfaces in the isolation room or area after the sick individual has gone home.

- If COVID-19 is confirmed during Sunday School hour:
  - Close off areas used by the person who is sick.
  - Open outside doors and windows to increase air circulation in the area.
  - Wait up to 24 hours or as long as possible before you clean or disinfect to allow respiratory droplets to settle before cleaning and disinfecting.
  - Clean and disinfect all areas used by the person who is sick, such as offices, bathrooms, and common areas.
  - If more than 7 days have passed since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary.
- Church wide email system will be used to notify there has been an exposure if needed