

Jubilee Christmas 2021 - Handbook



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Introduction



Overview

It is with great joy that [Lafayette Urban Ministry](#) will once again be coordinating Jubilee Christmas on Saturday, December 11, 2021. [Jubilee Christmas](#) could not be possible without the annual commitment from Host Sites and Partners (churches and organizations) like you! And the planning begins NOW.

Lafayette Urban Ministry coordinates Jubilee Christmas, which is a program sponsored by many of the LUM member churches and other community organizations that organize events for local families at several different host sites. Using this model, we maximize participation of many churches and organizations – and serve many more low income families. For 40 years, Jubilee Christmas has made parents the heroes on Christmas morning with their children.

This Jubilee Christmas Handbook is intended to make the process simple to understand, give you a resource of information and to offer some consistency among all Jubilee Christmas events across our community.

Details

- LUM Information
 - Program Director: Allie Parker | 765-423-2391 | jubilee@lumserve.org
 - LUM Office, 420 N 4th Street, Lafayette, IN 47901
 - Host Site Portal - all of the information a JC coordinator needs - click [HERE](#)
- DATE – Saturday, December 11

- PLACES – 25+ events coordinated by Host Sites, which are churches and organizations
 - Each Site hosts between 15 and 75 families
 - Host Sites agree to the JC Covenant & the guidelines included in this Handbook

Important Dates

Family Registration Process Timeline

- Monday, September 10 – LUM Families invited to sign up - mail postcard
- Tuesday, October 6 – LUM Families invited to sign up - email
- Monday, October 13 – Family sign up form - open to public, until all spots are full
- Monday, November 9 – Registered Families are notified of their host site
- To be eligible for Jubilee Christmas, families must:
 - Have legal custody of at least one child age 12 or younger
 - Provide documentation that they have a household income of less than 150% of the poverty threshold
 - Be a resident of Tippecanoe County

Meetings - Coordinators Meetings - Mandatory

- Tuesday, September 21, 6:00 p.m. via Zoom (Join, click [HERE](#)); Agenda
- Tuesday, October 19, 6:00 p.m. via Zoom (Join, click [HERE](#)). Agenda
- Tuesday, November 9, 6:00 p.m. via Zoom (Join, click [HERE](#)); Agenda

Timeline - Complete

- Friday, September 10 – LUM Families invited to sign up – email
- Tuesday, September 21 – Coordinators Meeting – 6:00 p.m. via [Zoom](#)
- Tuesday, October 4 – Covenant & Details Form – due – click [HERE](#)
- Monday, October 13 – Family sign up form – open to public, until full
- Tuesday, October 19 – Coordinators Meeting – 6:00 p.m. via [Zoom](#); [Agenda](#)
- Thursday, November 4 – Registered Families informed of their assignment
- Tuesday, November 9 – Coordinators Meeting – 6:00 p.m. via [Zoom](#); Agenda
- Tuesday, December 7 – Shop for Toys — LUM Office (420 N 4th St), by appointment
- Thursday, December 9 – Pick up packets, food cards, teen cards, toys, evaluations
– LUM Office (420 N 4th Street), by appointment
- Saturday, December 11 – LUM Office (420 N 4th Street), 9 a.m. – 5 p.m.
– Drop off gifts for “absent parents”
– Drop off surplus toys, clothes, food, etc.
- Monday, December 20 – Complete the online evaluation form, click [HERE](#)

What LUM Provides

Coordination

- Families - register & assign to site
 - Mailings: invitation, confirmation of registration, and assignment, basic information & admission card
 - Screen, invite, collect information and register families; and assign each families to a Host Site
 - Give family information to Host Site coordinators including name, ages of children, gift suggestions for each child, address, email address, phone number of their assigned guests
- Collective Purchasing
 - Purchase the Food Cards & Meat/Protein Cards – one per family
 - Purchase Gift Cards – one per teen
- Donation Centers
 - Collect toys, clothes, gift wrap, etc. – and distribute to each Host site equally
 - Host sites should not count on these toys and instead should view them as “extra”
- Marketing
 - promote Jubilee Christmas to community, and LUM friends – through email, media releases, and social media
- Surplus Distribution
 - Coordinate the distribution of surplus toys, food items & household items



Host Site & Partner - Expectations

Covenant

Host Sites and Partners are asked to agree to a Jubilee Christmas Covenant. The Covenant urges that each sponsor agrees to the following:

