



CLEANING PROCEDURES FOR SUNDAY EXPERIENCE MINISTRY TEAMS

BEFORE SERVICE

TECH TEAM SET-UP

- Disinfect equipment

FACILITIES SET-UP

- Disinfect Chairs
- Disinfect Door handles (prop doors open from 9:45 if possible)
- Place Lysol in bathrooms
- Place garbage bags on drinking fountains
- Set up hand sanitizer stations and Welcome tables
- Place signs and “Red Flag” outside

USHERS AND GREETERS

- In place by 9:40 am
- Turn “Red Flag” to “Green Flag” at 9:45 am
- Prop open doors at 9:45 if possible
- Greeters wave and offer a welcome as people enter
- Hold Families if foyer numbers grow beyond 15 people
- Ushers help each individual/family find a seat starting at the front and working back. Then walk back to help the next individual/group find seating until there are 50 occupants at which time the Overflow Area will be utilized
- Doors that were propped are closed and locked at the start of service at 10 am
- At the conclusion of the service, ushers will prop open doors
- Congregation will be dismissed by rows starting in the back and working forward. Those seated in the Main Worship area will be dismissed outside through Door #1 and be encouraged to have conversations outside. Those in the Overflow area will exit through Door #7 (in the Overflow room) and be encouraged to have conversations outside.



CLEANING PROCEDURES FOR SUNDAY EXPERIENCE MINISTRY TEAMS

AFTER SERVICE

FACILITIES TAKE-DOWN

- Disinfect Chairs
- Disinfect Door handles
- Remove Lysol from bathrooms
- Remove garbage bags on drinking fountains
- Take down hand sanitizer stations and Welcome tables
- Take down signs and "Green Flag" outside
- Take garbage out

TECH TEAM TAKE- DOWN

- Disinfect equipment

* NO COFFEE OR SNACKS WILL BE AVAILABLE UNTIL FURTHER NOTICE