

GAP MINISTRY
COVID-19
STANDARD
OPERATING
PROCEDURES:

GAP

gracepoint



CONTENTS:

| | |
|---|--------|
| 1.) INTRODUCTION | PAGE 2 |
| 2.) WHAT TO NOTE BEFORE ATTENDING | PAGE 2 |
| 3.) WHAT TO EXPECT ON THE DAY | PAGE 3 |
| 4.) DURING THE MINISTRY PROGRAM | PAGE 4 |
| 5.) WHAT TO EXPECT AFTER THE SERVICE | PAGE 5 |
| 6.) BASIC GUIDELINES TO PROTECT YOUR FAMILY | PAGE 6 |
| 7.) ONLINE COMMUNICATION PLATFORMS | PAGE 9 |

DEAR GAP FAMILY

We hope that you are keeping well. We are so looking forward to being able to reopen our GAP Grade 4 to 6 ministry class for on campus services and ministry events.

As we aim to keep one another safe, we will only be opening the GAP Ministry at 50% capacity for both the 08:15 and 10:00 service taking place on a Sunday morning. The total number Grade 4 to 6 attendees per service will be restricted to **only 15 people**, with **pre-registration of each child in this age group becoming mandatory**.

The following document aims to assist you by outlining **the standard operating procedures which will be taking place at the GAP ministry** when meeting in the physical GAP space. Please note that we will be taking every precaution to ensure that you and your family are kept safe as you join us for worship at Gracepoint Church. We ask that you, in turn assist us in keeping our staff, leaders, teachers and children safe by adhering to the standard operating procedures which are outlined in this document.

Please note that our **GAP Gracepoint Online ministry** will continue as usual. Please see the communications platforms page at the end of this document for more information on this, or find out more at <https://gracepoint.co.za/gap-grade-4-6/>

WE PRAY FOR THE CONTINUED SAFETY OF YOUR FAMILY IN THIS TIME!


BEFORE ATTENDING AT GRACEPOINT:

**Please note that for your safety the GAP Hall will have been cleaned and sanitized in preparation for the event or service.*

Before you and your family attend a ministry event or Sunday service at Gracepoint, please ensure that you have completed/ checked the following:

1. GAP Grade 4 to 6 children's pre-registration.

In keeping with the requirements outlined by the SA government, all members attending the Gracepoint campus for a ministry event or Sunday service, will need to be registered beforehand.



In order to ensure that the classroom space is adequately prepared for your grade 4 to 6 child to attend, you will be required **to complete a GAP pre-registration form by 17:00 on Saturday** (before you attend the Sunday service) for every child attending the GAP Grade 4 to 6 ministry on the next day (Sunday).

You can access the GAP Grade 4 to 6 pre-registration form here:

Grade 4 to 6 **08:15** service - <https://forms.gle/cfRYrWccv77wT7e7>

Grade 4 to 6 **10:00** service - <https://forms.gle/MhyXFk6xLb98V85U8>

Please do not register your GAP child on the adult link for attending services.


2. You have the necessary items for the event or service:

Please could you ensure that your child brings along the following items, as no sharing of items will be allowed. (Limited extra stationary will be available should you not be able to access these items/ they are forgotten):

- A face mask
- A pencil bag/ box with basic stationary items (pen, pencil, eraser, sharpener etc.)
- Alcohol sanitizer or wipes (optional)
- A water bottle (optional – no food or drink will be served)
- A snack (optional – no food or drink will be served)
- Optional: A device (for example: phone or tablet) on which to complete the fillable activity (rather than using the supplied paper resources) which can be downloaded from here: <https://gracepoint.co.za/gap-grade-4-6/>

ON THE DAY:

1. If at all possible, please ensure that you arrive **at least 10 minutes** before the ministry event or service starts so that the necessary procedures can be followed and you are not delayed in attending. **Registration will be open 30 mins before the event or service is due to start and will close 5 mins** after the event has started as not to disrupt the event. I.e.: For Sunday services, registration will take place from 07:45- 08:20 and 09:30 – 10:05 respectively.



