

Guidelines for ERUUF Phased Reopening during Covid-19

August 2020

Preface

ERUUF members have strong positive feelings for the fellowship and each other, and some leaders have inquired about using space on campus for group meetings during the pandemic. Renters have also inquired. The Board has tasked the Staff with management of buildings and outdoor space with safety as a top priority, according to guidelines created by CDC, state of North Carolina, and city of Durham.

Sources of Accountability

Our Board. The following Guidelines are in compliance with the ERUUF Board of Trustee's policy (**ERUUF BOT Delegation to Ministry and Process for Establishing Operating Procedures to Control Access to the Fellowship Campus During the Covid-19 Pandemic**, hereinafter referred to as Special COVID Policy) The reporting schedule that enables Board monitoring of the policy appears at the end of this document.

Our Members. These guidelines are designed so that ERUUF members can safely access the campus and continue their important ministries of support, public witness and justice. They are also designed to support members' sense of connection with each other, and their stewardship of the fellowship during the pandemic.

Our vision is that at the end of the pandemic our members will be connected to each other with appreciation for the values and practices of UU covenantal spiritual community. And that our fellowship will be meaningfully engaged in efforts to support people who are in need, and in the work for racial and environmental justice.

Overview of Procedures

The procedures and actions described in these Guidelines for members, staff and the public are based on recommendations from the CDC

<https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/index.html> and the UUA <https://www.uua.org/safe/pandemics/gathering-guidance>.

The Phases referred to in these Guidelines are the ones put forward by the State of North Carolina: <https://covid19.ncdhhs.gov/latest-updates>. In all Phases of Reopening, the Coordinating Team will closely monitor mandates by the State of North Carolina and City of Durham <https://durhamnc.gov/4013/City-of-Durham-COVID-19-Updates-Resource> and recommendations for places of worship. **In the event that there's a conflict between city and state mandates, the more stringent mandate will be observed.**

If two or more Covid-19 cases emerge within groups engaged in similar activity at ERUUF, or begin to rise again in Durham and surrounding communities, the Coordinating Team will take immediate action to move our campus and community back to the safety practices of an earlier operating stage (eg. no in person meetings, etc.).

Guidelines for Campus Use

State of North Carolina - Phase Two

“Safer at Home” (as of June 25, 2020)

<https://files.nc.gov/covid/documents/Phases-List.pdf>

Covid-19 is still on the rise in North Carolina and surrounding states, and Durham remains under tight restrictions: only 10 people may gather in one space indoors and only groups of 25 may gather in one particular area outdoors. (As with use of public parks and markets, multiple groups are allowed, but must maintain distance from other groups.)

In compliance with CDC and other guidelines we maintain 6’ of social distance, wear masks, wash hands, and clean surfaces regularly.

Worship and programs for children and adults are mainly online.

Staff work remotely, only coming to campus to perform essential functions. Staff maintain distance and lower density guidelines, wear masks, wash hands, clean high touch surfaces regularly.

Sunday worship is produced by a small team either from remote locations or from the sanctuary, and is webcast via Livestream for members. No members are able to attend worship in the sanctuary at this time.

Outdoor use of campus

ERUUF groups may meet on campus in Phase Two if they follow these procedures and abide by rules for safe use of campus.

Before meeting in person on campus, the group’s leader will contact the ERUUF Office (Facilities Coordinator) and provide information about the size of the group and the requested day and time of meeting(s).

Similarly, a minister or senior staff member will notify the Office and provide the same information when they wish to meet with a group.

The ERUUF Office/Facilities Coordinator will designate an outdoor space for the group.

The group leader, minister, or senior staff member will share the following Rules of Use with group members.

The group may meet if all members who attend in person agree to the rules.

Rules of Use

Attending group members agree that they will abide by the following rules for campus use:

Park their vehicles at the equivalent distance of at least one parking space between vehicles as parking lot use allows.

Wear masks; sanitize hands; maintain at least 6' of social distance.

Bring their own chairs, drinking water, and equipment (eg. pen/paper, garden tools, bug spray, books, laptops, etc.).

Be on campus only at their agreed upon day, time, and at their assigned outdoor space. (note: As with use of public parks and markets, multiple groups are allowed, but must maintain distance from other groups for the sake of low group density. The state guideline for Phase Two is that groups of no more than 25 people may gather in one close area.)

Be mindful about greeting each other, staff, and ministers at a social distance; not doing this puts others at risk.

