



Safety Steward Guidelines

Why?

UCCNB is working to ensure that in-person services and/or gatherings are as safe as possible. Managing *safety expectations* is vital in planning for reopening the building and sponsoring gatherings. **Safety Stewards** play an essential role in the adherence to developed guidelines to help provide a safe, welcoming, and friendly environment for the church community.

What can you expect?

The environment in the building has been evaluated and steps taken to:

- Establish defined routes for entering and exiting the building and sanctuary. Where possible, entrances and exits are one-way only.
- Clearly mark pews that provide for physical distancing.
- Clearly post visible signs to inform people of the new traffic flow, seating arrangements and the like.
- Define ways of entering, exiting, and using the space in the sanctuary and meeting areas to increase safety and assist people in comfortably finding their place.
- Provide Facemasks to people who do not have one.
- Have hand sanitizer stations located in several areas within the environment.

What is the Steward role?

- Assist in assuring adherence to these basic guidelines by all people entering the building or participating in a church activity.
- Keep current with your understanding of how COVID-19 is transmitted and why it is important for everyone to adopt the wellbeing protocols:
 - Stay home if you or someone you are in contact with feels sick or has a temperature.
 - Maintain six feet apart others not in your immediate family.
 - Remind people what 6 feet of distance looks like – it is often farther apart than we think.
 - It may be helpful to have a tape measure to make the distance visible.
 - Point out the marked locations in the building that indicated 6-foot distances.
 - When assisting people within the sanctuary use verbal directions rather than escorting them to a seat. This will allow you to maintain the 6-feet of distance.
 - Always wear a facemask. Be sure both nose and mouth are always covered.
 - Do not touch your face, mouth, or eyes.
 - Clean hands with hand-sanitizer or with soap and water frequently. (at least once every hour and after touching any surfaces that others may have touched).
- Observe people in the church or church sponsored gatherings for adherence to these guidelines.

When the event is outdoors

- Safety Stewards will be identified within the groups conducting the meeting(s) / gathering.
- Safety Stewards will:
 - Be aware of the guidelines (available from UCCNB personnel upon planning the meeting)
 - Set up sanitation station(s) with hand sanitizer, masks, disinfecting wipes and gloves
 - Remind and coach participants of mask wearing expectations and the 6-feet physical distancing for everyone.
 - groups meeting outdoors will need to bring their own chairs/tables
 - All individuals are strongly encouraged to bring and use their own masks, hand sanitizer, and/or gloves.

What to do if you see non-compliance?

- Teach others how to wear masks properly:
 - Cover both nose and mouth and secure a close fit around the face.
 - Provide a facemask to anyone who does not have one of their own.
 - Put masks on before leaving vehicles and keep in place throughout the activities and until you are back in your vehicle.
- Show people where hand sanitizer is available throughout the meeting area(s). Encourage people to avoid touching common surfaces.
- Point out the marked areas that indicated 6-foot distances.
 - Use a tape measure (or the marked areas) to demonstrate 6 feet of distance between people.
- Use verbal directions to “escort” to seating. In the church, pews will be marked to assist in maintaining appropriate physical distancing.
- Remind people of the wellbeing guidelines (posted in the area) and how they can be partnering with others to assure a safe environment.
- Encourage adherence to the guidelines to make all people feel welcomed, supported, and safe.
- If someone appears ill, (coughing, sneezing, runny nose, etc.) ask if they are feeling ill and separate them from the larger crowd. Encouraging them to go home and stay home until they are feeling better, and to contact their doctor or health clinic to report their symptoms.