**Kairos Torch Health & Safety Guidelines**

Every volunteer must sign the Health Requirement Document. <http://www.mykairos.org/docs/kpmi/Health%20Requirements%20After%20COVID-19.docx>

As Kairos reopens and we begin attending Team Formation Meetings, Weekends and Continuing Ministry, it is imperative that we do everything we can to keep our volunteers and participants safe. While not an exhaustive list, the following are suggestions/ideas about health, safety and sanitation to think about:

1. **Team Formation Meetings**
* All volunteers must follow their state’s recommendations and are encouraged to wear masks at Kairos Torch Team Meetings/events
* Hand sanitizer, sanitizing wipes, and anti-bacterial soap must be readily available at all Kairos events and in the institution if allowed
* Physical touch, such as hugging, is always a concern in youth correctional facilities. However, the shaking hands should be limited to elbow bumps. Be cautious when approaching others to greet them as they might be very uncomfortable with you even getting close! Practice physical distancing but be careful not to alienate
* Avoid hand holding or placing a hand on one’s shoulder while praying
* Avoid hugging while praying
* All supplies in storage must be disinfected
* All supplies used at Kairos Torch events that will be used again must be disinfected before and after each use
* Practice enhanced food handling safety procedures (i.e. spoons in coffee creamer, serving yourself potato chips by reaching in the bag, cookies from a bag, etc.)
* Pens and markers should not be shared at all. It would be wise to start this practice at team formation meetings to create the habit of not touching other’s pens at meetings and once you get in prison. (Think about how often people put their pen in their mouth.)
1. **Weekend Specific issues**
* Don’t put name tags over participant’s head, which will keep you away from their face. Greet then and hand it to them.
* Consider how you will greet them on the first evening and how you will sit for Introductions
* Sanitize surfaces often
* Discuss with the Correctional Facility how you can increase sanitary practices and what products they will let you bring in (hand sanitizer, wipes, bleach, etc.)
* The Correctional Facility may have new/different requirements for entering the prison. Please ask them ahead of time what you can do to help with the process
* Everyone is used to shaking hands. This may not be allowed by the facility. If it is, you still need to be aware that it may make people uncomfortable and not be a good practice at this time while we are physically distancing

 **Community Room:**

* Tables, chairs and all other services in the Community Room must be wiped down when you take a break for lunch and in the evening with disinfectant
* Consider not putting a cross or plexiglass name holder on the table. Perhaps just use paper table name
* Consider facility approved disinfectant at each table
* Each volunteer and participant must have their own pen; don’t share
* Give each person at the Table their own markers, crayons or other implements for designing posters; don’t share and perhaps provide a way to disinfect those items
* Disinfect microphones after each use. If you pass a microphone around for introductions, think about alternatives

**Food specific**

* All Table Servers must wear gloves when serving drinks or snacks and change them between tasks. No eating with gloves on that are used for food prep or service
* Consider using only a small group to serve drinks at the table and how to make it safest
* Consider using disposable cups and not reusing at all
* Don’t allow anyone but the designated server near the drinks. No self-serve even by the team members
* If you serve meals, plate them and serve at the table. Don’t walk through a line to get your plate filled
* Consider serving snacks to participants and volunteers individually rather than putting them on the tables and allowing everyone to serve themselves. Snacks/cookies in general might be an issue to the prison, if so ask the facility if you can bring in individually wrapped, prepackaged snacks (i.e. snack size pretzels, chips, cookies, candy bars, nuts, fruit packaged in saran wrap even individual pudding or applesauce, etc.)
* Do not use jars of creamer, sugar, etc. but instead use individual packets even though that means you have to be diligent so that they all don’t disappear.

**Family Prayer Circle:** Don’t pass around a cross to signify who can talk/pray; don’t hold hands if that is a custom for your community

**Closing:**

Prisons may not allow Closing Guests to manage the health and safety of the prison population. Please have a discussion with the Correctional Facility what will be allowed and what would make it easiest and safest for the facility and the volunteers

1. **Continuing Ministry:**
* While mentoring, sit across for your mentee as opposed to sitting next to them.
* Use your personal Mentor’s Guide and give your mentee the refill sheets for each lesson
* Read from your own Bible and let them read from theirs
* Sanitization and Snacks should be handled the same as on the Weekend