

Congregational Church of Topsfield

Health and Safety Protocols for In-person Worship

- Maximum capacity in the Meeting House is 25 people (including 17 attendees and 8 laity and staff)
- People who wish to attend must register by the Friday prior to the service to reserve a seat. A link to the online registration is at www.topsfieldchurch.org homepage next to the Zoom worship button. Or you may call the church office at 978 887-2101 or email wendy@topsfieldchurch.org by noon on the Friday prior to the service.
- Face coverings are required to be worn appropriately over the nose and mouth while in the Meeting House at all times
- Entry will be through the main doors of the church only
- All doors will remain open for the entirety of the service, regardless of the temperature, to promote ventilation
- Ushers will check people in and a record will be maintained of all attendees for contact tracing purposes
- People with any respiratory symptoms or recent exposure to COVID-19 are asked to NOT attend
- Hand sanitizer will be available and must be used upon entry
- Pews have been marked to ensure appropriate social distancing. Ushers will direct attendees to their pew.
- Seating will be performed in a sequential manner from the front of the Sanctuary to the back to maintain social distancing
- Attendees will remain in their pew for the entirety of the service, including the Passing of the Peace

- Attendees will recite prayers and sing along with hymns quietly to avoid generating excessive aerosols
- Exiting the Meeting House will be performed from the back of the Sanctuary to the front to maintain social distancing
- Attendees will have their choice of bringing their own bread and juice on Communion Sunday or using the small pre-packaged bread and juice provided in the Narthex.
- Offering plates will not be passed, and will be located in the Narthex during entry and exit
- There will be no Coffee Fellowship hour.