

# **Instructions for Attendant and Cleaner Volunteers**

**Please arrive at church 30 minutes prior to Mass**

## **Prior to Arrival, please:**

- Make sure to bring your own mask; masks are required on church property
- Wear red/red top if you have that color (for Pentecost); it makes us visible as volunteers.

## **Arrival:**

- Please arrive 30 minutes prior to Mass
- Check-In at the Handicap entrance of the church
- Receive lanyard (and gloves if you want them; but you may not wear them during Communion.)
- Review your assignment
- Learn where you will sit during Mass

## **Attendant Assignments (refer to the maps on the following pages):**

- The Church will open 15 minutes ahead of Mass
- Doors will close on the hour when Mass begins. We do not intend to seat anyone at that point.
- See diagrams for each church for seating / communion / exit flows
- Once all parishioners have exited the building, Attendants may depart.

## **Attendants A & B**

These Attendants will be stationed outside during Arrival:

- Attendant A will be responsible for redirecting parishioners toward the Handicap entrance, to stand in line. The main entrances of both churches will be closed, with signs directing parishioners to the Handicap entrance.
- Attendant B will talk to people in line waiting to enter and explain what to expect once they are inside the building. In addition, they will make certain that everyone has a mask.
- Both will keep an eye on family groups, to help alert the inside seating Attendants and help maximize seating (although we do not anticipate large crowds at our opening weekend.)
- Attendants A & B will return to the outside of the church at Departure, to wish everyone well and move them along to their vehicles.

## **Attendant C**

- This Attendant will be stationed inside at the handicap entrance during Arrival, and will direct people to an available Attendant in the center aisle who will escort parishioners to their seats.
- Attendant C will be seated near the Handicap entrance, and will stand near that entrance during Communion, should anyone need assistance
- Attendant C will direct parishioners out of the church at Departure and will also keep an eye on the **Offertory Basket**, and close up the bag when everyone has filed out of the church. There will be Offertory baskets at each Entrance/Exit. We will provide specific instructions on site as to the Attendant that will bring the bags to the Safe in each church.

## **Attendants D & E**

- These attendants stand at the head of the center aisle during Arrival, and escort attendees to open pews/marked seats.
- Attendants D & E will be seated near the rear of the church, and will assist during Communion, should anyone need direction. See diagram.
- Attendants D & E will direct parishioners out of the church at Departure. See diagram.

## **Attendants F & G**

- These attendants will be floaters during Arrival, to make sure people are not violating social distancing rules or other protocols designed to keep everyone safe (sitting or congregating too closely/in areas where they're not supposed to be, etc.)
- Attendant F will direct Communion flow – directing row by row for attendees to receive Communion.
- Attendant G will be seated near the rear of the church, and will stand near that entrance during Communion, should anyone need assistance
- Attendant F or G will direct parishioners out of the church at Departure and will also keep an eye on the **Offertory Basket**, and close up the bag when everyone has filed out of the church. There will be Offertory baskets at each Entrance/Exit. We will provide specific instructions on site as to the Attendant that will bring the bags to the safe in each church.

## **Instructions for Cleaning Volunteers**

**Please arrive at church 30 minutes prior to Mass**

### **Prior to Arrival, please:**

- Review the "cleaning" Video (Link is below)
- Make sure to bring your own mask; masks are required on church property
- Wear red/red top if you have that color in your wardrobe. It's Pentecost, and it makes us more visible as volunteers
- if you choose to wear gloves – you may bring your own, but we do have gloves available. You may not wear them during Communion

### **Arrival:**

- Please arrive 30 minutes prior to Mass
- Check-In at the Handicap entrance of the church
  - Receive lanyard
  - Receive gloves for cleaning
  - Review your assignment
  - Learn where you will sit during Mass (Cleaning team members will sit in Choir Loft for Mass)