Meet only in outdoor spaces. Access is closed to supply/storage closets, rooms, offices, bathrooms, Sanctuary, Care bldg., and kitchens.

Restrooms will be open and maintained regularly in the Fellowship Hall when groups are scheduled to be on campus. This is the only indoor space available at this time.

The group leader must record attendance on a health self-screening form, noting names and the date of the gathering, and save the list in case contact tracing becomes necessary.

If a group member tests positive for Covid-19 after attending an event on campus, they agree to notify the group leader so that other group members and ministers can be notified. It is important that the identity of the ill person be kept confidential to the extent possible, but the date and time of exposure will be shared as needed.

While these rules for campus safety are not optional, **group members are encouraged to engage them in the spirit of love and care for fellow members.**

These rules are designed to encourage consensual behavior not an authority relationship—however, people who are non-compliant may need to be reminded that participation in ERUUF events requires following guidelines set forth by the ERUUF Board, the state of North Carolina and the city of Durham.

If a group member chooses not to adhere to these safety rules, they may not attend the event on campus.

The group leader is responsible for sharing these safety rules with group members. Staff is available for support if needed.

CT will post this information on campus bulletin boards and in buildings and on the website.

Sunday Worship Team

When we produce worship from the sanctuary:

Only the worship, sound and tech team members are present on Sunday morning and during rehearsals. No congregants attend worship at this time.

Careful distancing of each worship leader, tech team and sound team member is observed.

The Chapel will be used for either a cantor or a musician playing a wind instrument.

HEPA room air filter is in use.

Particle barriers are in place between worship, sound, and tech team members.

All worship, tech and sound team members self-screen with these questions:

Do you have fever or other flu or Covid-like symptoms today or in the past week?

Have you been tested for COVID-19 in the past two weeks?

Have you been in contact with anyone who has the virus or is currently quarantined?

Anyone who answers positively to any question will be asked to participate in the service remotely, and when possible to arrange for a substitute in advance. Team members will continue to cross-train and contingency plans will be in place to cover the role/duties of anyone who might become ill on short notice.

Worship leaders are in the sanctuary only for the duration of the service; they maintain distance and wear masks when not speaking. Each speaker uses their own podium and headset microphone. Care is taken in handling this equipment—speakers place their just used microphones in a basket in the sound room so the tech team doesn't have to touch the equipment.

There is no singing in the sanctuary. Cantors and hymns are either led from the Chapel or pre-recorded remotely and added to the Livestream.

Wind instruments are either played in the Chapel or are pre-recorded remotely.

One pianist. One guest instrumental musician (string instrument or drum) seated 12 feet apart on the chancel, separated by a particle barrier.

Surfaces are cleaned by leaders during the service as needed.

Sanctuary is aired after each service.

If a worship team participant tests positive for Covid-19 after being in the sanctuary with others, they will notify one of the ministers or a staff member so that other team members and public health officials can be informed. The identity of the ill person can remain confidential, but the date and time of exposure will be shared.

Weddings, Memorial Services, Celebrations of Life

At this time (Phase 2) we are able to host ceremonies of 10 people indoors, and outdoor ceremonies for groups of 25 or fewer people, provided that masks are worn, social distancing and sanitation is practiced. This type of small, intimate ceremony can be held as needed, with a larger celebration of life or marriage planned for a later time when it is safer to gather in larger groups. A virtual component of an indoor ritual could make it accessible to distant family and friends. ERUUF Ministers will work with families to help meet their spiritual needs around these important occasions.

Adult Programs

All adult programs are online except for groups that have reserved outdoor space on campus. (See outdoor use of campus, above)

Religious Education for Children and Youth

All programs for children and youth are online only at this time.

In September at the start of the new program year:

Children's Chapel at 9:15 am to share joys and sorrows and participate in UU rituals.

From 9:20 – 10:10 the Zoom Host places children into breakout rooms in multi-age groups for programs such as a new Lego curriculum, Cooks and Books, and the Harry Potter class (4/5) .

Online Sunday at 11:45 am:

Grades 6, 7, 8 Neighboring Faiths. No in person visits at this time

Coming of Age (1x mo through November COA Service)

HS Youth group meets Sunday at 4 pm each week.

MSYG meets every other week online.

No OWL classes. Summer camps 2021 (if conditions allow) are planned to make up for this gap.