1. Review the [Biblical basis for Jubilee Christmas](#)
2. Conduct the program with dignity and respect for the low-income families served

3. Share gifts and money among the several host-sites so that there is equity in the items available
4. Designate any remaining Jubilee Christmas funds to Lafayette Urban Ministry or a comparable ministry of your local congregation. (No funds may be held in reserve for next year.)
5. Work cooperatively with the LUM staff and maintain regular communication
6. Attend and participate in meetings and training events
7. Welcome volunteers from your church/organization and from partner churches/organizations
8. Submit to the [LUM Host Site Evaluation](#) of your program including financial data

Responsibility

The **Host Sites and Partners** are responsible for providing the following:

All Host Sites:

- 3 per child – New gifts: toys, games, crafts, art supplies, sports equipment, dolls, etc.
- 1 per teen – Gift cards for teenagers (age 13 to 18) - \$30 per child
- 1 per family – Payment for one Meat/Protein Card for each family (\$10 each)
- 1 per family – Food cards – \$30: Family up to five; \$40: Families of six or more
- Gift wrap & tape
- Batteries (if needed)

Most Host Sites (encouraged and based upon the Host's ability to provide these items):

- 1 per child – Clothes - one complete outfit
- 1 per child – Stuffed animal
- 1 per child – Winter hat & gloves set
- 1 per child & teen – Book
- 1 per family – Blanket/quilt
- 1 per family – Homemade Christmas cookies - one plate

Some Host Sites (based upon the Host's ability to provide these items):

- 1 per child – Winter coat and/or Winter boots
- 1 per family – Large item (bike, play kitchen, outdoor games, sports equipment)
- 1 per infant – Diapers
- 1 per family – Household items, basket full
- 1 per family – Food items, one or two bags full
- 1 per family – Board game
- 1 per child & teen – Blanket/quilt

Most of what you provide is donated by your members. The estimated overall cost for serving as a host site is approximately \$70 to \$80 per family not including gifts for children (which are typically donated by your members), any supplies (typically donated) or “special” gifts you choose to purchase or get donated. An estimated breakdown of each family is as follows:

- Family: \$30 to \$40 food card; \$10 meat/protein card

- Children: \$60 to \$90 worth of gifts per child (typically donated by your members)
- Teens: \$30 gift card
- **TOTAL** = (\$30 + \$10) + \$60 + \$30 = **\$130 per family** + \$60 for each additional child

Planning Your Event

First Things First (October & November)

- Review and submit your Jubilee Christmas Covenant
- Determine the number of families you (Host Site & Partner) will host
- Communicate with Partner church/organization
 - Discuss "Partner Expectations"
 - Agreement on responsibilities, duties, budget, promotion, etc.
- Pastor/Leader - schedule to attend, welcome, offer a prayer



BASICS

Facility

- Reserve space -- facility, kitchen, rooms, etc.
- Review safety protocols and apply appropriately for event set-up, consulting with operations or maintenance staff, if applicable
 - COVID-19 Plan
 - Fire Safety Plan, Emergency Exits
 - Room layout that is safe, has logical traffic flow, and is welcoming and comfortable
 - Keys - arrange for picking up
- Equipment
 - Sound system
 - Tables, chairs,
 - Lectern, Easels
- Make sure room is ready
 - Bathrooms are open and stocked
 - Access to mops, brooms, cleaning supplies, garbage bags, trash cans/recycling bins

COVID-19 Protocols

- General Procedures

- Designate a person responsible for responding to all COVID-19 related situations or concerns. Make sure others know how to contact this person. Consider recruiting a nurse or EMT to serve in this role.
- Create a plan for educating all of your volunteers on the Jubilee Christmas COVID-19 Protocols
- Maintain regular contact with local health authorities to ensure adherence to their most up-to-date guidance
- Ensure an on-duty person is assigned to be responsible for responding to COVID-19 concerns
- Conduct health checks (e.g., temperature screening and/or symptom checking) of volunteers and family representative(walk-through events only)
- Ensure volunteers and family representative have received communication about all safety protocols and COVID-19 related policies
- Ensure that family representative have received communication about alternate pick up times if they get sick and cannot attend the event
- Ensure that all protocols developed, to limit contact between volunteers and family representative and ensure that family representative can maintain 6 feet of distance, are implemented
- Ensure limited opportunities for both volunteers and attendees to share objects
- Develop a plan for if someone gets sick or shows symptoms of COVID-19 while at the event or venue.