### **After Mass:**

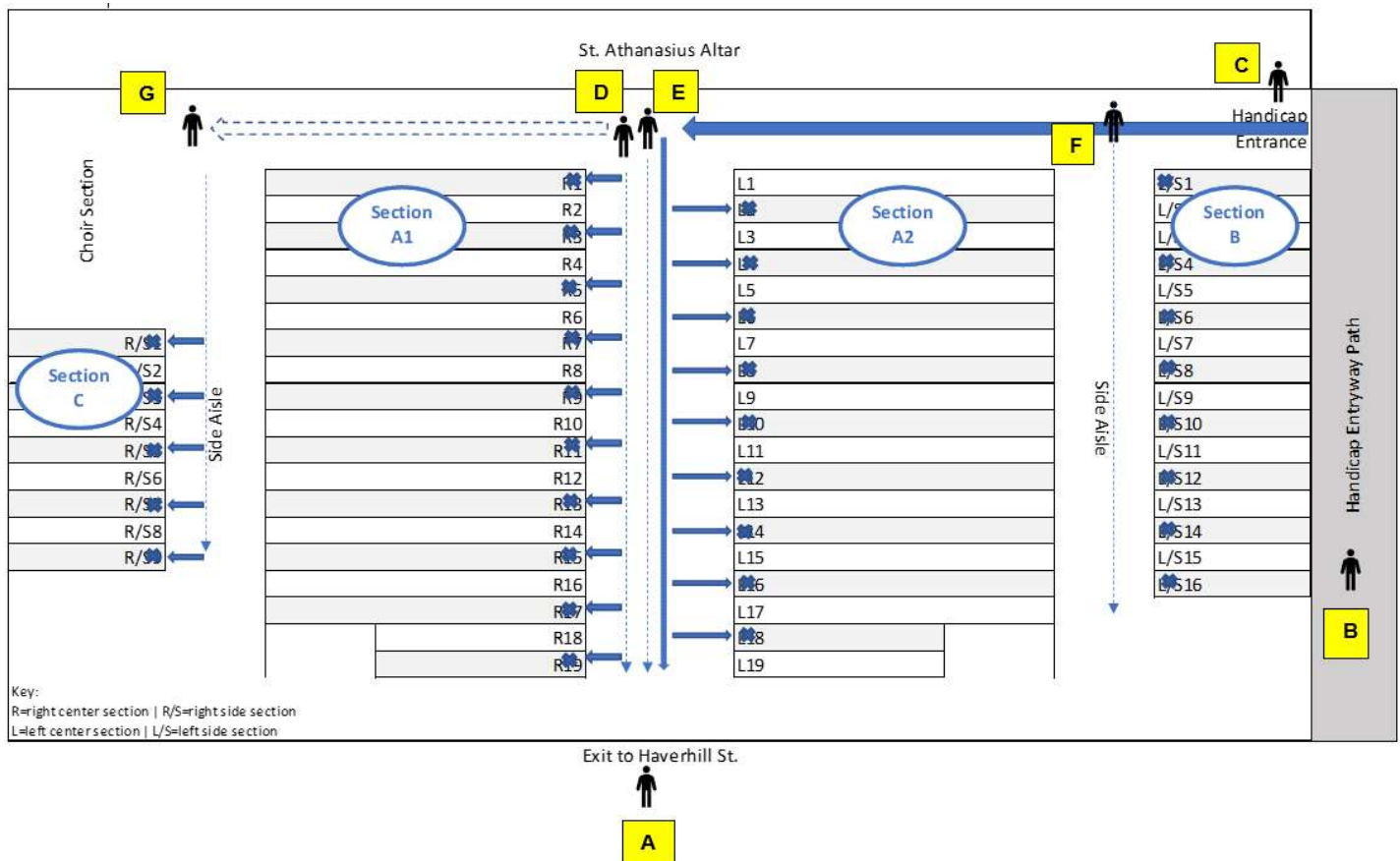
- After the Assembly has left the Church you will be given cleaning products
- Gloves should be worn at this time
- Cleaners will proceed to their assigned areas for cleaning
- Disinfectant should be first applied to cloth then swiping in one direction, pew areas shall be wiped down
- All used Rags should be disposed of in the provided trash bin
- Once you have cleaned your designated area, please dispose of gloves in trash bin, sanitize hands and leave the Church
- Video - <https://rcabrisk.org/2020/05/22/covid-19-church-cleaning-video/>

# Entry/Seating @ St. Athanasius

Attendants are coded in yellow

The seating approach at St. Athanasius is as follows:

