

UCE Guidelines for Meetings (Offsite and Onsite) and Rentals

Introduction

Based on UUA Guidance, **UCE does not intend to consider holding in-person Sunday Services until the Illinois Department of Public Health (IDPH) has designated that Illinois is in Phase 5, at the earliest**, of the Restore Illinois Plan. Although the IDPH has indicated that small, in-person, physically-distanced meetings may be held, the best way to prevent the spread of COVID-19 is to continue to hold all gatherings on-line. Therefore, UCE strongly recommends that groups (even small groups) continue to meet online. If you choose to meet in person, please consider the attached guidelines.

Meetings may be held at the UCE building, including up to 25 participants in meetings on the South Lawn and up to 10 participants in meetings in the Sanctuary, Room 3 or Room 6. The following guidelines must be adhered to for any meetings on UCE property, including the designation of a meeting leader.

These Guidelines may be changed as more information becomes available and/or based on our experience. If you would like to propose an event or meeting outside of these Guidelines, please submit your proposal to the UCE Office (Admin@ucevanston.org) for consideration.

Guidelines for UCE Small Group Meetings
Offsite or at UCE
eff 7/1/2020

Recognizing that in-person connection is a need, with important mental and spiritual health benefits, UCE staff and leaders offer the following guidelines for groups that feel the need to meet in-person. It is important to consider each person's needs as we gather in different ways. Prior to meeting in-person, please review these guidelines with your group, and discuss whether and how in-person meetings could be organized.

All meetings at UCE must be scheduled with the UCE Office (Admin@ucevanston.org). Lobby Staff must be at UCE during the meeting. For any meeting on the UCE grounds or in the building, a leader must be designated and check in at the lobby through the West Door. Please review the following guidelines prior to in-person meetings.

UCE recommends that any UCE meeting offsite have a designated leader and comply with the **Guidelines for UCE In-Person Meetings** and the **Covenant Checklist for UCE In-Person Meetings**, both attached.

Larger Group Meetings (Outside only)

Groups of up to 25 participants may gather on the UCE South Lawn or in other large outdoor spaces, during daytime hours. Participants in meetings on the UCE South Lawn will have limited access to the UCE building for using restrooms (and none on Sundays since the building will be closed).

Small Group Meeting (10 or fewer participants)

Groups of 10 or fewer may schedule meetings on the UCE South Lawn, or in the UCE Sanctuary, Room 3 or Room 6. Small groups may also consider gathering offsite, in a member's yard or a park.

Guidelines for UCE In-Person Meetings Offsite or Onsite (including Rentals)

A leader must be designated for each meeting. The leader is required to:

- inform all group members of these guidelines
- ensure compliance with these guidelines
- record the name, e-mail and telephone number for all attendees at each meeting by email sent to the UCE Office (Admin@ucevanston.org) or by entering them on the REALM system, when it becomes available, within 24 hours after the meeting.
- advise participants to inform the UCE Senior Minister if they or participants of their group test positive for COVID-19 within 2 weeks of attending a meeting.
- Inform the UCE Senior Minister if the leader becomes aware of any participant who tests positive for COVID-19 within 2 weeks of attending a meeting at UCE.

Other requirements include that:

- meetings be limited to 10 people or fewer when inside. More can be present outside as long as 6 feet distance is maintained and masks are worn.
- everyone **must** wear a well-fitting mask and stay at least 6 feet apart at all times.
- participants should use hand sanitizer frequently, and wash hands before and after using the bathroom.
- participants may not engage in singing, group recitations, or group exercise.
- when gatherings include households (including children), the number of people can be more than 10, if limited to no more than 3 households. Carefully consider how well each child may be able to understand and maintain physical distance.
- Food and beverages (other than water brought by the participant) are not permitted at indoor meetings.
- Food and beverages are permitted for outdoor meetings.
 - each participant can bring their own beverage and drinking cup
 - best not to involve food, but if you do, each participant must bring their own food, plates, cups and utensils rather than sharing.
 - each participant must take all garbage, plates, cups and utensils home.
 - dishes should not be shared.

The UCE kitchen will not be accessible for any reason.

Guidelines for Meetings and Rentals

Onsite at UCE

All meetings at UCE must be:

- Scheduled in advance with the UCE Office (Admin@ucevanston.org).
- Limited to 10 or fewer participants. Except that meetings scheduled on the South Lawn may include up to 25 participants.

The kitchen will not be accessible for any reason.

See **Guidelines for UCE In-Person Meetings - Offsite or Onsite (including Rentals)** above.

The designated leader:

- must check in at the lobby at least 5 minutes prior to the start of the meeting and stay until the last participant leaves.
- assure that masks are worn at all times in the parking lot, on the grounds, and in the UCE building. Masks may be removed by participants when seated, as needed for drinking water (or other food or beverage when outside)..
- instruct participants that they must stay at least 6 feet apart at all times.
- Instruct participants that they may not enter the UCE building or the South Lawn more than 5 minutes prior to the meeting start time and must leave the grounds no later than the ending time for the meeting.

