



Kairos Inside Health & Safety Guidelines

Every volunteer must sign the Health Requirement Document.

<http://www.mykairos.org/docs/kpmi/Health%20Requirements%20After%20COVID-19.docx>

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 and Kairos Events (including Continuing Ministry)

- All volunteers must follow their local, state and CDC guidelines and follow the Board Criteria for Reopening by State document:
<https://mykairos.org/docs/kpmi/Board%20Criteria%20for%20Reopening%20Kairos%20by%20State.docx>;
- Hand sanitizer, sanitizing wipes, and anti-bacterial soap must be readily available at all Kairos events.
- We are used to hugging and shaking hands and must be careful doing these things now. Be cautious when approaching others to greet them as they might be very uncomfortable with you even getting close!
- We shouldn't hold hands to sing or pray.
- All supplies in storage must be disinfected.
- All supplies used at Kairos Inside events that will be used again must be disinfected before and after 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.).
- Note that pens are shared much at team meetings, but they 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 once you get in prison. (Think about how often people put their pen in their mouth.).

2. Weekend Specific issues

- Consider how you will greet participants on the first evening and how you will sit for introductions to make it safer but still feel like community.
- 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 and even hugging. This may not be allowed by the facility (and it has not been allowed in many female prisons for years). If it is, you still need to be aware that it may make people uncomfortable and not be a good practice at this time. Talk about this with the team.
**These should be considerations for anytime entering a Facility for a Kairos event (i.e. all Continuing Ministry events).

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.



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- 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 (perhaps in their own cup or in a plastic bag (cut the corners of the bag for security reasons); don't share and perhaps provide a way to disinfect those items.
- Disinfect microphones. 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 use a 'buffet line' to serve.
- 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.

Name Tags: Hand them their name tags instead of hanging them over their neck. It is awkward anyway if they have to 'bow' for you to place it over their head and you are very close to their face.

Group Photo: A group photo is optional and can be taken off the schedule if it takes too long or if people are uncomfortable being that close. Another option could be taking a picture of each Family alone (but you would have to get permission since the MOU states only one group photo).

Family Chapel visits: Don't pass around a cross to signify who can talk/pray; don't hold hands if that is a custom for your community.

Family Prayer Circle: Consider how to do this without so much touching. The team can always place their hands behind their backs instead of touching shoulders, etc.

Cross Ceremony: Have Spiritual Directors bless the crosses, then have the Weekend Leader present each participant their cross by handing it them rather than putting it over her head while saying "Christ is counting on you." Could use unwrapped crosses and show them one cross while handing them an unwrapped cross.

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.