- **Attendant C** will stand just inside the door will direct the person/family to an Attendant standing in front of the altar at the middle aisle
- **Attendant D or E** will escort the person/family to a pew via the middle aisles (Sections A1 & A2) of the church.
- **Attendant D or E** will greet and escort the next person/family to a pew while the first Attendant returns to the receiving spot to escort the next person/family
- The church will be filled from front to back with left/right distribution so that attendees are balanced throughout church
- **Attendants F&G** are “floaters” during this process, and will assist where needed. They are posted in the side aisles, and once the main middle sections (A1 & A2) are filled, the Attendants will then escort attendees to the open pews in Section B and then the pews in Section C
- **Note:**
  - The handicap pew is reserved for handicap parishioners only
  - The church will be filled from front to back with left/right distribution so that attendees are balanced throughout church
  - **Once the church is filled no one else will be allowed in the building**

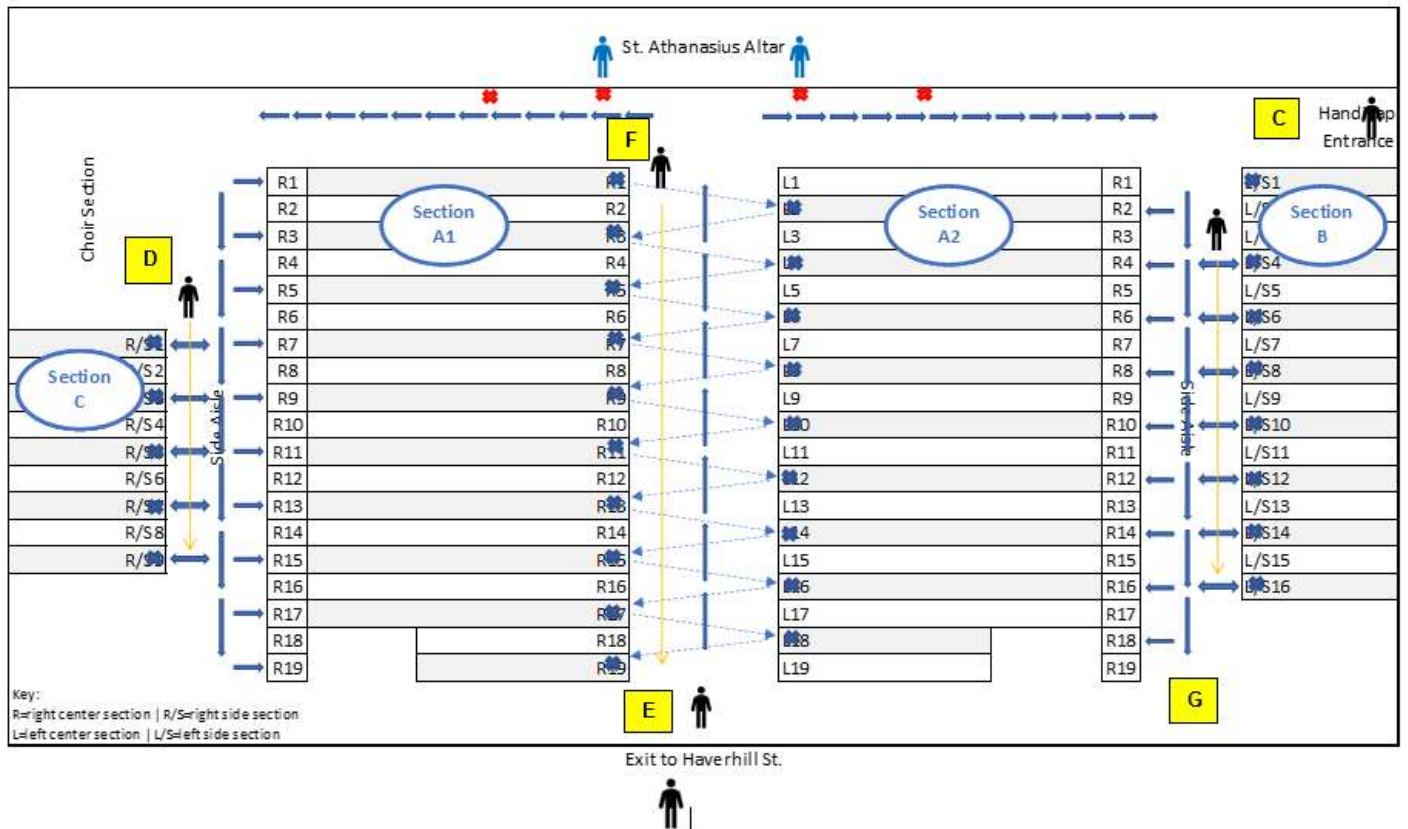


## Communion flow @ St. Athanasius

Attendants are coded in yellow

- Members will be directed row by row, single file down the Center Aisle and return by the side Aisle. Maintaining six feet of safe distancing.
- All members will process forward at the time of Communion, those not receiving Communion may cross their arms and receive a blessing. In this way, everyone will maintain their position in the pew and no one will have to climb over anyone else.
- The Communion flow will be conducted as follows:
  - Attendant F** in the center aisle will ask each row, in a back-and-forth progression, to come up for Communion. Attendees who choose not to receive will be asked to step out of the pews to let others exit and will then be asked to sit in the position(s) closest to the center aisle. If there are attendees in Section B and C, then they will cross the aisle and go up for Communion with those in Sections A1 and A2 respectively and then return to their section pews via the side aisle
  - Attendees will receive Communion at the respective Communion stations and then return to their pews via the side aisles. **Attendant C** (on left – as viewed from Altar) and **Attendant D** (on right) will stand ready to assist/direct if needed. **Attendants E and G** may stand at rear of the church to assist if needed.
  - This will continue until all attendees have received Communion or blessing
  - Attendants and Cleaning Team will then process for Communion.**

