



Catholic Charities
of the Diocese of Raleigh

Providing Help—Creating Hope—Serving All

Parking Lot Attendant Job Aid

1. Guest arrives.

- Greet the guest with a wave!

2. Direct the guest to the designated parking line.

- Motion the guest to drive forward in-to a line.
- The “New Guest” and “Returning Guest” signs will assist guests in locating the correct line.
- If they are a returning guest, guide them into the first or second line depending on length.

3. Guest departs.

- Direct the guest to the exit.

Social Distance

Proper social distancing must be maintained. Please keep at least 6 feet away from guests (including their vehicles) at all times!

At Catholic Charities, we are implementing specific safety practices to minimize the risk of contracting COVID-19 while visiting our facilities.

While these practices eliminate personal contact between Catholic Charities personnel and guests, there are still many ways we can show love to those we serve. Please smile often, wave with exuberance, and don't forget to pray for the guests and our mission.

Additional Guidance

Handwashing

- ★ Lather from the tip of your fingers to your wrist, washing thumbs, between fingers, and backs of hands.
- ★ Wash for at least 20 seconds. You can say an Our Father and a Hail Mary while you wash!
- ★ Wash hands at least once an hour.
- ★ Wash hands after close interpersonal contact.

Using the Portable Radio

- ★ Check your channel with your team.
- ★ Wait for others to finish before you begin to communicate.
- ★ Press the Push-to-Talk button fully before you start talking.
- ★ Remember: Who is calling whom? ("Mary calling Joseph" "Joseph here.")

Group Cleaning Notes

For people working in a group:

- ★ Use bleach and water solution.
- ★ Clean common surfaces once an hour (including doors and heavily-trafficked common areas).
- ★ Take special note of any items or tools that may be used by multiple people and clean these once an hour.

Saint Marianne Cope,

For 35 years you led a group of Franciscan Sisters serving victims of leprosy in Hawaii. Neither you nor any of your sisters contracted the disease. Pray with us now to the Holy Spirit., that He may embrace all professionals and volunteers working to contain COVID-19 and protect them from illness. We ask this in Jesus's name. Amen.

