

## Inside Mass – Main Church

Entrance into Church using Main front doors except for parishioners needing handicapped accessibility who will use the side door/ramp.

Exit from Church using Side door/Ramp.

Entrance into Church from main front doors:

### **Usher 1**

Takes parishioner temperature and verifies that a mask is worn at first set of floor tape markers. If temperature is less than 100.1 parishioner will proceed to **Usher 2 or 3** to finish check in requirements. If temperature needs to be taken again parishioner can proceed to side of vestibule by confessional and wait to have temperature taken again. Any parishioner with temperature greater than 100.1 will be asked to leave.

### **Usher 2 and 3**

Completes check in requirements including hand sanitizing, COVID questions, contact information and if receiving communion or not. Parishioner proceeds to **Usher 4**

### **Usher 4**

Seats parishioner starting from the front of the church. The front pews on both sides will be reserved for handicapped parishioners. Fill the pews on both sides of a row before proceeding to the next row.

Entrance into Church from side door/ramp:

### **Usher 5**

Takes parishioner temperature and verifies that a mask is worn at first set of floor tape markers. If temperature is less than 100.1 parishioner will proceed to inside of church to finish check in requirements. If temperature needs to be taken again parishioner can proceed further into side entrance and wait to have temperature taken again. Any parishioner with temperature greater than 100.1 will be asked to leave.

Once temperature(s) have been taken, **Usher 5** will complete check in requirements including hand sanitizing, COVID questions, contact information and if receiving communion or not. Parishioner will then be seated in front pews by **Usher 5**

Communion and Exit from Church:

Parishioners will be asked to hand sanitize again before communion. There will be a table set out in front of altar.

Once mass is ended, Father will proceed to the side altar in front of the side door/ramp and distribute communion there. **Usher 1-5** can start dismissing parishioners from the front right-side pew (facing the altar) and then front left-side pew and so on.

Once all parishioners have left **Usher 1-5 or Cleaning Crew** can proceed to sanitize the church.

Sanitization of Church

Starting from the main front doors sanitize door handles, bathroom, and proceed to back most pews and kneelers and clean up to the side door/ramp door handle.

Sanitize thermometers, fill sanitizers, check to see masks are available

Sanitize altar with wand – done by lector, Father, and or cleaners

## Inside Mass – Church Hall

Entrance into Church Hall using Main front doors except for parishioners needing handicapped accessibility who will use the side door/ramp

Exit from Church Hall using Main front doors except for parishioners needing handicapped accessibility who will use the side door/ramp

Entrance into Church Hall from Main front doors:

### **Usher 1**

Takes parishioner temperature and verifies that a mask is worn at first set of floor tape markers. If temperature is less than 100.1 parishioner will proceed to **Usher 2 or 3** to finish check in requirements. If temperature needs to be taken again parishioner can proceed to the left most side of the entrance (by women bathroom) and wait to have temperature taken again. Any parishioner with temperature greater than 100.1 will be asked to leave.

### **Usher 2 and 3**

Completes check in requirements including hand sanitizing, COVID questions, contact information and if receiving communion or not. Parishioner proceeds up the stairs to **Usher 4**

### **Usher 4**

Seats parishioner starting from the front of the church hall near the stage. The front row will be reserved for handicapped parishioners. Fill the seats on both sides of a row before proceeding to the next row.

Entrance into Church Hall from side door/ramp:

### **Usher 5**

Takes parishioner temperature and verifies that a mask is worn at first set of floor tape markers. If temperature is less than 100.1 parishioner will proceed to inside of church hall to finish check in requirements. If temperature needs to be taken again parishioner can proceed further into side entrance and wait to have temperature taken again. Any parishioner with temperature greater than 100.1 will be asked to leave.

Once temperature(s) have been taken, **Usher 5** will complete check in requirements including hand sanitizing, COVID questions, contact information and if receiving communion or not. Parishioner will then be seated in front row near stage by **Usher 5**

Communion and Exit from Church Hall:

Parishioners will be asked to hand sanitize again before communion. There will be a table set out by the entrance to the hall (upstairs).

Once mass is ended, Father/Eucharistic Minister will proceed to the entrance to the hall (upstairs) and distribute communion there. **Usher 1-5** can start dismissing parishioners from the back right-side row (facing the stage) and then front left-side row and so on.

Once all parishioners have left **Usher 1-5 or Cleaning Crew** can proceed to sanitize the church hall.

Sanitization of Church Hall

Starting from the main front doors sanitize door handles, bathroom if used, stair railings, and proceed to back most rows to front rows and cleaning up to the side door/ramp door handle

Sanitize thermometers, fill sanitizers, check to see masks are available