

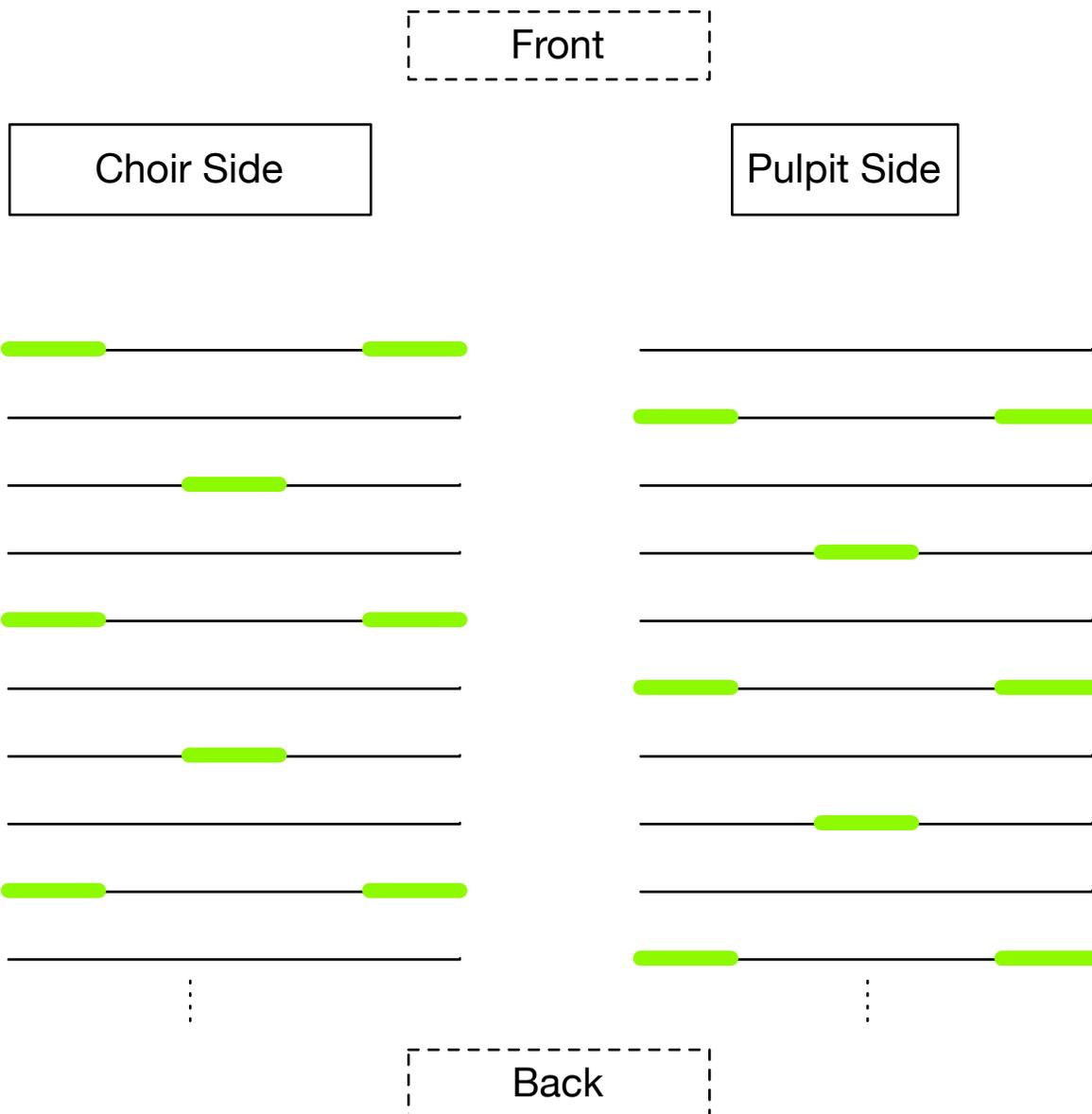
Reopening Guidelines for Ushers/Greeters

First Presbyterian Church — Conrad, MT

June 30, 2020

Thank you, as always, for being willing to greet, usher, and guide our worshippers as we gather again in person! We have a number of guidelines we're requesting you follow to minimize the spread of the virus. Use your best judgment for weather. We'd like not to have water blowing in the outside doors or windows.

1. As much as possible, please keep 6 feet of distance between you and any person that is not a member of your household. Please wear a mask and gloves.
2. Before worshipers arrive, please prop open the glass doors at the back of the narthex so that people can enter without touching the door. Also, please open the doors between the narthex and the sanctuary.
3. Also before people arrive, open the windows in the sanctuary.
4. As worshipers arrive, invite them to drop their offering in the plates in the narthex and to use hand sanitizer as they enter.
5. For worshipers who desire a bulletin, please hand them a bulletin rather than allowing them to grab their own (to minimize the hands that touch the bulletins).
6. Please allow worshippers to seat themselves but invite them to be seated according to the pattern below. There are signs on the pews to help designate whether the pew is intended for end, middle, or no seating.



Note that every other pew will be blocked. Individual pews are marked as black lines. Green boxes indicate where households can be seated. This pattern will repeat to the back of the sanctuary. If possible, larger households would best be seated in the middle of pews marked for one household.

For individuals who desire to sit in the balcony, allow them to seat themselves, but do invite them to use social distancing.

If we would run out of space, additional people can be placed in the choir loft with social distancing or in the main seating at your discretion while maximizing social distancing. You can, also, talk to Pastor Andy about activating the video and audio in the Fellowship Hall, which can be done rather quickly.

7. We will be projecting the liturgy, text for the hymns, scriptures readings, and other items necessary for the congregation. Bulletins are available for those who would prefer them.
8. If the weather allows and noise from outside is not too disruptive, you may leave the outside, glass doors open. Otherwise, after the Call to Worship, go ahead and close the outside, glass doors to the narthex, but do watch the door so that you can open it for latecomers. The doors between the sanctuary and narthex should be left open through worship.
9. Do not shake hands or hug but greet with words, a nod of the head, a smile (perhaps visible at the eye), and/or similar means.
10. If someone arrives without a mask, please offer one from the supply in the narthex. As with bulletins, hand one to them rather than having additional hands go through the supply.
11. During the hymn before the benediction, please open the outside, glass doors to the narthex.
12. The pastor will dismiss pews one-by-one from the back to the front. Please stand in the narthex and invite people to keep moving outside so that we can social distance and clear the sanctuary as quickly as possible.

In the very unlikely event a person begins to show COVID symptoms while at worship:

- I. Notify the pastor immediately (even during the sermon)
- II. If the person can transport themselves home or to the Pondera Medical Center (calling the center in advance), invite them to do so.
- III. If they cannot transport themselves, quarantine them in a bathroom downstairs or the “cry room” beside the narthex and notify the pastor immediately
 - A. Call EMS (911) to have them transported to the medical center
- IV. Move others away from areas that person has been and block or post notices to keep others out
- V. Do not clean or disinfect areas where the person had been. It is recommended infected areas be left for at least 24 hours before sanitization.
- VI. Note who may have been exposed (when possible) and give these names to the pastor for notification purposes. If you don’t know their names, take a photo of them if possible.