

FPC DUNELLEN INSTRUCTIONS FOR VOLUNTEER SCREENERS

SCREENING TEAM: A team of 2 screeners are needed for each of our 3 services. There should also be a substitute screener for each service who can be called in if one of the screeners is unable to serve that day. That means, each Sunday we need 6 screeners and 3 back-up screeners.

BECOMING A VOLUNTEER SCREENER: To become a volunteer screener you should contact the church office or the elders in charge of volunteers. Volunteers must sign up by Wednesday at 5pm. Once you sign up as a screener you will be contacted to set up training and will be given this document. All screeners must receive screening training prior to serving and have read the full “FPC Dunellen 2020 Procedures & Policies for Re-Opening In-Person Worship”. Elder Caren Zambrano will be overseeing volunteer ushers and screeners.

SCREENING OVERVIEW: Screeners will stand outside and screen all volunteers and worshippers before they enter the building by taking temperatures and asking each person the screening questions. If the individual does not pass the screening, they and their family group will not be able to attend the service that day. Screeners will be seated in a pew once the service starts. Screeners from the first 2 services will go back outside after the service to screen the cleaning team that cleans directly after that service ends.

ARRIVAL: Screeners need to arrive at least 15 minutes before screening time begins.

- Traditional Service Screeners report by 8:15am
- Fusion Contemporary Service Screeners report by 11am
- Spanish Service Screeners report by 1:45pm

REQUIREMENTS FOR SCREENERS:

- ⊙ Screeners must wear a mask at all times and put on disposable gloves before screening. Screeners can also wear a face-shield during screening if they prefer.
- ⊙ Screeners will maintain 6 foot distance from others at all times except for when taking temperatures or in the event of an emergency.
- ⊙ Upon arrival each screener needs to get one of the church’s thermo-scan thermometers from the closet by the ramp side door and return it there when they are finished screening for the day.
- ⊙ Each screener needs the screening questions and a form with registered worshippers & contact information.

STEP BY STEP SCREENING INSTRUCTIONS:

- ⊙ Screeners must first take each other’s temperature and ask each other the screening questions before serving. If a screener does not pass screening, the substitute screener should be called immediately.
- ⊙ Screeners and ushers should then set up the designated waiting areas along the Dunellen Ave sidewalk and the post-screening waiting areas in the double sidewalk and on the top of the steps.
- ⊙ Screeners must then screen all volunteers and staff before they enter the building, including ushers, musicians, and tech volunteers. Once volunteers are screened, they should enter the building and begin their tasks. Pastors & Worship Director will be trusted to self-screen and report to the screeners via email. The Worship Director can screen any audio-visual volunteers who need to come early to set up equipment and must document this screening with the screening registration forms.
- ⊙ When worshippers arrive they will wait in designated areas along the Dunellen Ave sidewalk.

- ⊙ Screeners will first take a temperature reading through a thermo-scan thermometer (The thermometer will not touch their skin but is placed about 1 inch from the forehead).
- ⊙ Then Screeners will ask each individual these questions:
 - Please provide your cell and home phone numbers and email for contact tracing. (Their name and contact info should be on your form, verify that it is correct.)
 - Do you have any of the following NEW cold or flu symptoms (extreme fatigue, chills, sore throat, headache, diarrhea)?
 - Do you have an elevated temperature of 100° or more? (If your temperature is over 99° you must wait for 15 minutes to have your temperature rescanned.)
 - Do you have difficulty breathing?
 - Do you have a NEW loss of the sense of taste or smell?
 - In the past 10 days, have you had close contact (6 feet or less) for 15 minutes or more with someone who had a confirmed case of COVID-19?
 - Have you traveled outside of the US or to a state on the New Jersey watchlist in the last 14 days?
- If their temperature is over 99° they must wait for 15 minutes outside to have their temperature rescanned.
- If they said yes to any of the questions above or if they show an elevation in temperature they need to return home and cannot attend today. If anyone in their family group answered yes to any of these questions or has an elevated temperature, everyone in the family group has to return home and cannot attend today.
- If we are made aware of a confirmed case of Covid19 among those present in worship, and we find out within 14 days of the worship service, they will be contacted using the contact tracing information that you provided.
- ⊙ After passing screening the family group should keep moving up to the next available waiting space as directed by the outside usher until they are seated by the inside usher.
- ⊙ If a worshipper needs to use the entrance ramp due to physical limitations, they should indicate this on their registration. When they arrive they should alert the screeners and then proceed to the entrance ramp screening area to wait for screening. One of the screeners will go to the ramp screening area to screen them and then alert an usher. The inside usher will meet the group at the ramp door and lead them to their seat.
- ⊙ When everyone has been screened or when the service starts screeners will be seated in a designated area by an usher.
- ⊙ After the service, screeners for the Traditional and Fusion Contemporary services should leave by the side doors and go to the area outside the main office to screen the incoming cleaning team. The first cleaning team is screened at 10:20 am and the second team at 1:05 pm. Once the cleaning team is screened, the screeners job is completed. They should put the thermometers away in the building and then exit the church grounds so the next group can begin its work.

Thanks so much for serving as a volunteer screener at FPC Dunellen. Your volunteering helps to keep our congregation healthy and is an integral part of reopening in-person worship at our church. God Bless You!