

Admin Responsibility

- Make Face Mask available and have signage encouraging people to use them
- Keep supplies on hand; Face Masks, Sanitizer bottles and rags, Hand Sanitizing gel, gloves
- Place sanitizer right next to entrances and throughout the building.
- Signs will be put up encouraging best practices for Covid safety
 - Covid Safety guidelines
 - Closed rooms signs
 - Person health practices printed for services
- Doors will open 20 minutes before Service start times

Cleaning Teams

- Team members should wear gloves during cleaning
- Lock all doors of rooms upstairs and down stairs to limit access to area that will not be used.
- Check supplies of sanitizing wipes in areas where needed; bathrooms, stage, sanctuary
- Fill hand sanitizer gel bottles as needed.
- Surface areas to clean
- Hand rails, Doors & knobs from shoulders to knees
- Supply tables including edges
- Elevator room
- Spray down chairs
- Check for trash cans at entrances and throughout the building
- Block open front and back doors when facility is ready
- Fill out Facility Cleaning document

Usher Responsibilities

- Ushers meet and figure out social distancing seating
- Ushers will take attendance of who is attending each week to fulfill contact tracing guideline
- Layout envelopes/cards on every other chair
- No offering plates passed instruct congregation to place them in the back

Other Policies

- Worship Team members will clean their own stations; mics, stand, non-personal equipment
- No refreshments provided till further notice
- No communion in July (reevaluate in the future)
- We will continue to live stream services to accommodate members who are not ready to return to a public gathering