

The Basilica of Sts Peter and Paul

USHER PROCEDURES

to comply with Bishop Stika's May 6, 2020 Decree on Resuming Public Masses

Check your temperature before coming to church. Do not come to church if you have had any symptoms of illness or exposure to someone with COVID-19. Wear a mask upon arriving at the church.

Assign duties before Mass as follows:

- To stand at the two open exterior entrances: east side wooden doors on 8th St.; glass door at lower parking lot (2 ushers – one at each entrance; if possible 1 or 2 on sidewalk directing people to the 2 open entrances) and do the following:
 - greet people
 - make sure they have a mask (unless under age 5)
 - ensure people enter and exit in single file and that families are spaced 6 feet apart
 - direct people to the single entry inside the church or to the overflow in Varallo Parish Hall where the Mass will be simulcast
- To count people coming into the nave and direct them to use hand sanitizer (1 usher)
- To seat people in each aisle (3 ushers)
- To direct people to Communion/exit procession (3-4 ushers to cover aisles – same people doing other duties)
- To direct people at Communion to hand sanitizer and to a place on the altar rail (2 ushers – one on each side of rail – same people doing other duties)
- To direct people towards exit (3 ushers – same people doing other duties)
- To take up collection as usual (4 ushers – same people doing other duties)
- To perform similar duties in Varallo Parish Hall when Mass is simulcast there (3-6 ushers)

Before Mass

- Prop open left side wooden doors on 8th Street.
- Prop open glass door handicapped entrance in lower parking lot.
- Prop open the main center interior entrance to the nave.
- All other exterior doors to the church and Varallo Hall should be locked.
- Tape off the two side entrances to the nave from the vestibule, and the side entry into the nave, and direct everyone to the center entrance to the nave, which will be propped open.
- One usher should stand at each of the two exterior entrances (side door on 8th Street and glass door at lower parking lot) to greet people, monitor and enforce 6 foot distance between families, make sure they are wearing a face covering before entering (remind them that it is the Bishop's rule), and direct single file entry towards the single interior center entrance to the nave until full (after that, send them to VPH where Mass will be simulcast).
- No physical greetings; keep distance from others
- When people reach the center interior entrance, enforce mask requirement and 6-foot distancing between groups of same-household members as they walk to the center entry to the nave.
- As each group arrives, an usher standing in one of the three aisles calls them forward and seats them at the next available space in the pews with their priests, filling from the front of the church (closest to the sanctuary), to the back.
- There will be a hand sanitizer pump at the center interior entrance to the nave, as well as at the entry to Varallo Parish Hall, in front of the elevator, for people to use. Ushers can point people to it.
- Once the church has been filled to capacity, an usher should direct additional people to the west side of the choir loft, maintaining 6 foot distancing between same-household groups (Note that cantors will already be spreading out across the choir loft and may already be using spot(s) on that side.).
- Once the nave and choir loft are filled, the counting usher should tell the outside ushers that all people should be directed to the overflow seating in Varallo Hall where they can watch the Mass simulcast.
- The counter and the outside ushers should have walkie talkies to communicate if possible.

- At the downstairs entrance to Varallo Hall (to the room itself, not from the outside), another usher will count people upon entry.
- Once capacity is reached (when the pre-positioned, spaced-apart seats are filled with required distancing), the ushers should close the doors, and remain by the doors for the duration of the Mass. Do not allow anyone else to enter.

During Mass

- Coordinate the attendance counting during Mass to include all those who entered the nave and Varallo Hall as well as the ministers in the sanctuary and the choir loft attendees.
- At the Offertory, usher(s) should also take up the collection in Varallo Parish Hall if there are people there
- When taking up the collection, use the long-armed handled baskets as usual, and attend to staying 6 feet away from donors.
- No Children's Collection
- No Presentation of Gifts. (Collection can be brought up by two ushers down the side aisle, through the server room, and placed in the safe.)
- After priest receives Communion and does the prayer after Communion, prop open all 3 exits to the vestibule, the two sets of wooden doors to 8th Street (the east side and center), glass door exit from lower parking lot, and VPH side exits.

After Mass (Single procession for Communion/exit)

- Prop open the three exit doors to the vestibule.
- Prop open the wooden main center doors and side doors that exit the church
- Prop open the lower level glass door to exit to the parking lot.
- Prop open the side exits in Varallo Parish Hall where Mass is being simulcast.
- After the announcement about Communion is read, an usher in each aisle will direct people to the Communion/exit line in the center aisle, which will proceed the front of the church.
- Those who want to receive Communion will go to one of the designated places along the altar rail. Spots will be marked with tape 6 feet apart.
- There will be hand sanitizer as you pass the middle for those who will receive Communion to use before they approach the rail.
- Direct all those who are not receiving Communion, as well as those who have received Communion, to the single-file exit.
- Ushers will direct people to the single-file exit (down the side aisle) after they have received Communion (if they have chosen to do so).
- The three exit doors to the vestibule and the center and east side exterior wooden doors will all be propped open. The lower level glass door to the lower parking lot, and all exits from Varallo Parish Hall, will be propped open and available for people to exit.
- For those watching the Mass in Varallo Hall, Holy Communion will be brought down to them by a priest or deacon.
- Ushers will guide the Communion/exit process in a similar way in Varallo Parish Hall. The side exits from Varallo Hall should be opened at the end of Mass.
- Some people may return to their pews after the Communion/Exit procession, to receive counsel from the priest. Ushers should ensure that those who leave later are still doing so in a single-file, orderly fashion, with 6-foot distancing between same-household groups.
- Record attendance (include nave/choir loft/sanctuary, ushers, and Varallo Parish Hall counts)
- Deposit collection in safe (if not already done)

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CLEANING AFTER MASS - Updated 9/4/20

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- Put on disposable gloves
- Obtain a spray disinfectant bottle. Pump the bottle until you feel the resistance from the pressure, and then lightly mist down the pews and other surfaces. Surface will dry in 10 minutes.
- Remove any trash from the areas that you are cleaning

In the church and vestibule

- Pews (across the top, the seat, and the back – all surfaces likely to be touched)
 - Also dispose of any trash left.
- Door handles and panels likely to be touched (interior & exterior doors, closet doors, mercy chapel)
- Altar rail
- Usher baskets that were used
- Hand sanitizer pumps
- Tables in church that hold the hand sanitizer
- Tables in the vestibule that hold the hand sanitizer, bulletins, etc.
- Choir loft (pews, door handles, microphones – with help of the musicians present)

Altar server room and sacristy (Sacristans/others TBA)

- Doors ○ Other items?
- Tables
- Other high touch surfaces
- Lapel microphones
- Faucets
- Light switches

Sanctuary (Sacristans/others TBA)

- High ambo ○ Clergy chairs ○ Other items?
- Low ambo ○ Server pews
- Tables ○ Microphones – lapels, high ambo, low ambo

Nursery

- Doors
- Tables
- Bathroom in hallway
- Bathroom inside nursery

In each bathroom

- Door handles
- Faucets
- Sinks
- Counters
- Toilet surfaces

Varallo Parish Hall

- Chairs
- Door handles
- Hand sanitizer pumps
- Both Bathrooms

- Discard gloves
- Remove trash from vestibule and Varallo Hall
- Wash hands or use hand sanitizer when finished