

Responsibilities of Registration Desk

- Be familiar with our Opening Video, Attendance Protocols and Health Screening Questionnaire.
- Be at the registration desk at 9:15 am (doors open at 9:30). The sign in sheets for that Sunday will be at your table. There will be a table for Pre-registration and for Walk ins.
- Sign yourself in, sanitize, and wear mask at all times.
- Warmly greet each person as they come to your table. Ask if they have pre-registered to ensure they are in the right line.

Pre-Registration:

- Ask if each member of their family
 - has completed the health screening questionnaire that morning,
 - are symptom free,
 - Have not travelled outside of Canada in the last 2 weeks,
 - Have not been in contact with a confirmed or suspected case of COVID in the 2 weeks.
- If they are able to proceed, check the box that indicates health screening complete, and highlight each individual name on the list.
- Thank them and direct them to the Auditorium where an Usher will seat them.

Walk in:

- Hand them a health screening questionnaire sheet to keep.
- Ask each member of their family.
 - to complete the health screening questionnaire,
 - by confirming they are symptom free,
 - Have not travelled outside of Canada in the last 2 weeks,
 - Have not been in contact with a confirmed or suspected case of COVID in the 2 weeks.
- If they are able to proceed
 - Fill out each name,
 - A phone number for the family

- Check the health screening box.
- Thank them and direct them to the Auditorium where an Usher will seat them.
- Number Limits: The list will show how many spots are available. Once you have reached the cut off number, inform the greeters that there are no more available spots for walk ins.

Once the line is finished, have one person remain at the desk or in view of the desk (you may listen to the service at the Auditorium doors) until 10:45 to watch for latecomers. Let Ushers know you are on registration that Sunday in case they need to find you mid service for a late registration. Once the service is over place the registration sheets in Emmy's mailbox in the fellowship hall.