



## Sanctuary Setup

- Ensure both entrance and exit signs are posted
- Place prayer requests and contact sheet clip boards on entry table (located underneath the Secretary)
- Place clean and dirty pen buckets on foyer table
- Place masks, gloves and sanitizer on table in foyer
- Ensure CDC guidelines are posted in foyer
- Bulletins should also be placed on the foyer table
- Cleaning items should be placed by the restrooms (including wipes, masks, sanitizer, and spray)
- Cleaning items should be placed on one of the brown end tables from the pulpit
- Ensure there are **no hymn books or bibles** in pews

## Restrooms

- Check sanitation items: paper towels, toilet paper, hand soap (extras are located under the bathroom sink)
- Wipe down major surface areas (Door handle, toilet handle, ADA bar, sink fixture)
- Bathroom monitor should have contact tracing sign-in sheet

## Sanctuary Cleaning

- Please return all items back to their original location **immediately** following service (the sanctuary is reserved after services)
- DO NOT** use cleaning products on the pews. Use wood specific cleaning spray where congerates have been sitting
- DO** wipe down major surface areas including **ALL** door handles that exit and enter the sanctuary *before* and *after* worship service
- Pick up any trash or debris/place in trash cans
- Clean dirty pens using a sanitizing product

## Communion Steward

- Items for Communion are located in the Robing Room
- Bring Communion Table to front of the Altar

## Please Remember

- Remind guest to enter and exit properly (have a greeter when available)
- Masks must be worn at all times except during congressional sing at congregates discretion