- Communications & Messaging

- Create and post signs in highly visible locations (entrances, common areas, restrooms) that promote everyday protective measures such as wearing cloth face coverings. Develop signs and communication (e.g., videos) in alternative formats (e.g., large print posters, braille, American Sign Language) for people who have limited vision, or are blind, or people who are deaf or hard of hearing.
- Create a plan for communicating with volunteers and attendees about whom to contact if they have questions and concerns related to COVID-19.
- Make sure all staff and attendees have been informed which person is responsible for responding to COVID-19 concerns and how to contact them.

- Social Distancing

- Conduct an evaluation of your facility to identify and apply operational changes in order to maintain social distancing

- Consider limiting the number of people who occupy the restroom at one time to allow for social distancing
- Install physical barriers, such as sneeze guards and partitions, in areas where it is difficult for individuals to remain at least 6 feet apart. Barriers can be useful at cash registers and other areas where maintaining physical distance of 6 feet is difficult. Create and install physical barriers, such as sneeze guards and partitions, in areas where it is difficult for individuals to remain at least 6 feet apart. Ensure all physical barriers, such as sneeze guards and partitions, in areas where it is difficult for individuals to remain at least 6 feet apart are installed correctly.
- Develop a plan to use touchless check in, etc.
- Develop a plan to use multiple entrances and exits to discourage crowding in waiting areas.
- Develop a plan to change seating layout or availability of seating, or block off rows or sections so that attendees can stay at least 6 feet apart. Ensure that all changes to the venue such as seating layout, entrances and exits are well marked and easy to understand.
- Develop a plan to reconfigure parking lots, limit congregation points and ensure proper separation (e.g., closing every other space).
- Ventilation
 - Ensure ventilation systems operate properly and increase circulation of outdoor air as much as possible, for example, by opening windows and doors.
 - Monitor ventilation systems to determine if they are operating properly. Make sure ventilation systems operate properly.
 - If using fans, make sure they do not blow from one person onto another, and increase circulation of outdoor air as much as possible (e.g., opening windows and doors).
 - Ensure adequate ventilation when cleaners and disinfectants are used to prevent staff and attendees from inhaling toxic fumes.
 - Ensure the circulation of outdoor air as much as possible throughout the event (e.g., opening windows and doors).

Purchasing & Donations

Supplies List

- Name-tags, markers
- Paper products - plates, cups, napkins
- Decorations, Santa hats
- Gift wrap, Gift bags, Tissue, Ribbon, Bows, Tape
- Batteries
- Decorations
- COVID-19 Supplies
 - Soap
 - Water for hand hygiene
 - Hand sanitizer (at least 60% alcohol)

- Paper towels
- Tissues
- Cleaning supplies
- EPA-approved disinfection supplies
- Cloth face coverings
- Face shields
- No-touch/foot pedal trash cans
- No-touch soap/hand sanitizer dispensers
- Disposable food service items
- Gloves

Gifts

- Cash donations
- Gift cards
- Toys, sports equipment, games,
- Books, art/craft supplies,
- Blankets
- Larger Gifts - bicycles, play kitchens, music instruments



Household & Food Items

- Homemade Christmas Cookies
- Refreshments - coffee, punch, water, snacks, cookies
- Meal - breakfast or lunch items
- Household items basket - each family
- Food items - each family
- Blankets/Quilts - one per family or one per family member

Marketing Plan

- Develop a promotional strategy -- announcements, displays, posters, special events
- Announcements – at services, events, classes
- Fliers, posters, display cases, bulletin boards, banners
- Bulletin articles
- Website, social media
- Tables after services and at social events (if buildings are open)
- Reach out to larger community

Enhance Your Event

Here are some creative ideas shared by Jubilee Christmas veteran coordinators:

- Begin the event with an opening prayer or devotion from your pastor or organization leader
- Give each family a home baked loaf of bread or gift jar with cookie ingredients and recipe
- Give each family a laundry basket in which to carry their gifts home
- Have a surprise visit from Santa
- Give each family a festive centerpiece
- Have your members or music ministry sing Christmas carols
- Offer breakfast or lunch treats to go
- Provide a family gift like a blanket/quilt and/or board game
- Provide other needed household products or food staples (items not covered by Food Stamps) – packaged in a plastic tote or laundry basket/hamper



BEFORE - Jubilee Christmas Day

Families

- Call or email each family personally
- Explain the Jubilee Christmas process – in a positive manner
- Confirm address, check-in time, parking
- Provide contact name and phone number
- Explain COVID-19 protocols and expectations including
 - Not to attend if sick
 - Wear a mask
 - Temperature will be checked
- Ask the following:
 - Understand the Jubilee Christmas Day process?
 - Any special needs or requests? Need transportation?

