

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

Level 3

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 “5.1-10” (yellow)
- Infection rate “0.9-1.1 (yellow)
- Positive test rate “10-20%” (orange)

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

Building Accessibility and Use

The building is closed for general use.

Hand sanitizer is placed in appropriate locations throughout the building.

Entry is permitted for essential business, emergency community support (with the guidelines listed under Level 4), or one to six people to record or lead worship.

All people using the building are to follow these guidelines:

- 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 one’s nose, coughing, or sneezing.
- Cover coughs and sneezes.
- Limit restroom use to one person or household at a time in each of the three restrooms.

Congregational Life - Worship and Program

Sunday services are prepared and disseminated on-line, from home(s) and/or by one to six individuals in the sanctuary.

Worship leaders may remove their masks to speak.

There will be no shouting, heavy breathing, singing, chanting, or playing of brass or woodwind instruments in the building. Piano, percussion, or stringed instrument music may be played and recorded in the building.

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All group gatherings, including but not limited to meetings, religious education, Covenant Groups, and choir take place either:

- virtually, with participants at home as individuals or family groups, or
- outdoors in accordance with 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.

Staff Practices

All staff work remotely, except for essential business that must be conducted in the building.

All meetings are held virtually.

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 30 minutes (in addition to any other speaking time).

Bring hand sanitizer. Avoid touching ones’ face and frequently wash or sanitize hands, if possible.

Refrain from bringing items for sharing with others.

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

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