

**James Reeb Unitarian Universalist Congregation  
Strategic Plan for Operations during the COVID-19 Pandemic**

## **Level 2**

### Situational Criteria

*If any one or more actual, existing conditions are of greater severity than even one of the criteria conditions listed below, the guidelines of the next higher level are to be implemented. The guidelines for this level will be implemented two weeks after these situational criteria come into effect, if dropping from a higher level, or immediately if rising from a lower level.*

[COVID Act Now Metrics for Dane County](#) are at the following levels:

- Daily new cases per 100K “1-5.0” (yellow)
- Infection rate “0.9-1.1” (yellow)
- Positive test rate “3-10%” (yellow)

And/or state, county, and/or city authorities have mandated distancing and face mask wearing in public buildings.

The building ventilation is fully functional, with clean filters and appropriate intake, in the areas that will be used.

### Building Accessibility and Use

The building may be used by groups, including renters, which must sign up on the building use calendar; the organizer of each gathering must provide a means for pre-registration, including a way to choose virtual participation. No more than three groups may be in the building at the same time, and only in the following configurations:

- Sanctuary (2100 sq. ft.): one group of no more than 18 people (or whatever Dane County orders permit, whichever is less)
- Multipurpose room (800 sq. ft.): one group of no more than 7 people
- Front classroom (246 sq. ft.): one group of no more than 2 people

Hand sanitizer is placed in appropriate locations throughout the building.

Signs are prominently displayed indicating:

- Which parts of the building may be used, and which are closed
- The configurations listed above
- The guidelines listed below

All individuals and groups (including children/youth) using the building are to follow these guidelines:

- Sign in with their name and phone number in the log book provided, and attest to three stipulations in order to remain in the building and participate in the activity (expected participants will be notified ahead of time of the sign-in requirement, including the health questions, the attestations related to health precautions taken, and travel):

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1. They feel healthy now and have not experienced fever, chills, new cough, shortness of breath, new sore throat, muscle aches, new head ache, or new loss of smell or taste in the last 14 days.
  2. They have consistently worn a mask and maintained social distance when interacting indoors with unvaccinated people outside their household for the last 14 days.
  3. They have not traveled to areas experiencing increases of cases of COVID-19 greater than those occurring in Dane County in the last 14 days.
- Wear a mask at all times.
  - Practice social distancing of at least 6 feet apart at all times.
  - Wash one's hands often with soap and water for at least 20 seconds especially after one has been in a public place, or after blowing your nose, coughing, or sneezing.
  - Cover coughs and sneezes.
  - Limit gatherings to 2 hours or less.
  - Limit restroom use to one person or household at a time in each of the three restrooms.
  - Do not share food; individuals may bring personal water bottles and snack items.

**Congregational Life - Worship and Program**

Sunday services are prepared and disseminated on-line, from home(s) or by a number of individuals in the building consistent with the above configurations and guidelines. One or two singers may sing from the chancel, provided there is six feet of space between them and all other worship leaders, and twelve feet of space between them and the worship participants.

Worship leaders, including the singer(s), may remove their masks to speak or sing.

There will be no shouting, heavy breathing, singing or chanting (except as noted above for singer(s) during worship and below for choir), or playing of brass or woodwind instruments in the building. Piano, percussion, or stringed instrument music may be played and recorded in the building.

Up to four singers at a time may be recorded in the building with singing masks, at least six feet apart and using separate microphones, with no one present except the singers, accompanist(s), and individuals recording the music.

Religious education for children and youth takes place virtually, with participants at home as individuals or family groups. Special religious education or youth activities may take place outdoors, following the guidelines for outdoor gatherings that appear below.

All gatherings and meetings will include an online accessibility option for those not able to gather physically. Online options might include separate virtual gatherings for people not able to attend in-person gatherings, a set time to "stream in" people who'd like to greet people attending an in-person event, a Zoom option for meetings, or any other creative option that works toward wider inclusion.

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### Staff Practices

All staff may choose whether to work remotely or in the office.

Staff meetings will take place virtually, unless staff members explicitly agree to meet in the building.

If two or more staff members share the same work area:

- Meeting time is limited to an hour.
- Sharing of work tools and equipment (e.g. pens, pencils, calculators, computer keyboards, etc.) is discouraged.
- Note: Masks and six-foot distancing seem to mitigate the risk of transmission of 'particles' broadcast by a cough or sneeze. However, aerosols may still accumulate in the air in an enclosed area over a period of time and may be a source of transmission. Limiting the time two or more spend in a room together and increasing air circulation, by using a fan and opening doors, are actions that should be taken.

When working alone, wearing a mask is not necessary.

Should a staff member develop any COVID-19 symptoms or test positive for COVID-19, they must notify all other staff members; any staff members with whom the ill person has come into contact may not return to the building for two weeks.

### Outdoor Gatherings

Keep the gathering to a size that can ensure proper distancing, or split it into smaller groups if necessary for distancing. The organizer of the gathering is responsible to implement the outdoor gathering guidelines for this level, to communicate them to participants as needed, and to provide a means of virtual participation.

All participants will sign in, and the organizer will keep a copy of the sign-in sheet for two weeks in case contact tracing should be necessary.

Ensure a physical distance from each other of at least six feet.

Arrive at all outdoor gatherings wearing a mask. Masks may be removed if all participants explicitly express comfort in doing so.

Singing masks must be worn while singing, chanting, or performing deep-breathing exercises, as these activities carry a higher risk of transmission of COVID-19. These activities are limited to 45 minutes (in addition to any other speaking time).

Bring hand sanitizer. Avoid touching one's face and frequently wash or sanitize hands, if possible.

Refrain from bringing items for sharing with others.

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The JRUUC building is open for restroom use, according to the guidelines listed above.

Special considerations should be discussed if the gathering is to include small children and others who might find it hard to observe physical distancing.