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***Cleanliness & Readiness for Take 2***

***One of the pillars in Next Level Kids is a clean, safe environment for children***

***to learn and explore.***

As Kids Ministry team members, we are all responsible for making sure the classroom is properly cleaned and the necessary supplies are in order for each service. The Coach should encourage the entire team to complete the following:

***Before Service:***

* Wash your hands.
* Spray all tables, counters, door handles, crash bars and high touch areas with HDQ spray and let it sit on the surface for 10 minutes. Wipe down all surfaces after 10 minutes.
* Wipe tv remote control with NABC wipes.
* Double check activity and snack supplies.
* Make sure appropriate “Sanitized” and “Used” supply bins are out and stocked appropriately.
* Ensure chairs are around table with distance between the chairs.
* Ensure Hand sanitizer and hand wipes are stocked for kids entering the classroom.
* Set up attendance sheet and hand sanitizer on counter by entrance door.
* Wash your hands.

***Between Services:***

* Wash your hands.
* Spray tables and chairs with HDQ disinfecting spray. Let sit 10 minutes. Wipe down after 10 minutes.
* Disinfect and put away all supplies (Allow 10 minutes for wiped areas to dry before use)
* Put all used supplies (crayons, glue sticks, markers, scissors, etc.) in the “Used” bin.
* Empty “Used” bin in the appropriate bin(s) in Take 2.
* Make sure “Sanitized” supply bins are stocked appropriately for next service.
* Vacuum/sweep floors as needed.
* Spray area carpets with Bioesque – Botanical spray. Let dry for 10 minutes.
* Spray light switches, door handles, and other high touch areas with HDQ spray and wipe dry after 10 minutes.
* Wipe tv remote control with NABC wipes.
* Wash your hands.

***After the Last Service***

* Wash your hands.
* Clear everything off any and all surfaces and wipe down with HDQ spray.
* Wipe tv remote control with NABC wipes.
* Vacuum/sweep floors if necessary.
* Spray tables, door handles, and other high touch areas with HDQ spray and allow to air dry.
* Put away all supplies.
* Assign someone to sanitize all “Used” supplies from all services. Spray all supplies with HDQ spray, let sit for 10 minutes, then dry before putting away. (Don’t need to spray crayons)
* Tie up the trash bags and place new liners in all cans. As you are leaving the room, place the trash bags in the hallway just outside your door (if there are no remaining families).
* Wash your hands.

***Hand Washing/Hand Sanitizer***

Every staff member/team member must wash their hands and/or use hand sanitizer prior to entering any Next Gen environment. Please also wear a mask.

When to wash your hands:

* Before handling food or cups
* After using the restroom
* After assisting a child in the restroom
* After wiping a child’s nose
* After coming in contact with any bodily fluids