

- Prepare space as usual:
 - Doors: unlock all three 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
- Ask arrivals if they signed up to attend this Mass via *SignUpGenius*
 - If yes, then wave them through; no need to record their name
 - If not, then take names and tell them they can be seated after :05 to Mass start
- Point out signage with new Phase 3 seating plan and summarize the changes:
 - Are they already aware from the email update? Good! If not, then continue:
 - On the **left side** of the church, you have the **option** to follow the new Phase 3 seating plan and fill each open pew with individuals from multiple households in “close contact” (less than 6’ distance between households).
 - On the **right side** of the church, you have the **option** to follow the previous Phase 2 seating plan 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).
- 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
- Record total headcount of those present at Mass, including support personnel
- 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, windows, and lights in the hall