



MARKET STREET

United Methodist Church-ESVA

USHER DUTIES

Thank you for assisting!

At the welcome table in the Social Hall area, you will assist visitors to register:

There will be a list of those with reservations on the table to locate visitor's name and whether we have their health form. Please check off that they are present. If we don't have their form, please ask them the questions from the healthcare poster and indicate that you did ask those questions on the form.

The other assignment you may have is to take temperatures with a non-touching forehead thermometer.

Please invite visitors to use hand sanitizer from the wall dispenser or small dispenser on table.

Supplies needed are located on the cart next to the table if needed.

Once someone is fully registered, encourage them to follow the signs down the hallway to either the Assembly Room or the Sanctuary, wherever they would prefer to sit.

Before the beginning of the service, an usher will be stationed in the Assembly Room to assist with an elevator and using a chart provided, the usher will record where individuals are sitting in the Assembly Room. This will help us with tracking.

An usher upstairs in the Sanctuary will help folks find a seat and again record where individuals are sitting on the chart provided.

On Communion Sunday, the first Sunday of the month, we will provide the elements on a tray at the rear of the church. As a family leaves, each person will take a cup with them to their cars. The families will partake in the safety of their vehicle and dispose of properly at home.

When services have ended, we are asking the UPSTAIRS ushers to begin the cleaning process. Please put on the protective clothing gear and gloves and mask which will be located in the Alter Guild Room. Each week the spray bottles will also be there, filled and ready to use for sanitation. Take the spray bottle and lightly mist our pews and carpet, out the door and down the steps. Continue to spray the chairs in the Assembly Room. The sanitizer is safe for wood, fabric and carpet.

If someone has used the emergency rest room, please spray the toilet and sink areas and wipe door handles. We ask that the rails and welcome table area be wiped with Clorox wipes.

When finished, please remove your protective gear as follows: To properly remove PPE items: first remove the raincoat – rip or cut off and pull away from the body – not pull over your head, then remove gloves, then mask. Place in the garbage pail near the Social Hall as you remove each item. Please place that garbage pail in the dumpster as you leave.

9/4/2020 Updated