

WILLOW PARK CHURCH HIGHWAY 33 BALCONY

Square footage of the balcony is – 5,323.78

Square footage of the main floor is – 11,920.50

The Balcony will be created and treated as its own gathering location.

Pictures provided to show that balcony stairs will be taped off/ blocked off to prohibit the two separate gatherings from merging

This location will have separate entrance in and separate exit and access to its own bathrooms.

Registration system in place for attendees to sign up for service to ensure that we are at or under the capacity amount for the balcony.

Protocol – Parking Lot to Seat to parking lot. Highway 33 Balcony.

Capacity -

Parking Lot: Parking Lot near Dental Clinic

Volunteer in place to direct attendees to entrance

Marked off one-way entrance into the building (Entrance will be double doors to the left of the auditorium doors) with proper outline of 6 feet distance while waiting in line. (**Volunteer (Check in Host)** at door to count people who enter/ to look at ticket registered for service – Must wear **PPE Mask**-Doors to be propped open)..

Front Door Host will be responsible to make sure no one else comes into the isolated gathering space from outside the building.

In Building

- Hand sanitizer will be present at entrance into building
- Arrows will be in place to provide direct to entrance of the balcony
- Doors locked within the building to ensure the balcony is an isolated section. (Doors that lead into foyer and office doors.)
- The stairwell the leads to the balcony will have a **Stairwell Volunteer** (will have PPE on) and will disinfect handrail as it is used
- Entrance doors into balcony will be propped open for attendees to enter.
- **Usher Volunteer (wearing proper PPE)** will be present at entrance into balcony to seat guest in proper designated seat. Every guest will be seated by the Usher

- There will be properly distanced (6 feet from nearest member) marked off waiting line to get into the balcony while attendees are waiting to be seated by the usher.
- Seats in the balcony will be properly marked off to ensure 6 feet in distance from nearest seated attendee.
- Proper signage and directional arrows will be placed to direct attendees to bathroom
- Men's and Women's Bathrooms closet to the Youth offices and Upper Room will be used for Sanctuary service

Exiting after the service:

- There will be a separate marked door for exit with proper social distance markers to provide adequate distance while waiting to leave. The exit door will be the door to left of the old sound room in the balcony
- Guest will follow the markers to the staircase that will lead guest out into the parking lot
- While in the staircase the Stairwell Volunteer will spray the handrail after it has been used by each guest.
- Hand Sanitizer at exit doors before you hit outside