

IMMANUEL LUTHERAN CHURCH ELCA
COVID-19
INDOOR WORSHIP USHER INSTRUCTIONS

Assignments and Tasks for Three Ushers:

Set-Up (Arrival 8AM Sunday/5:30PM Wednesday)

- Turn on Lights and fans/Unlock Doors
- Prop open sanctuary doors and leave open
- Ensure signs are in place (i.e., disclaimer, masks required, bathroom signs)
- Coat racks are unavailable
- Prop open doors and open windows throughout the worship service
- Hand sanitizing stand placed inside near the entry
- Check-in table for worshipers with
 - Extra Masks
 - Sign-up list on clipboard
 - Sign-in sheet and waiver for guests or additional people, if extra room is available
 - Sign-up list for a future service, if extra room is unavailable
 - Symptom screening questions
 - Extra clean pens and a container for used pens
 - Hand Sanitizer
 - Basket for offering
- Seating chart for ushers
- Usher Instructions
- Communion table set up with hand sanitizer, gloves, communion elements

Arrival Tasks

- **First usher greets and directs people as they enter (stand near or even behind glass doors).**
 - Ensure those above 2 years old are wearing a mask.
 - If they don't have one, offer a church mask.
 - If they don't want to wear masks, invite them to use the streaming worship services.
 - Ask worshippers to first sanitize hands at the hand sanitizing stand located inside the door.
 - Then, direct them to proceed to the check-in table.
 - Instruct them to keep coats with them. (The coat racks and shelves are unavailable).
- **Second usher at the check-in table**
 - Ask name(s) and symptom screening questions; then, check worshippers off on the Sign Up Genius list.
 - If anyone indicates that they are in quarantine, experiencing symptoms or awaiting COVID test results, they will be invited to use the streaming worship service.
 - If they aren't on the list and there is room, have them check-in by writing down their name and contact information with a clean pen and then place it in the used pen container.
 - If they aren't on the list and we don't have room, encourage them to sign up for a future service.
 - Direct worshippers to the third usher located at the entrance to the nave.
- **Third usher**
 - Use the nave seating chart to direct people to their assigned seat(s).
 - Children are welcome in worship, but the nursery is closed.

At Communion

- Assistant and pastor sanitize hands.
- Elements offered in prepackaged form. Separated into 3 choices (wine, juice, gluten free) on the tray.
- Assistant and pastor distribute to seated individuals.
- Worshippers receive communion as directed by Pastor.
- Worshippers dispose of wrappings in wastebasket located at exit aisles as they leave the sanctuary.

Dismissal

- One usher directs attendees on one side of the church to exit out the center aisle
- Second usher directs attendees on the other side of the church to exit out the center aisle after the first side has exited.

Bathrooms

- One person or family at a time, sign posted.
- 6 foot spacing while waiting in line with markings on the floor for 6 foot spacing.
- Sanitizer and waste basket located outside the bathroom doors.
- Signs posted to reinforce proper handwashing and to sanitize hands with the sanitizer before entering and after leaving the bathroom.

After Worship

- Turn in the attendance list to the office.