

Usher Duties during Step 1 of Reopening

Reminder – specific details will be provided during training!

- Arrive 30 minutes prior to worship
- Ushers will be stationed at the Sanctuary doors
 - Remind people to download the bulletin onto their device or pick up a single use bulletin and communion cup for each communing member of the family.
 - **Ushers will not handle bulletins or communion cups**
- Assist with seating directions according to the sign-up sheet (“please sit in pew 4 on the pulpit side” or whatever) Usher may need to escort people to their seat if there is confusion.
- Communion will take place in the pews, so no dismissal needed
- Using baskets and a fresh pair of disposable gloves, collect waste from those on the ends of the pews just after communion is over
- Monitor mask wearing and physical distancing. Politely remind people who are not complying what our guidelines are. (6 feet of physical distance and mask over mouth and nose while in the building, except for communion)
- Ask repeat non-compliers to comply or exit the building
 - Children under age 2 do not need a mask
 - People with self-identified breathing issues are not required to wear a mask.
- Prop open Sanctuary and Narthex doors for dismissal
- Dismiss pews from back to front so that a crowd doesn’t form waiting to exit.
- Keep people moving through the Narthex and out of the building

Greeter Duties during Step 1 of Reopening

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- Arrive 30 minutes prior to worship
- Greeters will be stationed at the entrance under the green canopy and at the entrance to the Narthex.
- Entrance doors will be propped open during the 20 minutes prior to worship
- Greeter 1 will be stationed just outside under the green canopy or under the breezeway alongside the sign which outlines the guidelines for entry.
- Welcome (no physical contact) and ask qualifying questions for entry:
 - *“Are you experiencing any symptoms, or have you had any recent exposure to someone who has tested positive for Covid - 19?”* If the answer is yes, politely let the person know they are not permitted to enter and suggest viewing the service from home via the website.
- Greeter 2 will be stationed about 15 feet further and will:
 - Remind people to use hand sanitizer and to keep masks on while in the building. *We will have a supply of disposable masks for those that forget them.*
- At dismissal, prop open doors under the canopy and the Narthex doors
- Greeters stationed in the hallway and near Narthex doors and gently encourage those lingering to exit

Cleaning/Sanitizing Duties during Step 1 of Reopening

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- Those cleaning must wear masks and a fresh pair of disposable gloves
 - Sanctuary – at least 4 people
 - Spray Max 64 disinfectant on hard surfaces of pews, door handles, light switches, pulpit and other touched hard surfaces. Wait 10 minutes before wiping disinfectant off with paper towel.
 - Spray pew cushions with A2Z, not to saturation
 - Dispose of paper towels, masks and gloves in trash bags, secure bags and deposit in dumpster
 - Restrooms - at least 1 person
 - Spray Max 64 disinfectant on counters, partitions, flush handles, faucets, sinks, paper towel dispensers, door handles (inside and out) and any other touch surfaces. Wait 10 minutes before wiping disinfectant off with paper towel.
 - Dispose of paper towels and gloves into trash bag and tie closed and deposit in the dumpster.
 - Narthex - at least 1 person
 - Spray Max 64 disinfectant on counters, door handles, push bars, light switches, (including the “family room”) and any other touch surfaces. Wait 10 minutes before wiping disinfectant off with paper towel.
 - Dispose of paper towels and gloves into trash bag and tie closed and deposit in the dumpster.
 - Entry near canopy - at least 1 person
 - Spray Max 64 disinfectant on door handles, push bars, light switches and any other touch surfaces. Wait 10 minutes before wiping disinfectant off with paper towel.
 - Dispose of paper towels and gloves into trash bag and tie closed and deposit in the dumpster.

Altar Guild Duties during Step 1 of Reopening

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- Prior to Worship
 - Set Altar and change paraments as needed (see calendar on the back of Sacristy door for parament changes or other special set up)
 - Set up for Baptism or other special occasions as needed (see calendar on the back of Sacristy door for this information)
 - Set communion elements on altar for pastor's use
 - Set wine trays with single use communion cups containing wine/wafer (70 per service)
 - Set wine tray with single use communion cups containing juice/wafer (20 per service)
 - Set wine tray with single use communion cups and Gluten Free wafers (5 per service)
 - Place trays on tables outside of Sanctuary doors
 - Wine on one table (labeled) and juice on the other table (labeled), gluten free (??? Which table and labeled)
 - Place offering plate on small table inside Sanctuary doors

- After Worship
 - Only 2 persons in Sacristy at a time
 - Masks must be worn while more than one person is present
 - Procedures and cleaning requirements will be posted in Sacristy
 - Transfer offering into the black box in Sacristy (Sunday). Transfer offering into an envelope and place in safe (Wednesday)
 - Sanitize the offering plate and place on small table just inside Sanctuary doors after first service. Sanitize and put away after last service.
 - Reset Altar and reload communion trays for next service (if applicable).