When you arrive at Gracepoint Church, **please do not register your GAP child at the adult registration stations, instead proceed directly to the GAP Hall with them.**

Two access points will be available to the GAP Hall:

- i. The main foyer – please would you walk through the large double doors that lead out of the foyer and over the grass (so that you stay clear of the Kids Church classes).
 - ii. The small gate from the parking lot – if you would prefer to park at the top parking, the small gate will be open for direct access to the GAP Hall.
2. Once you reach the GAP Hall, **please queue on the markers** which have been placed 1,5m apart for your child's protection to begin the registration process.
 3. **Before entering the GAP hall**, your child will need to complete the mandatory screening and sanitizing process which will include a checking of symptoms, taking of their temperature and sanitizing of their hands and shoes. Hands will be sprayed with sanitizer and feet will be cleaned through 'step-in' sanitizing stations.
 4. Once sanitization and screening has taken place, **your child will be registered** according to the pre-registration list and **allocated a seat in the GAP hall**. Please ensure that you receive a duplicate tag of your child's registration tag, which will be required for collection.

Please note that for safety reasons, we ask that parents drop children off at the registration table once registration has been completed.

* Additionally, should your child leave the classroom during the duration of the event or service, they will need to sanitize their hands and feet again upon re-entry.

DURING THE MINISTRY PROGRAM:

Children are asked to adhere to the instructions of their teachers and leaders who have been trained in order to keep social distancing and safety protocols for everyone's safety.


1. Please find your **allocated seat**, stick your tag on the floor by the seat in the GAP Hall and please do not leave your seat (unless permission is given by your leader or teacher).

2. **Under your seat** you can expect to find your memory verse, bridge the GAP sheet and activity or craft for the day. You will use this later after your lesson or may make use of your device if you would so prefer it.
3. During the service or event, please make sure that you **keep social distancing** (1,5 meters) between yourself and anyone else in the room. Should you require assistance, please raise your hand and your teacher or leader will assist you.
4. If you need the bathroom, please get permission from your leader to leave the classroom. Please ensure that you **sanitize your hands and feet** before re-entering the GAP Hall. Please promptly return to your allocated seat.
5. Sunday services:
 - Services will be **45 minutes in duration**.
 - Lesson time: A live lesson will be taught (with the teacher maintaining a distance of at least 1,5 meters from children and wearing a face mask or shield) or a video lesson will be shown.
 - Worship: live worship with the Cross Culture team or video worship will take place. Children will be encouraged to participate in the worship while keeping a distance of 1,5m meters between themselves and others and wearing a face mask.
 - Activity time: Time will be made for activities to be completed by the children either using the paper resources provided or their own device with downloadable and fillable resources (which they will be assisted to access from www.gracepoint.co.za/gap-grade-4-6)
 - Play: **Unfortunately for the time being no free play** will be allowed until restrictions have been eased. Effort will be made for children to connect and engage while adhering to safety guidelines and restrictions.

AFTER THE SERVICE:

Once the service is over, **GAP Grade 4 to 6 children will need to be collected from the GAP hall by their parents or guardians.** Upon collection:

1. Once you reach the GAP Hall, **please queue on the markers** which have been placed 1,5m apart for your protection.
2. Please give show your **duplicate tag to the leader on duty.** Once this tag has been verified, your child will be called and will come out to you.



**Please note that for safety reasons, we ask parents to remain outside the GAP Hall for collection.*

3. When you leave Gracepoint Church, **two exit points** will be available from the GAP Hall:
 - iii. The main foyer – please would you walk over the grass and through the double doors leading into the foyer (so that you stay clear of the Kids Church classes).
 - iv. The small gate from the parking lot – if you would prefer to park at the top parking, the small gate will be open for direct exit from the GAP Hall.