Logistics

- Arrange transportation if needed (implement proper transportation protocols)
- Set up Childcare, if needed (implement proper child care protocols)
- Create schedule – staggering arrival times of families to minimize number in building

SET UP - Jubilee Christmas Day

- Facility - tables, chairs, unlock bathroom, unlock exit doors, put out signage
- Toys, gift wrap, clothes, books, larger toys & other items - arrange
 - Consider displaying bigger items on stage; distribute by drawing names (in-person or hybrid events)
 - Categorize by type &
 - by age range
- Check-in, Check-out
- Decorate room
- Music & sound system
- Refreshment, Meal - if applicable
- Signage - COVID-19
 - Post signs in highly visible locations (e.g., at entrances, in restrooms) that promote everyday protective measures and describe how to stop the spread of germs by properly washing hands and properly wearing a mask
 - Provide physical guides, such as tape on floors or sidewalks and signs on walls, to ensure that individuals remain at least 6 feet apart in lines and at other times (e.g., guides for creating one-way routes)
 - Create physical guides, such as tape on floors and signs on walls, to promote social distancing. Ensure that all physical guides, such as tape on floors and signs on walls, to promote social distancing are easily seen.
 - Develop a plan to eliminate lines or queues if possible or encourage people to stay at least 6 feet apart by providing signs or other visual cues such as tape or chalk marks in congregation areas such as entrances, exits, and restrooms if a 6-foot distance between attendees is hard to ensure.
 - CDC Print Resources, click [HERE](#)
- Disinfecting - COVID-19
 - Consider closing areas such as drinking fountains that cannot be adequately cleaned and disinfected during an event
 - Purchase adequate supplies to minimize sharing of materials, or limit use to one per family or group of individuals at a time, and clean and disinfect between use.
 - Develop a schedule for increased routine cleaning and disinfection.
 - Close shared spaces (e.g., a lounge); otherwise develop a plan for staggered use of these spaces and cleaning and disinfecting.
 - Develop a plan for the safe and correct use and storage of cleaners and disinfectants, including storing products away from children.



START of Event - Jubilee Christmas Day

- Check-in - Open on time
 - Be prepared and ready before parents arrive
 - Greet each parent as they arrive
 - Take their Admission Card, verify with a picture ID
 - Introduce the parent to their personal host, if applicable
- Emcee needs to be ready and in place
- Pastor/organization leader welcomes and leads prayer
- Make announcements
 - Thank coordinators, volunteers, churches/organizations, members
 - Bathroom locations, exits, etc.
 - Use #Jubilee on social media

DURING - Jubilee Christmas Day

- Be ready for on time check-in
- Emcee needs to be ready & in place
- Find pastor(s)/organizational leader for welcome & prayer
- Assist parents in picking up their items
 - Monitor the number of toys. Generally, each family should have 3-4 nice gifts per child, plus stocking stuffers and clothing items. If you have extra, consider inviting families into the toy room again.
- Serve & monitor refreshments, if applicable
- Photographer takes photos – getting verbal permission from guests
- Monitor activity, monitor facility – keep clean and safe (do not block exits)
- Disinfecting - COVID-19
 - Monitor adherence to the schedule for increased, routine cleaning and disinfection of:
 - frequently touched surfaces
 - communal spaces
 - shared objects
 - Ensure the staggered use and cleaning and disinfecting between uses of shared spaces.
- Supplies - COVID-19
 - Monitor availability and use of gloves when removing garbage bags or handling and disposing of trash
 - Monitor safe and correct use and storage of cleaners and disinfectants, including storing products securely away from children.
 - Ensure that adequate supplies are available to minimize sharing of high-touch materials and monitor cleaning and disinfecting between use.

