

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

Level 4

Situational Criteria

The guidelines of this level are to be implemented immediately if even one of the conditions below should occur. These guidelines will remain in effect until all the situational criteria for the next lower level have been met for two consecutive weeks.

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

- Daily new cases per 100K “10-25” (orange) or higher
- Infection rate “1.1-1.4” (orange) or higher
- Positive test rate “10-20%” (orange) or higher

And/or state, county, and/or city authorities have mandated a stay-at-home order.

Building Accessibility and Use

The building is closed.

Hand sanitizer is placed in appropriate locations throughout the building.

Entry is only permitted for:

- essential business, which is defined as payroll, bills, check signing, access to resources, and building safety and maintenance.
- leading worship from the sanctuary

If two or more individuals are required to carry out essential business within the building, they are to maintain a physical distance of 6’ or more, wear masks and gloves, and wash hands at each opportunity.

The building may be used for emergency community support under the following guidelines:

- Maximum numbers by room:
 - Sanctuary (2100 sq. ft.): maximum 18 (or whatever Dane County orders permit, whichever is less)
 - Multipurpose room (800 sq. ft.): maximum 7
 - Front classroom (246 sq. ft.): maximum 2
- 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.
- Avoid close contact.
- Stay at least 6 feet (about 2 arms’ length) from other people.
- All people over the age of 2 years will cover their mouth and nose with a mask at all times when inside the building, unless it interferes with medical treatment.
- Cover coughs and sneezes.

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Congregational Life - Worship and Program

Sunday services are prepared and disseminated on-line, from home(s), or with one person in the sanctuary.

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 one’s face and frequently wash or sanitize hands, if possible.

Refrain from bringing items for sharing with others.

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In conjunction with outdoor events near the JRUUC building, one person or household at a time may enter the building for restroom use.

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

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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.

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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.

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Level 1

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 “Under 1/on track for containment” (green)
- Infection rate “Under 0.9/COVID decreasing” (green)
- Positive test rate “3-10%” (yellow)
- The vaccine is widely available (free to all, at multiple accessible locations in Dane County) for all people over the age of 2 years

And state, county, and/or city authorities have allowed indoor gatherings to resume with some restrictions.

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 for 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: up to 40 people, spaced apart as individuals or households
- Multipurpose room: up to 10 people, spaced apart as individuals or households
- Front classroom: up to 3 people, spaced apart as individuals or households

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 renters and 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 one's nose, coughing, or sneezing.
 - Cover coughs and sneezes.
 - Limit gatherings to 2 hours or less.
 - Restrict restroom use to one person or set of household members 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 and rites of passage (weddings, memorials, etc.) are conducted in the sanctuary and attended by individuals according to the configurations and guidelines listed above, and are streamed for those not able to gather physically.

- Only vaccinated adults may lead worship, offer music, and serve as greeters and hospitality hosts in the building.
- People leading worship and offering music may remove their masks to speak/sing.
- Instrumental music may be played (other than brass or woodwind).
- There will be no congregational singing indoors, but up to four musicians may sing from the chancel during worship with a distance of at least six feet between musicians and at least twelve feet between them and the congregation.
- Offering baskets are placed in the sanctuary but not passed.
- Hymnals and paper orders of service are not used.

There will be no shouting, heavy breathing, singing or chanting (except as noted in the next paragraph for choir), or playing of brass or woodwind instruments in the building.

Outside of Sunday mornings, the choir may rehearse or record in the sanctuary for up to half an hour singing time, with singing masks and six-foot distancing, and with the same requirements as other building use.

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Religious Education for children and youth resumes. All adults working with children/youth must be vaccinated. All sessions must be conducted according to the configurations and guidelines listed above, and are streamed for those not able to gather physically.

All JRUUC 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 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.

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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 1 hour (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.

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

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Level 0

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.

Operations will shift to this level only after the congregation has operated at the next higher level, and the situational criteria for this level have been in effect, for two consecutive weeks.

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

- Daily new cases per 100K “Under 1/on track for containment” (green)
- Infection rate “Under 0.9/COVID decreasing” (green)
- The vaccine is widely available (free to all, at multiple accessible locations in Dane County) for all people over the age of 2 years

And state, county, and/or city authorities have allowed all in-person activities to resume with no restrictions.

Building Accessibility and Use

Building use returns to pre-COVID conditions.

Hand sanitizer is placed in appropriate locations throughout the building.

Congregational Life - Worship and Program

Sunday services are conducted in the sanctuary and attended with no restrictions, and are streamed for those not able to gather physically.

- Choir and congregational singing resume in full.
- Religious Education for children and youth resumes, with online accessibility options for those not able to gather physically.
- Coffee hour resumes with no restrictions, including the sharing of food and beverages.

All group gatherings, including rentals, return to pre-COVID conditions; JRUUC gatherings and meetings 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 work in their offices, but may choose to work from home as convenient.

Staff meetings will normally take place in the building, with an online accessibility option for those not able to gather physically.

Outdoor Gatherings

Outdoor gatherings are planned and attended with no restrictions.