See diagram



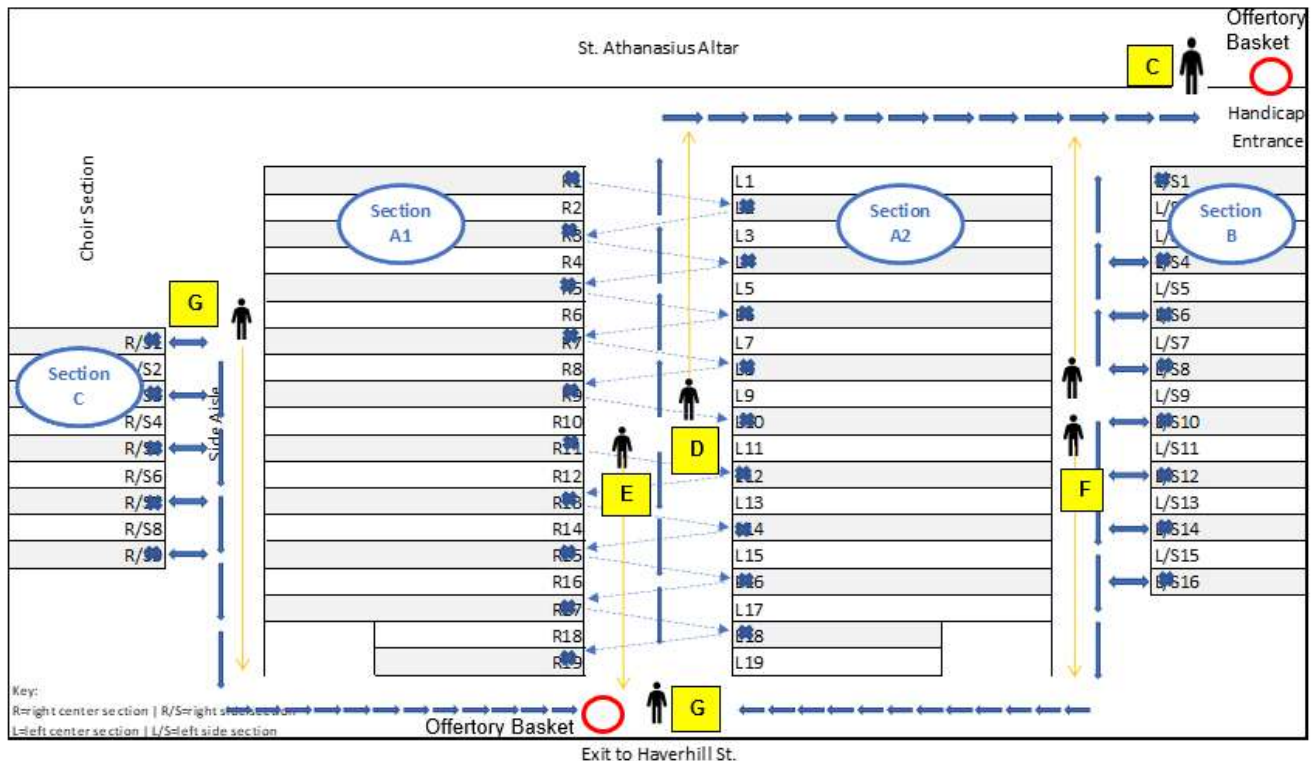
## Exit flow @ St. Athanasius

Attendants are coded in yellow

The exit flow is:

- **Attendants A & B** will return outside and wish everyone well as they depart, and go directly to their vehicles.
- **Attendant C** will help direct the front half of Section B to exit via the handicap entrance row-by-row and keep an eye on the **Offertory Basket**, sealing the bag when everyone has filed out of the church. There will be Offertory baskets at each Entrance/Exit. We will provide specific instructions on site as to the Attendant that will bring the bags to the Safe in each church.
- **Attendants D & E** will be in the center aisle and will direct attendees by pews to exit the church either by the Handicap entrance or the Haverhill Street entrance in order to quickly empty the church so that the volunteer crew can clean the church and prep it for the next Mass
- **Attendant F** will direct the back half of Section B to exit via the Haverhill Street entrance.
- **Attendant G** will direct Section C to exit via the Haverhill Street entrance row-by-row and keep an eye on the **Offertory Basket**, sealing the bag when everyone has filed out of the church. There will be Offertory baskets at each Entrance/Exit. We will provide specific instructions on site as to the Attendant that will bring the bags to the Safe in each church.