CLOSING Event - Jubilee Christmas Day

- Distribute cookies, teen gift cards, food cards
- Evaluations – get evaluations from guests, volunteers
- Distribute LUM & church information
- Assist parent in getting their items to and loaded into their cars
- Offer transportation home, if available

AFTER Event - Jubilee Christmas Day

- Box up - Surplus toys, clothes, non-perishable food
- Facility - Clean up, Break down
 - Clean & disinfect facility
 - Put away tables, chairs, equipment
 - Bring trash to dumpster
- Deliver “absent parent” items to LUM Office
 - Gifts for Families Unable to Attend – if you picked toys for families unable to attend your event, please deliver gifts, food cards and gift cards to LUM immediately following your event.
 - Clearly label the package of gifts and tape the food and gift cards to the outside of the package.
 - DO NOT give them more just because you have surplus.
- Deliver surplus toys & food to LUM Office
 - Surplus toys – Extra toys, clothes, books, games, etc. from your event should be delivered to the LUM Office immediately following your event.
- Thank you notes
- Submit Online Evaluation

Volunteers - Recruit, Training & Guidelines

- RECRUIT
 - Coordinator - Recruit and train
 - Committee - Recruit and train
 - COVID-19 director
 - First Aid director
 - Emcee – makes announcements
 - Kitchen Director - plates cookies, monitors & serves refreshments
 - Bakers - Christmas cookies
 - Cookie distribution
 - Check-in/Check-out director
 - Check-in, check-out, greeters
 - Toy distribution
 - Maintenance
 - Gift card distribution
 - Photographer
 - Santa & Mrs. Claus

● TRAINING

- Emergency & Safety Guidelines
 - Create a plan for shelter in place and evacuation
- COVID-19 Protocols
 - Create a plan for educating volunteers and attendees to ensure they know that they should not come to the event if they become sick with COVID-19 symptoms, test positive for COVID-19, or have been exposed to someone with symptoms or someone suspected or confirmed to have COVID-19. Make sure they know that if they get sick at the event, they should notify event administrators (e.g., the designated COVID-19 point of contact) right away.
 - Create a plan for educating staff and attendees about who should wear cloth face coverings, and communicate the importance of wearing them to both staff and attendees. Cloth face coverings should not be placed on.
 - children younger than 2 years old
 - anyone who has trouble breathing or is unconscious
 - anyone who is incapacitated or otherwise unable to remove the cover without help
 - Create and implement training to be delivered to staff on all COVID-19 safety protocols:
 - Conduct training virtually or maintain social distancing during training
- LUM Covenant - read & understand
- Jubilee Christmas procedures for your event
- Volunteers are expected to
 - Assist families and treat family guests with respect and love
 - Respect confidentiality – if families share personal information, do not share that information, keep that information stored safely, and properly destroy the information when it is no longer needed.
 - Be ready to offer reasonable accommodations to individuals with disabilities
 - Communicate with patience
 - Create a pleasant, loving, comfortable, festive, safe, welcoming, family environment
 - Be encouraged to wear festive clothing
- Volunteers should NOT
 - Judge the families – that is not our role
 - Accept or ask families for donations
 - Offer money or gifts to guests
 - Counsel or give personal advice
 - Contact families after Jubilee Christmas
 - Be allowed to take anything from the Jubilee Christmas event for their own family

COVID-19 Protocol - Volunteers & Parents

BACKGROUND

- Health & safety of staff, volunteers, children, parents, clients & guests are a top priority
- The need for Christmas assistance is going to be great & churches are committed to offering assistance
- Legal & Risk Management (Attorneys & Insurance Companies) -- the questions they would ask after an incident are as follows:
 - Do you have guidelines?
 - CDC Guidelines & State Guidelines (see below)
 - Did you train JC coordinators on guidelines?
 - Are you and the JC coordinators following the guidelines?
 - Are there assurances in place from the church that the JC coordinators and volunteers will follow the guidelines?



VOLUNTEERS - COVID-19 Guidelines

- See the list of COVID-19 symptoms & warning signs below
- Before going to the JC event - VOLUNTEERS
 - If a volunteer has severe COVID-19 symptoms - The volunteers should notify JC Coordinator, stay home, seek medical advice & do not return to the JC event until the criteria to discontinue home isolation are met, in consultation with healthcare providers.
 - If family member of the volunteer has COVID-19 symptoms - notify JC Coordinator, consider staying home, follow CDC caregiver guidelines
- Entering HOST SITE Building - VOLUNTEERS, JC COORDINATOR, STAFF
 - Identify one entrance for all VOLUNTEERS
 - Enter designated volunteer/staff door -- wearing face mask
 - Immediately after entering facility
 - Wash hands or disinfect hands
 - Temperature Check -- not far from restroom
 - Lower than 100 degrees fahrenheit
 - Individuals may enter facility
 - Record the temperature for each person & keep on file
 - Greater than or equal to 100 degrees fahrenheit - must not enter facility
 - Go to and stay in your assigned area - do not touch surfaces on the way

