**JOB GUIDELINES – SUNDAY MORNING GREETERS**

**Greeters (4 Needed Each Sunday)**:

**Please arrive by 8:20 a.m. for the first 9:00 a.m. service; and 10:20 a.m. for the second 11:00 a.m. service.** We need to set up the Greeter Carts inside the two entrances at the front and rear parking lots. (Greeter Carts are kept in the church office), set up the magnetized ribbons to separate the rows in the sanctuary and decide who will clean the bathrooms.

Coverage at both doors needs to be resumed immediately following the first service for those coming in for **Discipleship Hour at 10:00 a.m.** Greeters for the first service need to remain on station (if you are only greeting for the first service) until the greeters for the second service relieve you at 10:20 a.m. If you have signed up to greet for the second service only, please arrive promptly at 10:20 a.m. or sooner in order to relieve the first shift of greeters.

**Safety Gear:** Mask & Gloves. Please wear your own mask if possible. Disposable gloves (and paper masks if needed) are on the carts.

**Setup:**

Place one cart just inside of each of the **two main entrances** from the parking lot into the church. (The entrance by the offices will **not** be used on Sunday mornings.) One person will take temperatures and ask the appropriate COVID-related questions, the other will hand out the bulletins, etc.

**Procedure:**

Upon arrival, install the magnetized ribbons on the rows in the sanctuary, blocking off every other row. The ribbons are on a cookie sheet in the kitchen. The rows on the left side should be offset from the rows on the right side.

Immediately following the end of the first service, switch the magnetized ribbons to block off the rows that were used for the first service.

Immediately following the end of the second service, remove the magnetized ribbons and place them on the cookie sheet back in the kitchen.

**The First Person at each cart:**

- Remind people as they enter- mask up, sanitize, and practice social-distancing. 😊

- Take temperature of each person entering. A temperature of 99.9 or less is acceptable. Any person with a temperature of 100.0 or higher will have to be asked to leave.

- Ask the following COVID-related screening questions:

1) To the best of your knowledge, have you been exposed to anyone with COVID?

2) Have you traveled outside of New York State? If yes, where?

3) If yes, have you quarantined or been tested negative for COVID?

As long as they answer ‘NO’ to question 1 and ‘YES’ to question 3, they can proceed into the church.

**The Second Person at each cart:**

Hand out weekly Bulletin

Hand out children’s activity page, based on age group, -and crayons if requested

Hand out a visitor’s packet to any visitors

Hand out communion cups on Communion Sundays

Hand out a church directory only if asked for one

***\*Please stay at your station until 9:15 for the first service and then return immediately following the end of the first service as discussed above; arrange for one person to switch the magnetized ribbons in the sanctuary.***

***Please stay at your station until 11:15 for the second service; remove the magnetized ribbons from the sanctuary immediately following the end of the second service; return carts to the office after the second service.***

**Bathroom Attendant (1 Needed Each Sunday)**:

**Effective November 8, 2020, the bathroom cleaning will be performed by one or more of the Greeters.**

**Please arrive by 8:20 a.m. for the first service and 10:20 a.m. for the second service** **to prepare the cleaning solution**. Please plan to stay one half hour after the second service or until all people have left, whichever comes first, in case anyone needs to use the bathrooms after the service ends.

**Safety Gear:** Gloves and Mask. (Disposable gloves are provided; or you may bring your own rubber gloves. If you don’t have your own mask, there are disposable masks available on the shelf just inside the door of the church office.)

\*Wear clothes that you won’t mind getting bleach on!

**Setup:** Go into the kitchen prior to the start of the first service and prepare the bleach solution as per the instructions. All supplies needed are in -or near- a yellow tote bag on the counter.

**Bleach Solution Instructions--**

Fill a spray bottle with 16 oz. of room temperature/tap water. Add two teaspoons bleach.

There should be a blue bucket on the counter with a roll of paper towels. Add the bleach solution bottle to the kit and you are ready to go!

\*Prop open the bathroom doors and tape the light and fan switches into the “on” position. (Blue masking tape should be found with the other supplies.)

The doors can remain open unless someone is concerned about privacy.

**Disinfecting Procedure:**

**The bathrooms will need to be cleaned:**

 **1) Prior to the start of the first service**

 **2) Between the first and second services**

 **3) One half hour after the second service ends**

**After each bathroom use, please enter the bathroom and proceed to**

 **do the following:**

**-Wear gloves!**

**-Spray solution onto paper towel; spray frequently.** **Use another towel**

 **if needed.**

**-Wipe all touch points, this includes:**

**\*door handles on both sides of the door and edge of door, if the door**

 **has been closed during use.**

**\* sink handles, spout, and sink top.**

**\* door handles and edge of the toilet stall door.**

**\* grab handle next to the toilet.**

**\* Clean the toilet as follows:**

**- Wipe the flusher handle first**

**- Wipe both sides of the bowl seat**

**- Wipe the ceramic rim of the bowl, if needed**

**\* Spray and wipe the urinal handle and ceramic rim of the urinal**

 **in the men’s room.**

**-Throw away paper towel(s).**

***\*When finished with all cleaning after the second service, please empty and rinse out the spray bottle.*** *(The bleach solution is only effective for disinfecting for 24 hours.)*