**Please note that for your safety and the safety of others, the GAP Hall will be sanitized and prepared before the next event or service.*

BASIC SAFETY GUIDELINES TO PROTECT YOUR FAMILY (COVID-19):


1. Conscientious hand hygiene (frequent and thorough handwashing and avoidance of touching of the face and eyes),
2. Cough and sneeze etiquette (please cough or sneeze into your elbow)
3. Wearing of a face mask that covers your mouth and nose at all times when in public
4. Staying at home when sick and regular screening of symptoms (please see the below check list for guidelines for screening)

| Screening procedure | | |
|--|-----|----|
| Question | Yes | No |
| Do you have a high temperature? | | |
| Do you have a cough? | | |
| Do you have a sore throat | | |
| Do you have difficulty breathing (shortness of breath) | | |
| Do you feel weak and tired today? | | |
| Can you taste food and drinks normally? | | |
| Can you smell normally? | | |

5. Communicating routinely – **should your child or anyone you have come into contact with in the last 14 days exhibit Covid-19 symptoms or test positive for Covid-19, please let us know as soon as possible** via gap@gracepoint.co.za or WhatsApp 067 067 5426

ACTION TO BE TAKEN WHEN A CHILD APPEARS ILL OR DISPLAYS SYMPTOMS ASSOCIATED WITH COVID-19:

Providing a safe environment for relationships is an integral part of earning and keeping the trust of children, families and parents. As we lead and disciple, we must make every effort to be wise in all situations. Taking care of each student and keeping them safe is of utmost importance.



The following guidelines will be followed in accordance with guidelines outlined by the Department of Basic Education:

When a child/learner appears to be sick or displays symptoms of COVID-19, such as dry cough, high fever, respiratory distress or shortness of breath, or report a sore throat, the procedure below must be followed:

- a) **Isolate** the learner and keep them separate from others until they can be assessed be taken home or assessed by a health care professional.
- b) Provide the learner with a **face mask** if they don't already have one on.
- c) **The parents or guardians of the child/learner must be informed immediately.**
- d) The child is to be taken home by the parents or guardians and then venue is to be fogged down and sanitized as soon as possible.
- e) GAP Gracepoint is to be advised on any further actions to be taken.

ACTION TO BE TAKEN WHEN A CHILD/LEARNER MAY HAVE BEEN EXPOSED TO A CONFIRMED CASE OF COVID-19:

The following guidelines are to be followed in accordance with guidelines outlined by the Department of Basic Education:

- All close contacts of a confirmed COVID-19 case are required to **quarantine in their homes for 14 days** while being monitored for symptoms. They may not attend Gracepoint events or services.
- Learners who are not contacts of a confirmed case may continue to attend school or Gracepoint events or services. Family and friends who have not had close contact with the confirmed case do not need to take any precautions or make any changes to their own activities such as reporting to school or work or attending Gracepoint, unless they begin to develop symptoms.
- Learners who have interacted with a healthy contact of a confirmed case, specifically, should not be excluded from attending Gracepoint events or services. A person who comes into contact with the healthy contact of a confirmed case, is unlikely to result in transmission.
- All case contacts who become symptomatic should immediately be tested by health authorities for COVID-19 and if they test positive for COVID-19, active contact tracing and self-quarantine of all contacts will be implemented.

ONLINE COMMUNICATION PLATFORMS:



Check out our **GAP INSTAGRAM PAGE:**
gap_gracepoint

for regular updates, lesson snippets, parent tips etc.



Check out our **GAP FACEBOOK PAGE:**
gap_gracepoint

for regular updates, lesson snippets, parent tips etc.



Check out our **GAP YOUTUBE**

CHANNEL: **GAP Gracepoint Online**, for weekly video lessons and worship for those who are joining us online on Sundays or for you as parents to have a look at what your children are learning on a weekly basis.



Our GAP Ministry has various **WHATSAPP GROUPS** which are organized according to grade, so that parents can receive weekly messages and information.

To be added to these groups, please send a message to **067 067 5426** with your name, your child's name and grade or use the relevant link below:

Grade 4 parents:

<https://chat.whatsapp.com/EwDI3CiLILTEoZjDFOq9Ba>

Grade 5 parents:

<https://chat.whatsapp.com/EJvOq7Hrj3k6TJTfSEzajK>

Grade 6 parents:

<https://chat.whatsapp.com/D2aUbrP35kl6pZf0XivAhj>