

Volunteer Training / Guidelines for LPC Worship Re-opening

July 30th, 2020 / FINAL

This document is developed for the safe Covid 19 LPC worship practices in accordance with the LPC Reopening Protocol approved by LPC Session, June 30th, 2020, which followed *The Presbyterian Church in Canada - Session Resource on Re-Opening Church Buildings* to inform of the risk reduction measures for any particular in-person gathering or activity.

- therefore at LPC, there must be strict adherence to these guidelines for all - whether there be 3 or 50.

All Volunteers' name & health in past 14 days to be recorded on attendance sheet before moving into position.

Preparing Building for Worship

- Both sides of main doors unlocked & propped open by first key holder to arrive by 9:15 AM
- Windows opened and patio door propped open
- Ceiling fans turned off

Minister /Musicians/Media Sound operators

- Arrive 30 minutes before congregants
- Sanitize hands & wear masks
- Minister & singer remove mask for speaking/singing
- Musicians/media sound designated operators to be in place seated with appropriate physical distancing, before congregants begin arriving ie **no to...ing & fro...ing**. All sound checks to be completed before congregants are seated
- Only designated musicians & media sound operators will clean the equipment
 - <https://www.pianocentre.ca/disinfecting-your-piano-corona-virus-covid-19-outbreak/>

Congregants Arrival Time

- LPC - 0945
- RCC- 1245

Greeter in Driveway/Front door - only entrance.

- Arrival time 9:30
- Sanitize hands

- Wear mask
- Put on gloves in order to dispense sanitizer on congregant's hands
- Check congregant name on the reserved list taped to a table outside front door - **sheet**

Clara

- Greeter use their own pen
- Direct congregant
 - To hold out hands to be sanitized.
 - Put on their mask
 - If congregant needs mask, use tongs to pick up mask
 - Wipe tongs after use with sani-wipes.
- Limit talking to Questionnaire as follows - table needed for questionnaire.
 - Any fever/cough/excessive sneezing in last 14 days
 - Travel in last 14 days
 - Bubble size (how wide is your contact circle)
 - Remind if symptoms appear after worship today - contact church administrator immediately. Church will close for a deep cleaning
 - Direct congregant to narthex maintaining physical distancing as marked on floor intervals as they proceed toward the sanctuary where the ushers will take over their direction to seating in pews.
 - When all who are registered have arrived and are seated; direct those who have preferred seating (chairs behind pews) when they may enter the narthex.Communication between greeter and ushers.

Usher

- Arrival time 9:30
- Sanitize hands
- Wear mask
- Physical distancing 2 metres
- Offering plates on entering or exiting
 - Remind congregant to use sanitizer after dropping offering into plate.
- Usher to direct each congregant as follows:
 - Remind people that while waiting to be directed to their seat they must remain 2 metres apart using the floor markings provided.
 - Remind all - that there is no preferred seating ie customary pew
 - **Exception** for those who are registered to sit on chairs behind pews and are seated last.
 - Both ushers sit on chairs behind pews.

- Entry
 - Usher people into southside pews using southside aisle
 - Usher people into northside pews using northside aisle
 - Start seating people in the front pew and work toward the rear
- Exit
 - Usher to direct people sitting in the southside pews to exit via southside aisle using patio door exit
 - Begin exiting the southside pews at the front pew and working your way back to the rear
 - Usher to direct the people sitting in the northside pews to exit via the north side aisle using the main exit doors
 - Begin exiting the northside pews at the rear pew and chairs if being used and working your way to the front
- All to wait until usher directs them that it is their turn to exit
- **NB - centre aisle to be kept clear for Minister, media/sound, musicians traffic**

Washroom Use - 2 metres distance to be maintained!

- Before service - before being ushered to seat.
 - and chairs if being used Use most direct route to washroom while maintaining 2 metres of distance from others as directed by usher
- During service
 - Ushers will sit on chair behind pews.
 - Congregant raise hand.
 - Those seated close to side aisles, wait for usher to direct to washroom & return to pew.
 - Those seated close to centre aisle, wait for usher to lift tape & direct to washroom & return to pew
- After service
 - Greeter or usher will direct to washroom.

Sanitizing

- Volunteers to wear gloves and masks and maintain 2 metres separation from one another while cleaning and sanitizing washrooms and all high touch areas in the sanctuary and the narthex
- Ceiling fans turned on when cleaning is complete



CleaningDisinfecting
_PublicSettings.pdf

- Post LPC

- Washrooms before and after the service. Narthex and sanctuary after the service.

- Areas to be cleaned
 - Pews
 - Media operator's table top and chair, light switches
 - Chancel - pulpit/door knobs
 - Music/sound equipment to be cleaned by operators
 - Narthex
 - Door table
 - Minister's office -
 - Dennis & Bill will be the only users & will sanitize Minister's office.
 - Administrator's office - REMINDER should not be necessary since only Clara should be entering that space.
 - Washrooms - All frequently used surfaces – light switches, taps, toilet flushers, toilet seat, sink counter

Sources: RevDHoward, NGueulette, TFowler, BFeick