- During Jubilee Christmas
 - Your Assigned Area
 - Must wear mask
 - Stay six feet apart (two arm lengths)
 - Avoid in person interactions
 - Stay in your assigned area as much as possible
 - Do not touch surfaces or share items, unless necessary
 - Disinfect the area, door handle, equipment, etc., frequently
 - Common Areas - outside of your assigned area
 - Must wear mask
 - Stay six feet apart (two arm lengths)
 - Do not touch surfaces or items, unless necessary
 - Avoid social gatherings in common areas
 - Wash hands before returning to your assigned station
 - Other Areas (Assigned Areas)
 - Do not use equipment, desk, phone, staplers, etc. in other work areas
 - When in another area - stay six feet away from others, wear a mask & do not touch anything
 - After using another area, disinfect area before you leave
- General
 - If parent, staff or volunteers arrives with severe COVID-19 symptoms or develops symptoms during the day -
 - they must leave the event, call JC coordinator, seek medical advice
 - JC coordinator must inform LUM, report to Health Department, call EMS if needed
 - No physical contact with others - no hugging, hand shakes, etc. Post signs discouraging these actions during the event
 - Wash hands frequently with soap and water for at least 20 seconds and increase monitoring to ensure adherence
 - Before, during, and after taking tickets; after touching garbage
 - If soap and water are not readily available, employees can use hand sanitizer that contains at least 60% alcohol and rub their hands until dry
 - Do not touch your face - especially your mouth, nose, and eyes
 - Sneeze & cough into your arm or into a cloth handkerchief -- THEN, wash or disinfect your hands
 - Mask usage
 - must cover nose & mouth completely and fit snugly
 - do not touch the front of the mask, do not adjust the mask
 - After work is done in an area - disinfect entire area
 - Gloves - food service & medical gloves (latex & vinyl) should be available, if needed
 - Must read and agree to comply with LUM Jubilee Christmas Protocol as well as the CDC & State guidelines:
 - **CDC:** Events Considerations - [HERE](#) | Cleaning Facilities - [HERE](#)
Events Readiness & Planning Tool - [HERE](#) | Print Resources - [HERE](#)
 - **Indiana:** General Business - Industry - [HERE](#) | Office Setting - Industry - [HERE](#)
Personal Services - Industry - [HERE](#)

PARENTS -- COVID-19 Guidelines

- Walk-through event
 - By appointment only
 - Parent stays in car until called into building
 - Only one person per household allowed into the building, unless needed to accommodate a disability or for interpreting
 - Client MUST -
 - Self disclose COVID-19 symptoms (see symptoms & warning signs below)
 - Wear mask
 - Temperature Check
 - Lower than 100 degrees fahrenheit - record & enter
 - Greater than or equal to 100 degrees fahrenheit -
 - May not enter building
 - Wash or disinfect hands, before or immediately after entering building
 - If Client has COVID symptoms
 - Call Ambulance
 - Report to Health Department
 - Report to LUM
 - JC Coordinator & Volunteers MUST -
 - Wear mask
 - Meet clients behind “sneeze guard” -OR- wearing a face shield
 - Stay six feet away from each other and clients
 - Wear gloves when handling client’s items and passing items to clients
 - Disinfect every area and all surfaces & items touched by the client

SYMPTOMS & WARNING SIGNS

- SYMPTOMS - May appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:
 - Fever or chills
 - Cough
 - Shortness of breath or difficulty breathing
 - Fatigue
 - Muscle or body aches
 - Headache
 - New loss of taste or smell
 - Sore throat
 - Congestion or runny nose
 - Nausea or vomiting
 - Diarrhea
- WARNING SIGNS - Look for emergency warning signs for COVID-19. If someone is showing any of these signs, seek emergency medical care immediately:
 - Trouble breathing
 - Persistent pain or pressure in the chest
 - New confusion
 - Inability to wake or stay awake
 - Bluish lips or face

ADDENDUMS

- [Covenant & Details Form](#)
- [Host Site Evaluation](#)
 - Please complete online by December 20, 2021
- [Inspiration & Reflections](#)
 - The Biblical Basis for Jubilee Christmas
- [Frequently Asked Questions](#)
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