Building Entry and Exit

- Participants in meetings scheduled for the Sanctuary, Room 3 or Room 6 should enter and exit through the West entrance.
- No one should enter any room other than the room in which they are meeting or the restroom, including the office or the second floor. No one should be in the lower level unless participating in a meeting in Room 6.
- Participants in meetings held on the South Lawn may enter the South Lawn without going through the UCE Building, and may use the restrooms by entering through the South door and going through the Sanctuary.
- Entry into the Building should be one person at a time and with at least 6 feet distance between each person entering. People entering while others are leaving should wait to the side of the stairs until people have left before approaching the door.

The UCE kitchen and tables may not be used. There is no garbage pick-up from UCE.

Restrooms:

- Only one person is allowed in a restroom at a time (other than children). Turn the latch when in the restroom to avoid close contact with someone waiting for the restroom.
- Anyone waiting for a restroom must be 6 feet from the door to the restroom.
- Anyone who uses a restroom must thoroughly wash hands for at least 20 seconds.
- **Room 6 meetings:** Participants in meetings in Room 6 should use the restrooms on the lower level. If you enter and notice that someone is using the restroom, please step out and wait 6 feet from the entrance for them to leave.
- **South Lawn, Sanctuary or Room 3 meetings:** Participants should use the restrooms on the main level. Turn the latch when in the restroom to avoid close contact with someone waiting for the restroom.
- If meeting on the South Lawn, **participants with mobility impairments** may need special access to the restrooms through Room 2, in which case, the leader should notify the UCE Office in advance (or lobby staff at check-in) if this access will be needed.

Covenant Checklist for UCE In-Person Meetings

(for consideration when deciding whether to have an in person meeting)

The goal of in-person gatherings is to create community. These small group meetings may feel more exclusive than inclusive to some congregants. People may feel pressured to attend a gathering that they are not ready for physically or emotionally. To avoid misunderstandings and incorrect assumptions, participants should have a common understanding of expectations for precautions being taken by others and in meetings. UCE suggests that, **prior to the first in-person meeting**, your group discuss whether to meet in-person, review the following considerations, and append to their existing Covenant their agreement on the following:

- Be aware of each person's comfort and ability to join in-person gatherings, based on their health or vulnerability or the health of a person they live with, and make sure anyone unable to join in-person can join on-line or over the phone.
- **Consider** how you will accommodate members uncomfortable with in-person meetings. (A group meeting in-person, with one person joining electronically often disadvantages the electronic participant.)
- Individuals may be able to join using Facetime, Zoom, 8x8, GoogleMeets, GoToMeeting or by calling in. Work together to find the right combination of in-person, phone-in, or video connections for your whole group.
- Be aware of the challenges of hearing in a large room or outside, while sitting six feet apart, with masks on. These challenges may make it harder, rather than easier, to connect.
- Be sure everyone present is in agreement about physical distancing, hand washing and wearing masks.
- Anyone experiencing any of the following symptoms: fever, cough, congestion, sore throat, runny nose, shortness of breath, loss or decrease of smell or taste, muscle aches with flu-like symptoms, loss of appetite, chills or shaking chills, headache, diarrhea, nausea or other gastrointestinal symptoms, or who has had contact with a person confirmed with COVID-19 infection or with a person under investigation (someone who has been tested for COVID-19 and is awaiting results), should be asked not to attend an in-person meeting.
- How strictly have members (and those they live with) been quarantining? And what are the expectations for doing so in the future (or at least until the next meeting) with respect to:
 - Socializing with others outside the household?
 - Behavior in the community (e.g., shopping, restaurants, etc.)?
 - Working outside the home? (If so, does your work pose particular hazards?)
 - Participation in large gatherings? Protests? Travel?
 - What about others in the household?

- o How well do you think you are complying with [CDC recommendations](#) to frequently wash hands, physically distance, and wear masks.
- What are expectations for sanitation before and during meetings?
- How will you invite/welcome expressions of discomfort?

Before the conclusion of each of the first few in-person meetings, discuss how the meeting went and the comfort level of participants.

Onsite Meeting Guidelines for UCE Staff

- Stagger meetings so that meeting beginning and ending times are at least 30minutes apart.
- Do not schedule more than 2 groups at a time.
- The South Lawn and Sanctuary cannot be scheduled at the same time to avoid inadvertent passing when entering or exiting the South Lawn through the South door.
- Allow at least 1 hour between meetings in any room, more depending on availability of cleaning staff.
- Lobby Staff must be scheduled and onsite during any scheduled meeting.
- Any meetings scheduled for Sunday may only be on the South Lawn, with no access to restrooms.
- Before each scheduled meeting:
 - Clean room to be used and main-floor restrooms, according to building guidelines
 - Ensure hand sanitizers are in the Sanctuary and near the South door to the South Lawn
 - Ensure signs with restroom procedures are posted at each restroom.
 - lower level restroom: One at a time only, please.
 - restrooms on the main level: Turn the latch when in the restroom.
 - Only one person allowed at a time (other than children).
 - Please wait at least 6 feet from the door.
 - Ensure paper towel and soap are stocked in each restroom, and trash receptacles are outside of restrooms
 - Ensure tape is on floor in 6-foot markings outside restrooms.
 - Ensure hand sanitizer is stocked on each level.
 - Set up 10 chairs in a circle with at least 6 feet between each chair. No tables.
 - If weather permits, on South Lawn, set up required chairs in a circle with at least 6 feet between each chair
 - Prop West doors to Sanctuary open