

## **Attending church and preparation – Outside Steward**

- Please arrive in good time, it is suggested no later than 20 minutes before Mass
- Don a mask and your Steward's lanyard, obtain access to the church and make contact with Fr. Maurice
- Obtain from Fr. Maurice the Telephone Booking List and Online Attendee List
- Don any other PPE that you choose to wear, disposable gloves, face visor, etc.
- Review the 2 Attendee Lists with the Inside Steward and agree on whether it is going to be a Strict or Relaxed seating plan:
  - in a Strict seating plan, individuals will be doubled up 2 to a pew even if that will mean an individual attendee having to pass other attendees already seated; in a Relaxed seating plan, individuals will be seated without the need to pass other attendees already seated
- Move the small folding table to outside the church and erect.
  - please note that the table and the Outside Steward's station **must** be placed outside and not in the enclosed porch except in very extreme weather
  - ensure that the two sanitiser dispensers are full (fill if necessary from supplies in the sacristy) and place these on the outside table
- Place the following laminated signage outside on the commemorative wooden bench. These will be fixed on wood and stored in the porch between Masses:
  - the A3 **new Coronavirus Arrangements** poster
  - the A4 **Staying COVID-19 Secure STOP Please DO NOT visit** poster

### **As attendees arrive**

- Greet and welcome attendees as appropriate
- Ask for their name and check that they are listed on the Telephone Booking List or Online Attendee List:
  - if so, mark the list with the number of people who have arrived
  - if not, politely advise of attendance policy and turn them away
- Ensure that face coverings are worn as appropriate; politely advise of attendance policy and turn away anyone over 11 who is not wearing a face covering
- Highlight and advise on:
  - the signage regarding reasons for not attending and the Covid-19 Social Distancing regulations

- that the toilets are not in use
- seating will be allocated in a strict order indicated by the Inside Steward – no exceptions
- not to move around in the church once seated
- not to leave their seats at the end of Mass until called forward to do so
- Dispense the hand sanitising fluid to attendees before they go into church
- Hold groups until called forward by the Inside Steward. Ensure that only one attendee or household group of attendees is moving through the church at any one time
- Ensure that any queuing attendees observe **2m** Social Distancing

### **At the start of and during Mass**

- Move into the church and take a seat in a pew at the very back of the church or in one of the chairs provided for Stewards
- Ensure that attendees observe all instructions regarding seating and **2m** Social Distancing

### **At the end of Mass**

- Wait until Father takes up his station to give Holy Communion at the back of the church
- If desired, receive Holy Communion or a Blessing
- Move to outside the church and ensure that the hand sanitiser dispensers are present and sufficiently full
- Meet attendees as they leave the church and dispense hand sanitiser
- Inform attendees to leave the church and disperse from the church grounds in an orderly manner and as soon as possible
- Ensure that **2m** Social Distancing is observed around the church

### **After Mass has ended**

- Move the folding table and the two wooden signs from the Commemorative Bench back inside the church
- Ensure that you have added your name and initials in the box adjacent to Outside Steward on the Telephone Booking List
- Hand both completed Attendee Lists to Father Maurice for retention