

Responsibilities and Duties: Greeters and Ushers

Greeters and ushers will be in place to welcome worshipers and to ensure a safe worship experience. Queue marks will guide worshipers from the parking lot to the sanctuary.

Greeters

- 1) Prior to starting worship, greeters will check the restrooms to make certain all is well and that no one is having problems.
- 2) As worshipers approach the church, the greeters will welcome them with a "Welcome, Good Morning!" and a wave.
- 3) Greeters will verify that worshipers are symptom free with a question: "Are you feeling well today?"
- 4) Greeters will ask worshipers if they are willing to submit to a temp check: "Is it ok with you if I check your temperature today?" If so, the greeter will take temps with a no-touch thermometer and will inform the worshiper of the temp: "Congratulations! You are 98.5 today." If the temp is above 100.4, the worshiper will be encouraged to seek medical attention.
- 5) Greeters will provide a face covering if the worshiper does not have one available.
- 6) Greeters will invite worshipers to use hand sanitizer: "Please sanitize your hands for everyone's safety."
- 7) The designated greeter (only one person) will check attendance on the attendance sheet and add names and phone numbers for visitors: "We are noting attendance to ensure that we have contact tracing data in case there is an infection reported. May I please have the spelling of your name and your contact phone number?"

Ushers

Prior communications will prepare members with plans for seating.

- 1) Ushers will guide worshipers to sit in a socially distanced seat. Every other row of pews will be blocked off to ensure social distancing. Households are invited to sit together.
- 2) Worshipers are guided to begin seating in the front of the sanctuary, so that the sanctuary fills front to back, while following the usher's leadership and directional markers.
- 3) If someone is unwilling or unable to comply with the process, the designated usher will explain the Covid-19 procedures; if visitors refuse, they will be asked to leave.
- 4) Ushers will also assist folks in limiting bathroom use to one person at a time.
- 5) After worship, the ushers will invite congregants to exit from the sanctuary in small groups, starting at the back, while maintaining social distancing.

Responsibilities and Duties: Hygienic Helpers

Hygienic helpers will make certain that the sanitizing protocols before and after worship are completed. These will be done each Wednesday and Friday.

- 1) Prior to worship all high-touch surfaces in the sanctuary will be wiped down with disposable sanitizing cloths.
- 2) High-touch surfaces will be identified with a picture procedure posted in the area to generally include:
 - a. Doorknobs, handrails, faucets, arm rests
 - b. Microphones, keyboards, touchpads
- 3) The church will be sanitized with atomizer solution.
- 4) After the prescribed operating period, the atomizer will be removed, cleaned, and stored.
- 5) After worship, all high-touch areas will be re-sanitized (Wednesday).
- 6) No-touch thermometers will be re-sanitized and placed in the recharge ports.
- 7) Hygienic helpers will inventory all COVID-19 related products in the designated storage location, which will include:
 - a. Atomizer solution
 - b. Disposable wipes
 - c. Face coverings
 - d. Hand Sanitizer
- 8) If a reorder is needed, helpers will place a reorder notice in the church office box.