

Prepare space as usual:

- Doors: unlock all main doors + two side doors; unlock hall doors
- Windows: vent at least one window per pair
- Lights: ensure sacristan has turned on all lights; turn on narthex light
- Signage: post tripod with latest covid-19 guidance
- PPE: ensure hand sanitizer and spare masks are available at entrances
- Greet all arrivals with a smile and a word of welcome
 - If asked, explain that we are no longer using a sign-up method
 - After church is full, additional arrivals will be routed to the hall
- Point out signage with new Phase 3 seating plan and summarize the changes:
 - Are they already aware of our new seating plan? Good! If not, then continue:
 - On the **left side** of the church, you have the **option** to use the Phase 3 guidance. You may sit with other households in close contact (less than 6' distance between households) in a single pew.
 - On the **right side** of the church, you have the **option** to use the previous Phase 2 guidance and maintain 6 feet social distancing. This includes the option for two households to self-select to sit together.
 - For example, this would permit (but not require) three individuals to fill one pew (two of them sitting less than 6 feet apart) or for two households of four to share a pew (they would be less than 6 feet apart).
 - In the **hall**, you have the option to move the folding chairs to accommodate your group size. A maximum of 15 people may sit in close proximity, with six feet between groups up to 50% capacity (70 people for the hall).
- Ensure sacristan is aware if overflow seating in the hall is being used for this Mass
- Provide usher support to overflow seating in the hall if required
- One usher guide the Communion procession flow in the church, beginning with St. Thomas side and then continuing with the Mary side of the church
- Record total headcount of those present at Mass in the church and in the hall, including support personnel. (Either count as they enter or after all are seated.) No more than 244 in the church.
- Prepare for dismissal as usual:
 - Open doors after the final blessing
 - Set out bulletins and collection baskets
- Perform closing tasks as usual:
 - Sanitize high touch areas in church, narthex, bathroom, all doors
 - Two ushers consolidate, record, and deposit any donations in safe
 - Secure all doors, windows, and lights in the church; coordinate with sacristan
 - Secure all doors (& fire door to hallway), windows, and lights in the hall