



COVID-19 Usher Protocols and Training

Purpose: To ensure safety and security of all Parishioners and guests of the Church of St. Gerard Majella.

Requirements: Ushers must meet all the following requirements

- Be willing to follow specific guidelines as set forward by the Church of St. Gerard Majella
- Be in good health and not exhibiting any signs of COVID-19 infection (see CDC guidelines)
- Must be under the “high-risk” age of 65 as defined by the CDC
- Must be over 18yrs of age unless written Parental Consent is obtained
- Must be willing to sign a liability waiver as provided by the Church of St. Gerard Majella

Time Commitments:

- Please be prepared to come at least 1 hour prior to the start of the Masses
- Please contact the Parish Administrator immediately if you are feeling sick, or are otherwise unable to complete your obligation

PPE Requirements/Social Distancing:

- Gloves, masks, hand-washing stations, sanitizing wipes and hand sanitizer will be provided and must be worn at all times while on campus.
- Please properly dispose of used PPE equipment in a safe manner and launder all personal clothes after serving following safety guidelines as provided by the CDC.

POSITIONS:

Usher Station #1

- **Prior to Mass:**
 - o Located outside front entrance.
 - o Directing and assisting Parishioners on which entrances to use
 - o Inform people of social distancing guidelines.
 - o Informing all of PPE requirements (masks must be worn at all time)
 - o If you notice people congregating, politely ask that they observe proper social distancing guidelines.
 - o If they do not have masks, ask them to go home to get them.
- **During Mass:**
 - o Close and lock **Outside Entrance Doors** 10 minutes after start of Mass
 - o Open **Outside Exit Doors** 30 minutes after start of Mass
 - o Prior to end of Mass, set out empty cleaned/sanitized Offertory Basket by door and assist Parishioners in exiting Gathering Space
- **After Mass:**
 - o Ensure that all Parishioners are out of building and perform a quick walkthrough
 - o Wash hands



Usher Station #2

- **Prior to Mass:**
 - Located at **Check-In** station inside **Gathering Space**.
 - Take temperatures of people – Advise anyone running fever to stay home.
 - Inform people of social distancing guidelines.
 - Informing all of PPE requirements.
 - If you notice people congregating, politely ask that they observe proper social distancing guidelines.
 - If they do not have masks, ask them to go home to get them.
 - Once temperatures are taken, wait until an Usher is available to seat them in the Church.
 - Once **Main Church** is filled, reconfigure **Check-In** station to send Parishioners to **Social Hall**.
- **During Mass:**
 - Monitor **Restrooms**. Only 1 person at a time and CDC informed handwashing is required. Sanitize as needed. Keep doors propped open.
- **After Mass:**
 - Ensure that all Parishioners are out of building and perform a quick walkthrough
 - Wash hands

Usher Station #3

- **Prior to Mass:**
 - Located in Main Church/Social Hall.
 - Begin seating groups and individuals one party at a time in **Main Church**. Seating order is front first to back last. Handicapped/Wheelchair location in SW rear.
 - Begin seating groups and individuals one party at a time in **Social Hall**. Seating order is back first to front last.
 - Inform people of social distancing guidelines.
 - Informing all of PPE requirements.
 - **Main Church**, keep 3 chairs between groups. **Social Hall**, keep 4 chairs between groups.
 - Once **Main Church** is filled, notify **Usher Station #2** to send people to **Social Hall**
 - Be sure that only the inside center rear church door is open.
- **During Mass:**
 - Prop open all **Internal Rear Doors**.
 - Stay in **Main Church/Social Hall** and serve as a resource
 - At the end of Mass, have all people remain seated
 - In **Main Church**, begin releasing rows for communion beginning with the back first.
 - In **Social Hall**, begin releasing rows for communion beginning with the front first.
- **After Mass:**
 - Ensure that all Parishioners are out of building and perform a quick walkthrough
 - Wash hands