

Welcoming in the Foyer: Responsibilities of Rostered Welcomers

Overall Goals: To be a personally welcoming presence for all those entering, while following the COVID-Safe guidelines issued by the government and the Synod, and those endorsed by Church Council.

Principles:

- We aim to welcome warmly while modelling and encouraging 1.5m physical distancing and hand hygiene on entry, and also recording attendance, for contact tracing purposes should it be required.

Recommended procedures:

- Please arrive by 9:00am. After sanitising your hands, place out of sight the red and blue clipboards and associated sign-holders from the tables.
- Use the attendance list (alphabetical by family name) that is provided in the black clipboard on the table to record everyone who enters. Some names may already be ticked by early arrivals. Please tick names and add, at the end, any names that do not yet appear on the list. If people entering are new to Morialta, please also record their contact details.
- If you are unsure of people's family names, please don't feel embarrassed to ask! Everyone will understand the necessity of what you are doing!
- Holding the clipboard will help you welcome people without physical contact, and your smile and words will carry the welcome message.
- Please be sure to encourage/remind people to use the hand sanitiser provided at two sites in the foyer as they enter, and to use the floor markings to maintain distance.
- If people express a difficulty with using alcohol-based sanitiser, please show them how to get to the Eastern transept door by going through the courtyard. Just inside the Eastern transept door they will find a bowl of water, soap and paper towels for their use.
- Please leave the clipboard where you found it when you go to join the worshippers shortly after 9:30.
- As you will likely enter the church close to or after the time the service commences and the cameras behind the back pew will be in use, please take extra care to avoid the cables on the floor as you go to your seat.
- After worship, replace the red and blue clipboards and sign-holders on the foyer tables and slide the black clipboard under the office partition.

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