

In-Person Meetings in the Time of Pandemic Policy

As Amended February 17, 2022

The COVID-19 pandemic in 2022 requires a flexible response. At this time, daily case counts are decreasing, and those who have been vaccinated and received booster shots tend to have mild cases of COVID when they are infected. However, others continue to be at higher risk, including the immune-compromised, and those who are not able to be vaccinated for medical reasons or age. We can expect surges and lulls in case counts, and the accompanying stress on health care institutions, for the foreseeable future.

Our new policy on in-person meetings strives to be responsive to future changes with four levels of precautions, based on the 7-day-average case counts posted on the [COVIDActNow website](#).

Policy as Approved by UUCB Board on February 17 2022

No in-person events can be held if the County has declared prohibitions on such gatherings.

In-person events will follow precautions based on four levels of daily case counts:

Level One: 0 to 1 case per 100,000

In-person meetings can be held without restrictions. Individuals should continue to be respectful of others' expressed wishes for physical distancing, decisions to wear masks, etc. Worship will continue to be offered in-person and online. Other committees and groups are encouraged to offer online meeting options where feasible.

Level Two and Level Three: 1.5 to 74.5 cases per 100,000 – In-Person Gatherings Permitted with Restrictions

Event organizers (including Worship, Small Groups or Committees) must submit an Application for In-Person Gathering including time, place, and estimated number of participants. The event chair or leader will serve as Covid Monitor.

We strongly recommend that In-Person Gathering Applications be submitted 1 week (7 days) prior to the meeting. In the case of recurring events (monthly committee meetings, weekly worship services), one (1) application may be submitted for the church year. If the level changes, the Pandemic Response Team will notify the group leader, who must ensure that appropriate procedures are followed.

Applications can be submitted through the online form shown below. The application will be reviewed by the Office Manager. Applications that do not ask for any exceptions to the policy as

stated will be automatically approved. If a group would like to alter an aspect that is defined in this policy, that application will be considered by the board. Communication with the organizer of the event will be prompt.

The Board reserves the right to limit or deny any event or gathering.

Outdoor gatherings must follow all guidelines.

Attendance at indoor gatherings is limited by space sufficient to ensure proper social distancing. The following are estimated numbers for maximum seating capacity for specific rooms. The first number is assuming the 3-foot distance for every individual. The second number is actual seating, thus allowing for family units sitting together to increase the allowable capacity.

<i>Sanctuary 74/112</i>	<i>Chapel 22/40</i>	<i>Social Hall 60/100</i>	<i>Meeting Rm 12/20</i>
<i>Fireside Lobby 8/15</i>	<i>Library 4/8</i>	<i>Youth Room 8</i>	<i>Finance Room 5</i>
<i>Nursery 8 (+ 2-4 adults)</i>	<i>Main Office 4</i>	<i>Minister's Office 5/7</i>	<i>DFM Office 3 /4</i>
<i>RE Classrooms TBD</i>	<i>Basement rooms TBD</i>	<i>Café TBD</i>	<i>Kitchen TBD</i>

Total for building 230/350

The following Covid Safety guidelines must be followed whether the meeting is inside or outside:

- Every participant of an in-person event must sign in with a phone number for contact tracing and affirm that they are in good health. Dated contact tracing sign-in sheets must be turned in at the office and will be kept on file for a month.
- The proper and continuous wearing of masks is required indoors and encouraged outdoors, except for children under age 2. A mask may only be removed if an individual is speaking from the pulpit (maintaining recommended distance from other people) as part of leading the Sunday Service (or similar event) or singing a solo as part of special music for the Sunday Service (or similar event). Afterward, that person will put their mask back on. Event organizers must make sure that extra masks are available.
- Handwashing and/or hand sanitizer must be available.
- Participants must maintain at least a 3- foot distance from each other at all times unless a part of the same household.
- Every gathering must have people serving as Covid Monitor(s) to ensure that proper safety protocols are being followed at all times. They must make clear those protocols and expectations for the gathering at the beginning of the event.

