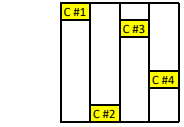
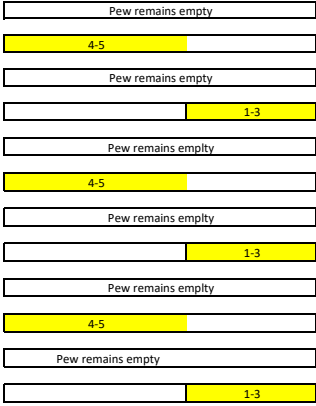


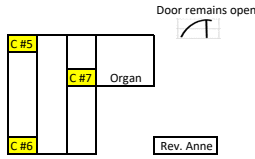
## Seating Chart Options



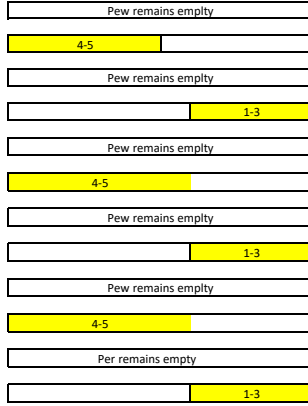
Door remains open



14-21 per side



Door remains open



14-21 per side



Doors remain open

Greeters assist with traffic flow and congregation seating. Also please chart where attendees are seated

- Notes: 32" between pews on main level. Pews are 13' long
- Lectern Side of Choir Loft: 36" between pews, pews are 9'5" long
- Organ side of choir loft: 33" between pews, pews are 8' long
- AC Units are on Main St. end of sanctuary
- Middle Aisle is 5'5" wide

## **Pre Service Action Steps**

Determine how often church services will be held; every Sunday/twice a month

Contact Cleaning Service to secure additional cleaning required

Order Facemasks/Hand Sanitizer/Disinfecting Wipes (see resource tab for websites)

Print CDC and health safety info/order plastic holders (easier to clean)

Print copy of seating chart for Greeters

### Prep Sanctuary, Parlor and Office areas:

1) Additional tables for wipes and sanitizers

\*\* easy to clean table coverings to protect anything wood

2) Additional trashcans with disposable liners

3) Remove church hymnals from pews (bulletins will contain all info)

4) Offering plates and church bulletins placed in Narthex

5) Place CDC information and safety measures in public areas

6) Communion Sundays- Portable wafers/juice placed in sanctuary prior to service or handed out by greeters

7) Place chairs in the Narthex for Greeters' Seating

8) Prop open front door

9) Put chair in front of door to choir office

10) Tape off pews - with decorative ribbon

11) Purchase, with approval of consistory additional audio/video equipment to film service for those not in attendance

12) Bluetooth connected speaker to provide audio of service in parlor

### Train Greeters on new protocols and best practices for positive reminders of required safe

1) Positions at front door and at rear of sanctuary

2) Temperature checks - made as blessings

3) Make sure masks are available

4) Invite guests to sign guest book in narthex

5) Invite seating from front pews to rear, and exiting from back pews to front

6) Direct people needing to use restrooms about which ones to use

7) Direct over-flow to Parlor

8) Provide security for offering plates

### Provide information on safety practices to all potential attendees prior to worship service,

1) Bring your own mask to worship

(For the first couple of weeks, we should have disposable masks available so we don't have to turn away anyone that shows up without one)

- 2) Be prepared to be seated by row, in single file, from front to rear; and excused by rows from the rear to the front
- 4) Only the sanctuary, parlor and parlor restrooms will be open.
- 5) Only the hall to the sanctuary and the parlor will be open.
- 6) The Water fountain will be off limits
- 7) Children under the age of 13 will need to be in the presence of a parent at all times, including trips to the restroom.
- 8) Maintain social distance of 6 feet at all times, including entering and leaving the church building using the Main Street entrance
- 9) Take your temperature Sunday morning before you come to worship
- 10) We will provide courtesy temperature checks
- 11) Please take care of yourself and others by remaining home if you do not feel well
- 12) If you happen to have a temperature we will ask you to go home.
- 13) Pastor to keep length of worship service to under 45 minutes

### Sign by Front Door

Do you have any of these COVID symptoms?

Fever, muscle aches, sore throat, nauseous, cough, shortness of breath, loss of taste and smell? If so, you might want to see your medical provider

Have you been in contact with anyone diagnosed with COVID?

### Greeter Tasks

1 Greeter in entry way, with mask and thermometer

1 Greeter at narthex, invite people to fill in from front to back, bulletins on pew offering plates would be there as well

Greeters will need to take into account and make exceptions for handicapped people: If people can't wear a mask for health reasons, we will ask them to sit toward the back on the far ends of the pews

Complete a chart of where people sat for our records should someone be present

## Safety Measures

- > Greeters assist with traffic flow/seating
- > Church is filled from front to back to insure social distancing
- > If choir is present to play bells, they enter via side door/if no choir the loft can be used for additional congregation
- > Rev. Anne and Emily access sanctuary via choir door
- > Facemasks to be worn at all times
  
- > Hand Sanitizer/ Wipes will be available on all pews and all entrances
- > Church Doors will be opened at 10:30 to allow additional time for seating
- > Single file exit by side 6' distance
- > Scripture reader remains at their pew to read
- > Any child under the age of 13 must be accompanied by an adult when leaving the sanctuary
- > Downstairs access restricted
- > No singing - music by Emily, Patty, hand bells, - read words of hymns
- > Consider options for how to deal with overflow crowd - laptop, overflow in Parlor, use YouTube?
- > Follow-up with people are turned away due to health concerns
- > If you need to use the restroom - exit to the rear. And no children without adults. Please provide space if you need to wait in line
- > Give some safety guidelines - restrooms, you will exit from the front pews to the rear pews
- > Greeters, or nurses, or people trained in CPR, Call medics, assists if someone takes ill.
- > Exit from back to front, find non-physical ways to show your love
- > Greeters fill in seating chart - a new one each Sunday

## **After-Service Actions**

Develop and utilize an After-Service Check list for Ushers and Re-gathering Task Force to complete after each service.

Make plans to correct any safety measures that were not practiced

Keep a list of all those in attendance and approximate location of their seating to be used in case of a notification of being COVID +

Cleaning service\* will clean on Mondays. Wipe off all surfaces that were touched from the time the church building was opened until it was closed

\*Consistory will need to approve this expenditure