See diagram



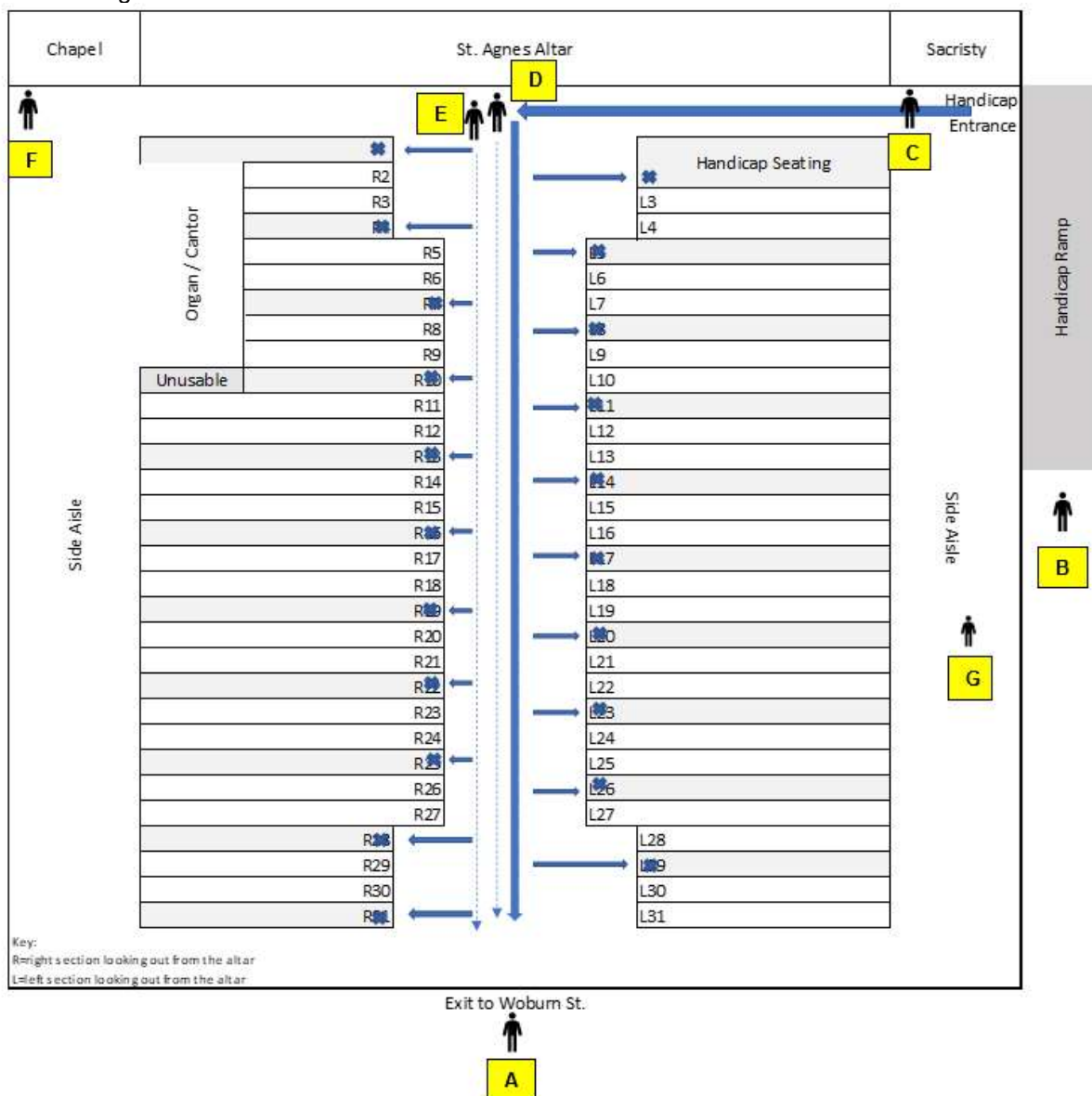
# Entry/Seating @ St. Agnes

Attendants are coded in yellow

The seating approach at St. Agnes is as follows:

- **Attendant C** stands just inside the door will direct the person/family to **Attendants D & E**, standing in front of the altar at the middle aisle
- **Attendant D or E** will escort the person/family to a pew via the middle aisle of the church and ask that person/family to move to a "seat" marked on the pew
- **Attendant D or E** will greet and escort the next person/family to a pew while the first Attendant returns to the receiving spot to escort the next person/family.
- **Attendants F&G** are "floaters" during this process, and will assist where needed. They are posted in the side aisles.
- **Note:**
  - The handicap pew is reserved for handicap parishioners only
  - The church will be filled from front to back with left/right distribution so that attendees are balanced throughout church
  - **Once the church is filled no one else will be allowed in the building**

