



St. Christopher's By-the-Sea Episcopal Church Usher Guidelines for COVID-19 - Phase II

The following Usher Protocols are a portion of St. Christopher's Regathering Plan. The plan was prepared by the Regathering Committee and approved by the Vestry and the Diocese and is in compliance with the Diocesan *On Being Faithful* Guidelines.

General

- Please arrive 15-20 minutes before the service starts and "sign-in."
- Regular Sunday 10 am weekly Holy Eucharist worship service.
- Two greeters/ushers will attend each service (one at the outside table and one inside) to ensure compliance with the requirements set forth below.

Set Up

- Wear a mask before entering the building and during the entire time you are in the building.
- Turn on the lights.
- Move table from inside the back of the church to the patio just outside the front doors.
- The table will be set up each week with hand sanitizer, "sign in" log, wipes, gloves, extra masks, signage.
- Unlock side doors.
- Ensure Congregants "sign-in," use the sanitizer and have a mask on.

Communication

- Greet Congregants with a smile (not a handshake). (People can see you smile even while wearing a mask.)
- Invite Congregants to "sign-in," and use the hand sanitizer.
- Urge compliance with wearing a mask if s/he is not already wearing one.
- Advise on seating requirements.
- Encourage physical distancing by sitting in designated places in pews – from front to back – ensuring a minimum of 6' of distance, 360 between.
- Couples / Family groups may sit together.
- Digital service information will be on existing screens (no paper bulletins).
- Traffic flow will be circular as usual as directed by the ushers maintaining physical distancing.
- Offering plate will be set up on back table behind last pew.
- Invite parishioner's and visitors to place their offering in the offering plate which will be set up on the back table behind the last pew.
- Encourage on-line giving as well.

Dismissal

- Open front doors and side doors just prior to final dismissal so congregants do not have to touch door handles.
- Assist attendees in exiting the church.