



COVID-19 GUIDELINES

CREATED: May 14, 2020

EXPECTATIONS: During this time we are asking all “front-line” volunteers (i.e. Greeters, Ushers, Restroom Attendants) to wear masks and gloves when actively serving.

If you have your own mask we ask that you use the mask you have when coming on Sunday or any other subsequent service until guidelines change. If you do not have a mask, please let Blanca or Alissa know and we will provide one for you. We will also provide gloves for anyone we are requiring to wear them.

DUTIES AND RESPONSIBILITIES

GREETERS:

We are minimizing the allowable entrances of the main building to the east entrance, middle doors of the white foyer and last set of doors in the green foyer, closest to the old parking lot. We are asking all greeters manning these doors to be proactive in opening the door before anyone reaches the handle to minimize (if not completely eliminating) door handle contact from different people as they come in.

We will provide contactless/ sensor hand sanitizer stations by each entry, please direct everyone entering to use them before being seated in the sanctuary.

Once they enter the building, direct them to one of the ushers at the sanctuary entrances to find seating for them. If they have children with them, we have children’s classes available for ages 4-12 or grades pre-k to 7th grade as well as our youth who go to their class after our adult worship service.

For any parents with children under the age of 4 we have setup our Welcome Center with chairs spaced apart and the service playing on the television in that room for them to be more comfortable watching the service with their infants or toddlers.

USHERS:

All ushers actively going forward will need to wear masks and gloves. Especially when getting communion elements out of their box and putting them in the trays used to serve them.

Ushers will be responsible for seating all members as they arrive as orderly as possible. I am suggesting you begin seating people at the far end of the row, skipping 2 chairs between each family and working towards the opposite end. Spacing 1 row between a fully seated row.

END OF SERVICE: It is a habit of our members to crowd around Pastor Joe & Lety after service, please assist in keeping space in a reasonable manner to not create crowding around them. They have been made aware of this issue as well and are encouraging members to respect the physical distancing by maintaining elbow touches to replace handshakes or hugs.

MISSION SUNDAY & SPECIAL OFFERINGS

- For Mission Sunday offering or any guest speaker or added offerings we will not pass plates but place buckets at the front. Ushers will need to direct people as to when to go up row by row as to not create a back-up or crowd at the front alter.

RESTROOM ATTENDANTS

We are asking 2 People to man the door for each restroom. 1 person of the same gender assigned to each bathroom. Masks and gloves are required, the purpose is to avoid members having any contact with the door handle and avoiding any spread of germs. This person will also be sanitizing the sink handles between uses with bleach solution.

TRANSLATION DEPARTMENT

As we are aware that we have Spanish speaking members and there is a need for translation services to be provided. The translation booth is close quarters and there is not a quick remedy to change that setup. The person actively translating will not need a mask but the secondary person assisting will be required to wear a mask unless they are from the same household.

INFORMATION DESK

We do have an upcoming conference and also realize people may have general questions, for your own safety and security if you feel there is not enough space between the desk and people asking for assistance we recommend you wear a mask if you are working in this area.

GUARDIANS

Since guardians are able to maintain a safe distance to patrol the parking lot we are not requiring gloves and masks be worn. We will leave that decision to the discretion of the volunteers on duty in this department.

ADDITIONAL DEPARTMENT INFORMATION:

Please note that members are not required to wear masks, that is at their own discretion should they choose to do so. During this time, the Welcome Center and CrossReference bookstore will not be open.

We are asking if anyone is at high risk or sick (at the time we open our services) and unable to attend or volunteer please let Alissa or Blanca know as soon as possible.