See diagram





## Communion flow @ St. Agnes

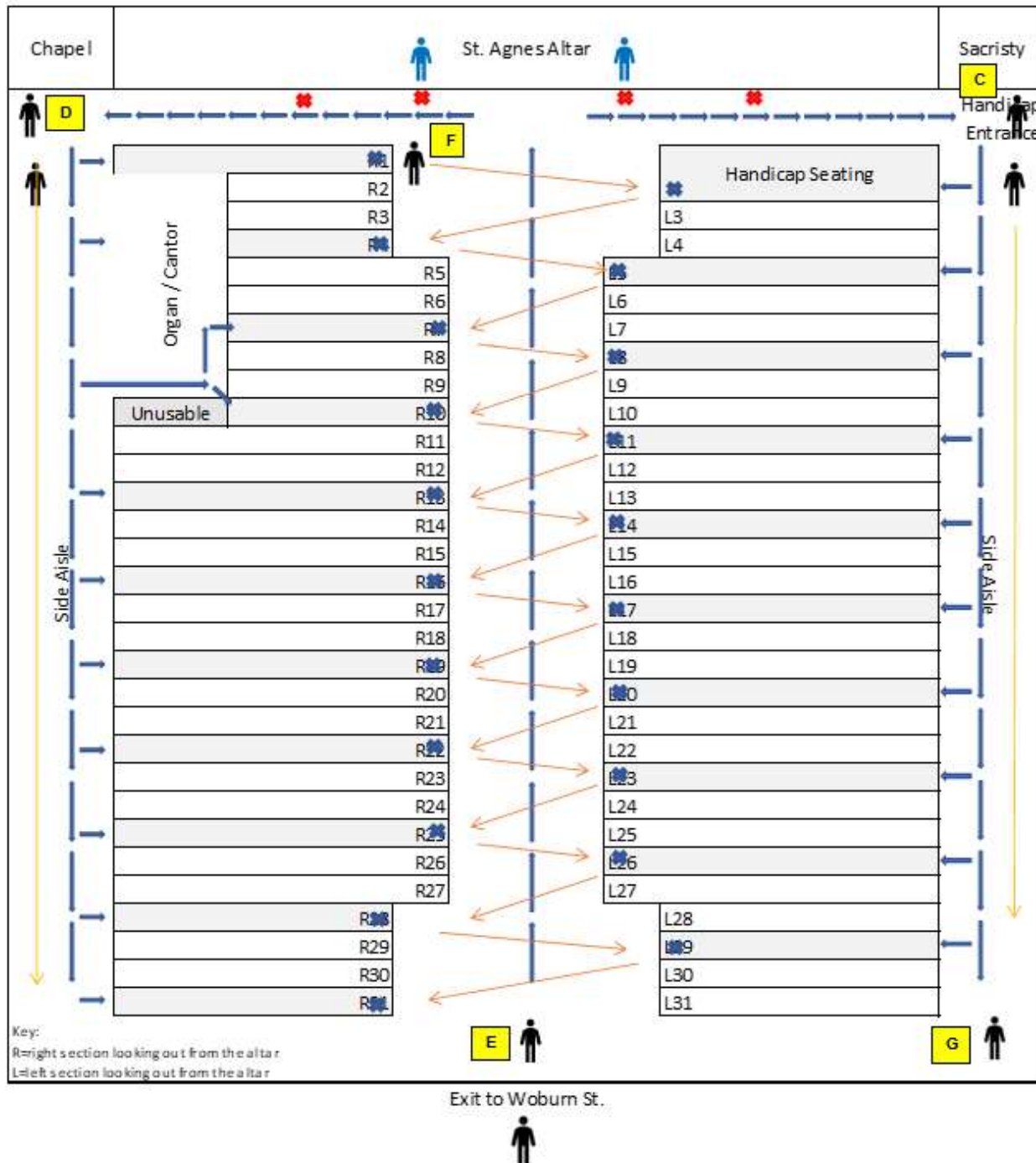
Attendants are coded in yellow

- Members will be directed row by row, single file down the Center Aisle and return by the side Aisle. Maintaining six feet of safe distancing.
- All members will process forward at the time of Communion, those not receiving Communion may cross their arms and receive a blessing. In this way, everyone will maintain their position in the pew and no one will have to climb over anyone else.

The Communion flow will be conducted as follows:

- Attendant F** will move to the center aisle will ask each row, in a back-and-forth progression, to come up for Communion. Attendees who choose not to receive will be asked to process with the others in their pew so that no one must climb over anyone.
- Attendees will receive Communion at the respective Communion stations and then return to their pews via the side aisles. **Attendant C** (on left as viewed from Altar) and **Attendant D** (on right) will stand ready to assist/direct if needed. **Attendants E and G** may stand at rear of the church to assist if needed.
- This will continue until all attendees have received Communion or blessing
- Attendants and Cleaners will process forward to receive Communion at this time.**

See diagram



## Exit flow @ St. Agnes

Attendants are coded in yellow

The exit flow is:

- **Attendants A & B** will return outside and wish everyone well as they depart, and go directly to their vehicles.
- **Attendant C** will keep members moving out of the church, and keep an eye on the **Offertory Basket**, sealing the bag when everyone has filed out of the church. There will be Offertory baskets at each Entrance/Exit. We will provide specific instructions on site as to the Attendant that will bring the bags to the Safe in each church.
- **Attendants D & E** will be in the center aisle and will direct attendees pew by pew (see diagram) to exit the church either by the handicap entrance or the Woburn Street entrance in order to quickly empty the church so that the volunteer crew can clean the church and prep it for the next Mass.
- **Attendant F and G** will keep members moving out of the church, and **Attendant F or G** keep an eye on the **Offertory Basket**, sealing the bag when everyone has filed out of the church. There will be Offertory baskets at each Entrance/Exit. We will provide specific instructions on site as to the Attendant that will bring the bags to the safe in each church.

See diagram

