

# H.U.G. Team for Sunday Worship

7/31/20

## 1. **H** Health Screener

- a. Arrives no later than 9:30 a.m. Checks all staff and volunteers first and then, when **U**sher and **G**reeter are in place, opens to check visitors.
- b. Performs health screening to include temperature check with infrared thermometer and verbally going over questions for yes/no answers for all staff, volunteers and guests.
- c. If anyone answers “Yes” then they must be asked to leave to seek appropriate attention or to self-quarantine.
- d. Keeps count of attendees, not to exceed 62 in total.
- e. Have each individual (adult/parent for child) complete a waiver if indicated on spreadsheet there is none on file.
- f. If someone is attending who has not signed up in advance, have them complete a waiver form (even if they said they have completed one already) since the existence of one cannot be confirmed at that moment.
- g. Leaves all paperwork on table for Church Administrator to pick up on Monday.

## 2. **U**sher

- a. Arrives no later than 9:30 a.m.
- b. Ensures all staff, volunteers and visitors use the hand sanitizing station. immediately following the health screening check. If they refuse, they must exit the sanctuary immediately.
- c. Checks to make sure mask is being worn correctly.
- d. Walk each person/group to a pew keeping them distanced as much as possible due to attendance on that given Sunday.
- e. Assists during service with escorting visitors out of the sanctuary to use the restroom (The Link) and monitors traffic. When visitor reenters guide them to the hand sanitizing station before retaking their seat.
- f. Continuously surveys sanctuary to make sure all attending are in compliance with proper mask wearing and social distancing as well any displays of acute symptoms (ie. coughing fit, multiple sneezes). Approach visitor(s) not in compliance to correct. If visitor(s) refuses, escort immediately out of the building.
- g. Assists during service is someone becomes ill. If they are unable to leave the property immediately, escort them to the Sick Room located in The Link, where they can stay until someone can take them home.
- h. In an emergency, designate someone to call 911 and if needed retrieve the AED unit from the foyer of the Nurture Center
- i. Dismisses visitors out of the sanctuary, one pew at a time (from back to front) at the end of the service.

### 3. Greeter

- a. Arrives no later than 9:15 a.m.
- b. Ensures all staff and volunteers see Health Screener for check-in.
- c. Ensures all visitors maintain social distancing while waiting in line for check-in.
- d. Visually examines all staff and visitors for acute signs of sickness (ie. Coughing, glassy eyes, shortness of breath).
- e. Ensures all staff and visitors are wearing a mask and that fully covers nose and mouth area. Offers disposable masks to those who need them. Does not allow entry who refuses to put one on.
- f. Continuously surveys sanctuary to make sure all attending are in compliance with proper mask wearing and social distancing as well any displays of acute symptoms (ie. coughing fit, multiple sneezes). Approach visitor(s) not in compliance to correct. If visitor(s) refuses, escort immediately out of the building.
- g. Assists during service with escorting visitors out of the sanctuary to use the restroom (The Link) and monitors traffic. When visitor reenters guide them to the hand sanitizing station before retaking their seat.
- h. Assists during service is someone becomes ill. If they are unable to leave the property immediately, escort them to the Sick Room located in The Link, where they can stay until someone can take them home.
- i. In an emergency, designate someone to call 911 and if needed retrieve the AED unit from the foyer of the Nurture Center.
- j. Dismisses visitors out of the sanctuary, one pew at a time (from back to front) at the end of the service.

### 4. Building Monitor – can be combined with another volunteer description

- a. Arrives prior to 9:30 to unlock the sanctuary.
  - i. Opens all doors, windows and start all window fans.
  - ii. At end of service, ensures all fans and any other equipment is unplugged per Hillsborough Fire Code.
  - iii. Closes all windows.
  - iv. Turns off all lights.
  - v. Securely closes both side doors.
  - vi. Locks center door.
- b. Arrives prior to 9:30 a.m. to unlock The Link.
  - i. Turns on lights, closes both room doors (Sick Room) and opens door to bathroom, turning light on.
  - ii. Turns off all lights and opens Sick Room doors.
  - iii. Makes sure both exterior doors are securely closed and locked at the end of worship.