

## Notice to staff and volunteers of French River Lutheran Church:

### Additional duties required of staff and volunteers during COVID – FRLC

#### General: Staff/Meetings

##### **Staff:**

- Staff are responsible for sanitizing any door handles or other surfaces they touch that would come into contact with others. (Door handles, countertops, restrooms, etc.)
- Ensure you maintain 6' of distance and wear a mask if interacting with other people.
- All staff are required to follow the most current COVID Preparedness Plan set forth by FRLC Council.

##### **Meetings:**

- All participants are required to wear a mask and maintain 6' of distance with one another.
- Room capacities reduced to ensure social distancing are as follows:
  - Fireside Room 6 people per meeting
  - Sunday School Room 4 persons per meeting
  - Fellowship Hall 24 persons per meeting
  - Narthex 32 persons per meeting
  - Sanctuary bump out area 18 persons per meeting
  - Choir loft 8 persons in pews and 1 organist
  - Sanctuary 56 persons in pews (avg. based on 4 persons per pew) Max one household per pew
- All groups must follow social distancing guidelines.
- Outdoor meetings are encouraged, weather permitting.

#### Custodial Duties

- Custodian needs to make sure that hand sanitizer station is well supplied at both entrances to the church at all times. Communicate with a Property Committee member to order supplies as needed.
- Extra care must be taken to sanitize all door handles, light switches, coffee pots, etc.
- Note that virus is alive on surfaces two days. If there is funeral or other service within 2 days of worship or other service, all surfaces that are used need to be sanitized prior to the following service/event.
- Ensure all bathrooms are cleaned and sanitized before and after service.

#### Altar Guild Duties

In addition to usual altar set up:

- Make sure that prepackaged communion packets are available for the ushers on the first weekend of the month.

- Put snack sized zip-lock bag and a couple napkins in each pew for communion packet disposal.
- Have 6 gluten-free wafers available in zip-lock bags on communing Sundays.

### **Usher Duties**

- Open doors and prop them open 30 minutes before service so people do not need to open them. Close as service starts or leave open, weather permitting.
- Preference is to open awning windows on one side of the building to allow fresh air into the sanctuary. Do so prior to service, weather permitting.
- One usher should be at door and is responsible for making sure everyone has a mask (unless under 2). Assess people to make sure they are well based on the COVID symptoms posted on the church doors. If members appear ill and refuse to leave when asked, locate a Council member attending service and inform them.
- Another usher will give out prepackaged communion packets (when we are communing) and a bulletin to each member and then direct them to the open pews. Open pews will be designated as those with cushions remaining on them. Communicate that only one family is allowed per pew. Encourage use of pews by larger families and use of chairs by couples to maximize capacity.
- During the service, if a member is observed excessively coughing or seeming to be sick, please politely ask them to exit the building and continue to listen to the service in their vehicle.
- While the service is in progress, set up offering plate in the back of the church.
- Also make sure waste can is in place for communion packets near the offering plate.
- Just prior to the end of service, make sure exit doors are propped open to allow for exit of congregants without touching of doors.
- Ushers will dismiss one family at a time—alternating sides, to avoid people meeting in center aisle, to maintain the 6-foot social distancing. Side seating will be dismissed after the primary pews. Choir loft will self-dismiss, with common sense and social distancing.
- Dismissal will start from the back so as to maximize distancing.

### **Ministry Assistant Duties**

- The Ministry Assistant will be tasked with lighting and extinguishing the altar candles during this time.

### **Music and Worship Guidance**

- Musical aspects of worship will be done in a way as to conform with the COVID preparedness plan.
- Vocal offerings will be done at the front of church or recorded prior for playback during service.
- Vocal offerings will be restricted to 4 members maximum during service to ensure social distancing.
- All vocal members must be at minimum 12' from other families while singing.
- We strongly encourage the use of acoustical offerings over vocal offerings at this time.
- Care should be taken not to touch audio equipment used by other so as not to transfer the virus (remember this virus lives on surfaces for up to 2 days).