

### **Check-In Team (3 people)**

Two people will be assigned to the check-in table. One person will be assigned to the position inside the church. The Volunteer Sheet will indicate each person's assignment.

#### **Check-In Table**

1. Pick up check-in bin in the church and take it to the check-in table. The bin will have 2 infrared thermometers, clipboard with a check in list, hand sanitizer & paper towels.
2. Pick up a set of gloves and face protector. Gloves and face protector must be worn when at the check-in table. Face protectors are assigned to each individual and are to be kept in the assigned bag hanging on the wall with your name on it.
3. The set-up team will place the table and garbage can at the foot of the stairs.
4. Check-in begins at 9:30 am.
5. Take the temperature of all people entering the church. Anyone with a temperature of 100.4 will not be allowed to enter.
6. All people must wear a face mask and children 2 years and older. We will have a limited number of masks available for anyone who needs one. If someone refuses to wear a mask a will not leave find a staff member and they will handle the situation.
7. Ask for their last name and check the family off on the check-in sheet. If there is a change to the number of people in attendance update the sheet.
8. If someone shows up without a registration form they must wait to see if there are any no-shows. If there are they may be seated. Record their information on the check-in sheet including email address and/or phone #.
9. If someone needs access to the handicap entrance please escort them to and through the handicap ramp.
10. The check-in station closes at 9:55 am. No one should be admitted into the church once the live-stream begins.
11. One person will keep the check-in bin with them through Mass. Once Mass is over, place the check-in sheet on Cathy's desk by the piano. Give both thermometers to Carrie at the volunteer table, she will disinfect them and return them to the bin. Place the bin and clipboard in the storage room.
12. Following Mass place your personal face shield in the storage bag with your name.

## **Check-In – Direct People Inside Church**

This person will be stationed at the glass doors inside the church.

### **Before Mass:**

1. Pick up a clipboard with a copy of the seating chart from the check-in bin.
2. Make sure each person uses hand sanitizer before they enter the main body of the church.
3. Have people wait at the doors until an usher is ready to direct them to their seat.
4. Maintain proper spacing in the vestibule, there should be no visiting or lingering in the vestibule. Once people enter the church they must remain in their seats.
5. The votive candles are not available for private prayer on Sunday's.

### **At end of Mass:**

1. Before the end of Mass place the collection basket(s) next to the table with the bulletins.
2. At the end of Mass direct people seated in C & D seating (center aisle) to exit the church using the Main Doors. Start with the back pews and move down the aisle. Wait until each group is in the vestibule before dismissing the next group. Maintain proper distancing.
3. After Mass dispose of all paper on the clipboard.
4. Place clipboard in check-in bin in the storage room.