

## USHER INSTRUCTIONS DURING COVID

Arrive at the church by 9:30. Two tables will be set up in the fellowship hall before the service. The tables should have 1.) sign-in sheets 2.) hand sanitizer 3.) extra masks 4.) disinfecting wipes 5.) two boxes, one with clean pens and an empty box for pens after they are used. Please clean pens as needed and after all have signed in. Two thermometers are kept in the sacristy on the counter; bring those to the table. Check the temps of those who are ushering.

Anyone who is running a temp 100 degrees or over will be asked to not attend services. As the usher, -someone who is pale, coughing or appears ill can be asked to not attend services that day for the safety of the group. ALL must wear a mask in the church.

Bulletins are in the pews, people are asked to take them home after the service. Offering plates will be placed on a stand at the north door of the sanctuary, just outside the door, the second one will be placed on the corner of the table (close to the door) at the back of the church, If there is no acolyte scheduled, please light the candles 5 minutes before the service. Turn on lights as needed.

Doors will be opened at 9:45, people involved in the service will be there earlier. Weather may be a factor as it gets colder. If

people arrive early, instruct them to be seated in the pew. No visiting in the fellowship hall or hallways. Keep safety in mind.

When people enter, check their temp, have them sign in (for contact tracing and for a count-50 people in the sanctuary, 25 in the fellowship hall). Each should use a clean pen and place it in the other box to be cleaned. Answer questions as needed and encourage them to be seated.

When the service has started, count attendance. Count everyone present (including babies, organist, singers, pastors and yourself). Record attendance on the record sheet posted at the back of the sanctuary.

When the service has ended, usher people out-starting at the back pews. -Usher on the center aisle for the north set of pews and from the window side for the south set of pews. The people are to all exit to their right. (They should NOT exit on the same side as the usher.) We are doing this to keep people from passing by one another. Encourage social distance and no visiting in the church.

After the service pick up anything left in the pews. Be sure candles are extinguished (if no acolyte do this at the end of the service). Turn off lights, be sure all windows are closed and doors are locked. Close gate in the parking lot.

Be friendly, speak softly. Thank you for your service.