* Ushers arrive an hour in advance to prepare for the worship service.
* Rear doors to the Parish House are locked and signs are posted directing worshippers to enter the Parish House through the front door only.
* While maintaining social distancing and wearing masks, ushers move entry tables, music stands and any other necessary equipment into the hall and to the Parish House front entrance.
* Ushers disinfect chairs and other high-touch surfaces with EPA-CDC approved disinfectant. Ushers also place a chair and music stand 6’ in front of the piano for use by the rector as he leads worship. Ushers place a chair next to the piano bench for use by the music director.
* Ushers set up the entry tables at the front entrance of the Parish House (on the porch) and at the interior entry to the hall. Ushers place hand sanitizer and basket of masks on the front entrance table, also noncontact thermometer. Paper service bulletins, a sign-in sheet and the offertory plate are placed on the interior table leading into the hall.
* Ushers put up signs on both tables with instructions for worshippers (e.g., “Masks must be worn at all times,” “Please observe social distancing,” “No congregating in parking lot,” etc.).
* Ushers put recycling bin for used bulletins next to the side exit in the hall where all worshippers must exit.
* Ushers crack 2-3 windows and prop open doors to help improve ventilation in the hall.
* Twenty minutes before the service begins, ushers are in place at both entry tables. Ushers ask worshippers to stand in line, maintaining social distancing as aided by the marked locations. Ushers ask each worshipper in turn at the front entry door to use hand sanitizer and to put on a mask (if not already on). Ushers ask each worshipper in turn at the interior door to the parish house to sign in and take a service bulletin. Ushers assign seats to worshippers, one household at a time, using the seat assignment system while maintaining social distancing. Seats will be filled from the front to the back of each section.
* At the conclusion of the service, the rector asks worshippers to proceed directly to their cars or to walk away from church property while remaining masked and maintaining social distancing.
* Ushers ensure that worshippers exit starting from the section that is closest to the side exit in the hall so that social distancing can be maintained at all times. Ushers ask worshippers to place their service bulletins in the recycling bin as they leave.
* After all worshippers have left the hall, ushers pick up and store remaining masks, hand sanitizer and recycling bins with used service bulletins.
* Chairs, tables and music stands are wiped with disinfectant before being moved back into storage; other high touch surfaces are also disinfected.