

## Worship Volunteer Schedule March 2021

|          | March 6/7                | March 13/14               | March 20/21              | March 27/28<br>Palm Sunday  |
|----------|--------------------------|---------------------------|--------------------------|---|
|          | Sat. 4:00 pm             | Sat. 4:00 pm              | Sat. 4:00 pm             | Sat. 4:00 pm<br>(50 person capacity)<br>Inside service                        |
| Check In | Tina Stafen              | Karen Miller              | Lynn Freitag             | Jean Davis<br>(Needed)  |
| Usher(s) |                          |                           |                          | Glenn Davis<br>(Needed)   |
|          | Sun. 10:00 am            | Sun. 10:00 am             | Sun. 10:00 am            | Sun. 10:00 am<br>(50 person capacity)<br>Outside service                      |
| Check In | John and Diane<br>Cherry | Gary Duszak<br>Rich Heath | John and Diane<br>Cherry | Jonathan and Debbie<br>Jedd<br>(TBD if a 3 <sup>rd</sup> person is<br>needed) |
| Usher(s) | Cindy and Dave<br>Davies | Mark Dupke<br>Synoma Hays | Cindy and Dave<br>Davies | Beth Burke<br>Stacy Gatz  |

### Changes for the outside Palm Sunday service

Tables will be set up in the main parking lot for check in. People will seat themselves after checking in. Pastor is asking people to bring their own chairs if they're able to. Some chairs will be set up previously. Ushers will ensure that groups are adequately spaced apart.

If the service ends up being held inside, ushers will perform their usual duties of seating/dismissing people and tracking where people are seated.

### Check In Protocol

- Parishioners will enter through the ramp door only.
- There will be two tables set up inside the South Hall for the two people who are checking in.
- There will be chairs set up spaced 6 ft apart for people to sit and wait if both check in tables are occupied.
- Each person checking in will have:

- A contactless thermometer
- A registration check-in list consisting of:
  - The names of people who registered for the service
  - A brief set of questions to ask
- Covid-19 waiver forms
- A box of masks
- Hand sanitizer
- Each person checking in must wear a mask for their own protection. Gloves are optional.
- Arrive no later than 20 minutes before the start of the service.

### **Step 1 – Confirm their registration and ensure they have a mask**

Invite a person to come to your table. Find their name on the list to confirm their registration. Ask them to put on their mask if they are not already wearing theirs, or give them one if they did not bring their own.

If someone is not on the reservation list, write down their name and contact information. This is in case there's a positive case linked back to the service and contact tracing needs to occur.

### **Step 2 – Take their temperature**

Ensure that the slide on the thermometer is set to "Body." Gently pull the trigger to see the display. Hold the thermometer 2 inches away from the person's forehead. The device will automatically take the temperature and display the reading. If it does not, pull the trigger to take the reading.

If 100.3 F or below, put a checkmark in the "passed temperature check" column next to their name on the reservation list. Don't write in the temperature (this is personal health information and is confidential), just indicate with a check or "yes" that they passed.

If 100.4 F or above, they will not be allowed to proceed through check in and must exit the building.

### **Step 3 – Screen for Covid-19 symptoms**

1. In the past 14 days, have you had any of the following symptoms:
  - a. Fever or chills
  - b. New cough
  - c. Shortness of breath or difficulty breathing
  - d. Sore throat
  - e. Muscle or body aches
  - f. New loss of taste or smell
  - g. Diarrhea, nausea, or vomiting
  
2. In the past 14 days, have you been in close contact with someone who has been diagnosed with Covid-19? [Close contact is defined as within 6 ft for at least 15 minutes (including short intervals that add up to 15 minutes)]

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If “no” to all questions, put a checkmark next to the “passed screening questions” column next to their name on the check-in list.

If anyone answers “yes” to any of these questions, they will not be allowed to attend the service and must exit the building.

### Step 4 – Secure their Covid-19 waiver

All people who attend the service must sign a Covid-19 waiver. Put a checkmark next to the “signed waiver” column when they have signed one. People who have previously signed one will show “on file.”

### Step 5 – Sanitize hands

Request that they use hand sanitizer before leaving your table.

### Step 5 - Direct them to proceed up the stairs to the Sanctuary

Check-in is now complete. Direct them to go up the stairs. On Saturdays, people can seat themselves. On Sundays, an usher will meet them at the entrance to the Sanctuary and will take them to a pew.

## Usher Protocol (10:00 Sunday service only)

### Seating

- Before seating people, make sure to have the seating tracking sheet (found on the Welcome Desk) and a pen with you. You’ll need these to mark down the row number and the side (pulpit or baptismal font) that you seat people.
- Meet people individually at the back of the Sanctuary and take them up the **side aisles** to find a seat. Start seating people **from the front and work toward the back, going row by row.**
  - Seating from the front keeps people from walking past others who are already seated. We need to minimize the amount that people are walking around near others.
  - Members of the same household may sit together
  - There aren’t any print bulletins to distribute. The service will be projected onto the screen.
  - There are signs at the back of the Sanctuary asking people to wait until an usher seats them.
  - Every other pew is roped off.
  - Each pew is numbered.

- Remind people to please stay seated until the service starts and throughout the service, and that they must wear their face covering.
- After seating someone/family, mark the row number they sat in on the seating tracking sheet. The row number is found on a piece of tape at the end of each row. (This is for contact tracing purposes.)

### **Communion and Offering**

- Each person will pick up an individual communion cup at check in and will take communion in the pew.
- People will drop off their offering into a basket when they leave.

### **Dismissal**

- Philip will make a slide to indicate that people will dismiss down the side aisles.
- Walk up the center aisle. Dismiss each row **starting from the back and ending in the front.** Motion for people to exit down the sides.
  - Dismissing from the back keeps people from walking past others who are seated.