Level Two: 1.5 to 24.5 cases per 100,000

In addition to the preceding guidelines, the following policies apply in Level Two:

- Humming and singing will be allowed under the following conditions:
 - Worship or event leaders must provide advance notice whenever increased risks occur, such as are posed by choir or congregational singing, and must allow time for those who do not want to share in that risk to opt out by leaving the room.
 - A choir can sing while wearing professional grade masks. The Music Director and Worship Leader (or event planner) must plan the timing of performances and size of the choir to minimize risks of transmission.
 - Congregants may hum along to brief songs such as the Doxology or Spirit of Life while continuing to wear their masks.
 - Congregational singing is permitted at the end of service by those seated and wearing masks.
 - Outdoor singing is permitted while wearing masks and maintaining social distancing between familial groups.

- Eating and drinking are permitted inside under these guidelines:
 - Any food or beverages must be served in compliance with CDC recommendations: specifically, that only designated servers, properly gloved, handle the serving of food and beverages, and that eating utensils be individually prepared under sanitary conditions.
 - Food and drink must be either prepackaged or put together and served by a limited number of people who are properly masked and gloved. Individuals must not handle community serving utensils such as coffee urn spigots, serving spoons, creamer pitchers, etc.
 - Food and drink can be prepared in the kitchen and served in the Cafe.
 - Unmasking in order to eat or drink must occur only in spaces large enough to accommodate a 3-foot distance between all individuals who are not part of a single household. Thus, a small group of 5-10 people may be able to use the Cafe to eat and drink, but a larger group would need to use a larger room with better ventilation, such as the Social Hall.
 - Maintaining a 3-foot distance from others not in your household - especially while unmasked indoors - is required.
 - Space must be reserved for those who wish to gather only with other masked individuals.

Level Three: 25 to 74.5 cases per 100,000

In addition to the guidelines for both Level Two and Level Three, the following restrictions will apply in Level Three:

- Eating and drinking are prohibited inside.
- No group humming or singing is permitted.

Level Four: 75 or more cases per 100,000

No in-person gatherings will be permitted for at least two weeks after the 7-day-average of cases per 100,000 reaches 75 or higher, as reported by CovidActNow.

Applications can be submitted **using this online form** or the PDF version of the application form.

To clarify protocols to follow for each type of event during Levels Two and Three, see below:

Sunday Worship

One application for regular Sunday Worship Service is in place for the church year. Ushers/Greeters will also serve as Covid Monitors. There must be at least one and preferably two at each entrance (front and back). As people enter the building, masked, they must sign in for contact tracing. Hand sanitizer must be available. Posters with expectations of protocol must be posted and reviewed as needed. Seating in the sanctuary must be arranged with wider rows to accommodate 3-foot distances. Family groups may sit together and must place a social distancing sign on the chairs on either side of the grouping. Those signs are available in the hymnal racks under each seat. Group singing and humming are permitted only in Level Two, and with appropriate precautions as noted above.

We will continue to offer virtual services for those unable to attend in person, or who do not feel comfortable doing so.

Committee Meetings

One application for regular monthly or bimonthly meetings may be submitted for the church year. Chairperson or designee will serve as Covid Monitor, ensuring that contact tracing sign-in sheets are completed at each meeting and that everyone is masked, is healthy, has hand sanitizer available and maintains social distancing of at least 3 feet. Eating and drinking must follow the guidelines listed above.

Committees should continue to offer virtual meeting options for those who cannot attend in person, or do not feel comfortable doing so.

Small Group Meetings

Because Small Group Meetings are a UUCB sponsored activity, whether you wish to meet at the church or in each other's homes, we are asking groups to complete an application if you wish to or are meeting in person. One application for regular biweekly meetings may be submitted for the church year. Group facilitator and/or host of each meeting will act as Covid Monitor, ensuring that contact tracing sign-in sheets are completed at each meeting and that everyone is masked, is healthy, has hand sanitizer available and maintains social distancing of at least 3 feet. Eating and drinking must follow the guidelines listed above.

Events

Whether a special service, celebration, or meeting, events are the most likely place where other members of the community may be coming in. An application must be made for each and every Event – secular or spiritual. Event organizers must ensure there are adequate numbers of Covid Monitors. Contact tracing sign-ins, masks, sanitizer, and social distancing of at least 3 feet as in all other gatherings are required. The number of participants cannot exceed the space/ventilation capacity of the room(s) used for the event. Eating and drinking must follow the guidelines listed above.

Non-Congregational Use of the Building

If and when the Board opts to open spaces to the public for rentals, it is expected that those outside groups will be provided with a copy of this policy (and future iterations of this policy) and that they will be required to agree to follow this policy fully when in our building.