

Usher Task List For COVID-19

June 18, 2020

Revision 0

We need to complete the following tasks:

I) Parking lot usher

- will maintain order among the household groups lining up to enter church and make sure that they maintain 2 meters distance between each other.

II) 2 Screeners

- will sit at 2 tables in the vestibule will collect and initial attendance registration forms. If a congregant 'fails' any question, they are to leave the church. (Congregants will be sent the forms by email and they are to fill out the forms, 1 per household group, prior to arriving at church. They are to hand their forms to the ushers who will screen them, initial them, and collect them into baskets.) Any parishioner who comes to church without a form will be given one and asked to fill it out outside of church so the people behind him are not held up while he fills out his form. If anyone doesn't comply, they can't come into the church. The entry doors are to be propped open during the entry period prior to the service so that entrants do not touch the doors. If an entrant does touch the door, then an usher will disinfect the part touched by the entrant.

- screeners will also collect donations into a donation basket at their table. They will also collect donations for votive candles in a separate basket and take order for how many candles that the faithful may request.

- the screeners will keep track of how many people have entered church and once that number is reached, or if it is time to start the service, the doors to the church are to be closed to any further entry for that service.

- once the entry phase is over, the screeners will deliver the donations and forms to the sacristy.

III) Interior ushers

- will guide each household group to the next available seating area. Seating will start from the east side of the church and proceed westward.

- if an elevator is used during entry time, it is to be disinfected afterward by an usher wearing mask and gloves after each use.

- congregants may not light votive candles. They may request an usher to light candle(s) for them and they may make their donation into the collection basket on the way out from church.

IV) During services

- ushers will make sure that congregants limit their movements. Children are not allowed outside of their household group seating area.

V) Distribution of Holy Communion

- ushers will maintain appropriate traffic flow of communicants from the pews up to where the priests will be distributing communion. Communicants in the pews will wait until the ushers invite them to get up and approach the priest. No lineups as in the past. **2 meters to be maintained between household groups**. The traffic will be one way. Communicants will leave the church at the exit doors (in the east corners of the nave of the church to the right and to the left of the iconostasis) immediately after receiving communion.

[this point is given for information only: - 2 small tables are needed which will be placed behind each priest/deacon distributing holy communion. Two bowls, 1 with clean and 1 with used spoons will be placed on either side of the table, with the chalice in the middle. The priest will take a host from the chalice onto his spoon, turn around and give it to the communicant. The point here is that this avoids the possibility that the communicant breathes pathogens onto the chalice. Afterward, the priest turns around and places the used spoon into the bowl for used spoons. During distribution, the priest will wear a mask.]

VI) After the service, the ushers will:

- inspect the church and all waste shall be collected and disposed of.

- disinfect all areas of the church. This includes doorhandles, the bannisters at the stairways exiting the church, all pews, and the washrooms. Foggers or sprayers will be provided for this purpose.

- after the pews have been wet for 5 minutes, the seat part of the pews will be dried by running a dry mop along the seat of the pews which will collect any residual liquid pooling at the lowest part of the seat.

- all cleaning personnel shall be supplied with masks and gloves.

- all barriers/markings shall be checked to ensure they are in good condition for the next service.

- all registration forms and list of clergy and ushers/volunteers shall be placed into a binder and kept in a location that safeguards the privacy of the information.