**Church Greeters and Health Team Sacred Safety Checklist**

Responsibility Steps for Greeters and Health Team Volunteers-Greeters:

* Greeters must be in place 45 minutes before service start time. Remember members may be nervous so please be patient. We are building a NEW NORMAL.
* All greeters must wash hands, wear mask while doing their assigned duties. (if taking temperatures, put on gloves).
* ENSURE MEMBERS/ GUEST HANDS SANITIZE BEFORE TEMPERATURE TAKEN
* Assist the health team in during temperature check/ recordings and a note if indicated, electronically.
* Extending a warm ”welcome”, volunteers will open the entrance doors so to allow members to avoid all physical contact with door handles.
* Ushers will help direct the flow of members/guests through the entrances and hallways in order to limit time spent within 6 feet of others. Same protocol for exiting church.
* Offerings will be collected via the offering box located in church entrance.

Responsibility Steps for Greeters and Health Team Volunteers-Health Team:

* Health team members must be in place 45 minutes before service start time.
* Health team members must wash hands before putting on masks and gloves before taking temperatures.
* ENSURE MEMBERS/ GUEST HANDS SANITIZE BEFORE TEMPERATURE TAKEN
* Gather the material needed: touchless thermometers. Check/ recordings and a note if indicated, electronically.
* Direct the member/guest to an usher for directions into the worship center.
* Be ready to assist with any member that suddenly becomes ill and follow the emergency plan.
* Be prepared to escalate some medical emergencies to emergency medical services by calling 911.

Emergency Plan: (Mitigation) For COVID 19:

* Wear duty masks/ gloves
* Remove ill person immediately to designated area (Usher’s Room for members/guests and count room for office staff).
* Retake temperature and Document.
* Actions as indicated by assessment.
* Advise to 14-day self quarantine and notify primary care physician.
* Follow-up wellness check on the ill individual(s) by the team.
* Close off area used by the sick person and clean/ disinfect the area.

**Ushers Team Sacred Safety Checklist**

Ushers Checklist:

* Ushers are requested to arrive at least 45 minutes prior to the service.
* Enforce social distancing protocols throughout the church; before, during, and after the service.
* Communicate in a calm and patient manner, provide calm and patient directions at all time.
* Members may be nervous and must be informed of the new protocols.
* **BEFORE SERVICE** Before seating, please refer members to the offertory boxes before the service begins.
* Seat individuals and families while maintaining a social distancing.
* Establish monitoring positions, not only in the narthex and sanctuary, but at the main parking lot (for only prior to the start of the service).
* Ensure parishioners are lining up at the designated entrances-Location: The two outer doors of the front main entrance.
* Mr. Parker/Mr. Roberts will advise the security on the expectations of their role: They must wear masks, remain socially distant also.
* Place mobile signage and mobile touchless hand sanitizers, at the designated socially distant areas each Sunday before the service. Please ensure that the mobile stations are stored back in secure storage at the end of each service.
* IMPORTANT: THE OFFICE PARKING LOT IS CLOSED DURING THE SERVICE. PARKING CONES OR ROPE SHOULD BE USED TO PREVENT THE USE OF THE OFFICE PARKING LOT DURING SUNDAY SERVICE. THE RECTOR AND CLERGY WILL PARK IN THE MAIN PARKING LOT ON SUNDAY.
* **DURING SERVICE** Due to CDC protocols and the limited number of volunteer sanitation teams, only the sanctuary, hallway, restrooms are accessible by all parishioners.
* The count room and usher room are designated as emergency outbreak areas.
* All other areas such as the Parish Hall, Kitchen, Church office, Rector’s office are not accessible at this time.
* The Rector’s office and the Church Office will not be accessible by parishioners on Sunday only.
* Ushers guide parishioners to the offertory boxes and socially distant seating. Parishioners are asked to remain where seated to ensure social distancing requirements.
* Ushers are fully aware of the changes in the actions performed during the service and have read the updated service bulletin to predict the needs of clergy and members.
* Only health teams, ushers may remain in the narthex during service. All other members must sit in the sanctuary, even during the sermon.
* The priest has approved entry into the Sanctuary even during the Sermon, but everyone must remain still during the reading of the Gospel.
* **END OF SERVICE** At the end of the service, encourage members to remain seated until the clergy exit the Sanctuary.
* Ensure parishioners remain seated until the ushers dismiss them in an organized manner-starting dismissal from the back to front-at the designated exits.
* Location: The two inner doors of the front main entrance.

Other: