

COVID Marshals: Responsibilities when rostered for Sunday mornings

Overall Goals: To be a readily identifiable presence as required by SA Government mandate, and to encourage with love compliance with Morialta's COVID-Safe Plan and individual management plans by answering questions and through reminders and prompts and managing signage/clipboard display and hand hygiene materials in the church.

Principles:

- The Marshal for the day is identified with a Synod badge pinned on an orange sash worn diagonally for easy front and back identification. Sashes are stored in the central pigeonhole on the top row.
- Marshals will be fully aware of Morialta's COVID-Safe Plan, the sub-plans prepared for the Worship and AV teams, and the responsibilities of the other volunteers rostered each week to facilitate the smooth operation of Sunday morning (welcomer, usher, tea and coffee servers). Current versions of Duty statements for all roles are on the website; paper copies are displayed in the hall.
- Marshal certificates are displayed on the noticeboard opposite the pigeonholes.

Duties:

- Please arrive by 9:00am. After sanitising your hands, put on the orange sash.
- Before people arrive, fill the plastic bowl inside the Eastern transept door with water/ squeeze of detergent and replace it, checking that paper towels/chux, waste bin and soap are also there. After the service, empty the bowl and replace, and empty any wastepaper into the relevant outside bin.
- Next, check that Sunday signage is displayed: Glass doors to church foyer – no sign, clipboard closed; West transept door – no sign; East transept door – Sunday sign on top in plastic sleeve.
- Promote compliance with Morialta's COVID-Safe Plans before, during and after worship, including at coffee time. With usher, arrange for person at back and in E transept to help latecomers/exit-ers.
- Emphases are: hand hygiene on entry and as necessary with alcohol-based sanitiser/ 20 secs soap and water washing; 1.5m physical distancing from people not in same family; filling the church for worship from the piano end.
- In encouraging people to fill from the front, points to use include these:
 - Others may feel more vulnerable than you do in the COVID pandemic situation, and leaving space for them to find a seat without needing to pass close to others is an act of love.
 - We have many members not yet comfortable to return to the building, watching online to see how well we all follow the guidelines as they make their decisions for the future.
- At the close of the service, remind people to wait until the rear cameras are rolled back against the wall before exiting via the glass doors.
- Encourage people to exit the worship space promptly and not to linger. The East transept door is available for egress; the hall or courtyard can provide a site for well-spaced conversation if desired.
- For coffee time after worship, tables are set up to encourage as much physical distancing as possible. Please encourage people who have chosen to participate in hospitality in this space to order their drinks from the servery and bring them back to a table for consumption sitting down.
- Before leaving, ensure Weekday clipboard forms (Worship Area Register) and signage are displayed: Glass doors to church foyer – Main Entry sign; West transept door – Western Transept sign; East transept door – Eastern Transept AV sign on top in plastic sleeve.

Many thanks for taking on this role! Please be in touch if you have comments or questions!