Rentals

During Phase Two, Rentals of the ERUUF campus will be considered if these 5 conditions are met:

- renters are organizations with strong internal organization
- clearly delegated lines of authority
- proof of liability insurance
- demonstrated capacity to meet all State safety mandates for masks, social distancing, and hand sanitizing (examples of such groups include *Durham County Board of Elections* and *Family Preschool*).
- Cleaning protocols must be specified in each contract and that the cost of increased cleaning will be paid by the renter.

Cleaning protocols must be specified in each contract and that the cost of increased cleaning will be paid by the renter.

If a participant at a rental event subsequently tests positive for Covid-19 the renter will notify the ERUUF Administration.

If conditions deteriorate in Phase Two, the Coordinating Team (CT) is responsible for informing members, staff, and renters that stricter measures need to be taken and what those new measures shall be. CT must post this new information on campus bulletin boards and in buildings and on the website; reassign staff duties, revise meeting protocols, restrict access, report to Board, etc.

Even if the state or city moves to Phase Three, it is not automatic that ERUUF will immediately follow. The Coordinating Team will evaluate when and how ERUUF needs to prepare to move to Phase Three.

In evaluating all phases of reopening, the Coordinating Team will develop a communication plan that includes a mechanism for checking in with the Board, congregation, and leaders.

Guidelines for Campus Use

State of North Carolina - Phase Three

In this phase conditions will have significantly improved according to metrics created, posted and monitored by the State of North Carolina (tbd by state). <https://covid19.ncdhhs.gov/latest-updates> City of Durham metrics must also be followed (if there is conflict the stricter guidelines must be followed). <https://durhamnc.gov/4013/City-of-Durham-COVID-19-Updates-Resource>

Before entering Phase Three, the Coordinating Team must carefully consider conditions and recommendations specifically for places of worship by the State of North Carolina <https://files.nc.gov/covid/documents/guidance/NCDHHS-Interim-Guidance-for-Places-of-Worship-Phase-2.pdf> and the UUA <https://www.uua.org/safe/pandemics/gathering-guidance> for a careful assessment of local conditions and the determination of appropriate action.

The Coordinating Team will consider trends for in person gatherings within local public schools and universities, and among other populations / communities where people gather and sit together indoors while using masks, maintaining proper social distance, hand sanitizing, surface cleaning, airing of rooms.

Before reopening campus buildings in Phase Three, staff will be responsible for determining group density, setting limits on the size of groups in each space. Staff must report conditions to the Board of Trustees, send new guidelines to group leaders, and share them with the congregation at large (via e-news, website) and post signage in rooms / public spaces across the campus.

Before reopening staff must make sure that new systems for building use by ERUUF programs and rentals interact effectively together in accord with the mandated safety measures.

Before reopening staff must consider the financial cost of increased cleaning (materials and personnel) and possible increased volunteer needs, discuss this with ERUUF leaders before decisions are made.

Worship

When it is safe(er) for congregants to return to the sanctuary, screening questions upon entry, lower density / distancing measures, and new practices for community behaviors will be in place.

Safety posters will be in place across campus (on bulletin boards, in restrooms, etc) and on the website

Masks must be worn

Contactless entry—one set of doors are propped open for entrance; all are open during exit.

Staff ask members simple health screening questions outside entrance

Contactless greeting. No hugs or handshakes.

Contactless collection of the offering (boxes / baskets placed at the back of the sanctuary. Online giving is encouraged)

“Staggered” seating. Seats are marked for family groups 12 feet apart in all directions.

No paper bulletins.

Hymnals and other materials are removed from pews. Words are projected onto the wall as needed.

Hand sanitizer is readily available in sanctuary and hallways.

No coffee hour. No tabling. No greeting line after the service.

Socializing at a safe distance outside only.

Programs

In Phase Three it's possible that our large spaces (Commons Room, Fellowship Hall, Rm. 4/5, Music Room, Chapel and outdoor space as climate/ weather allows) could be available for ERUUF small group to use by reservation. This use would need to be coordinated with building rental use.

Sanitizing/cleaning protocols must be practiced in the space and deeper cleaning must be coordinated by the office staff. No food may be shared together at this time.

Rules of Use for Indoor and Outdoor Space in Phase Three

Group members agree that they will abide by the following rules for campus use:

Park their vehicles at the equivalent distance of at least one parking space between vehicles.

Wear masks; sanitize hands; maintain at least 6' of social distance.

Bring their own drinking water and equipment (eg. books, laptops, etc.).

Be on campus only at their agreed upon day, time, and at their assigned space. (note: As with use of public parks and markets, multiple groups are allowed, but must maintain distance from other groups for the sake of low group density, according to state guidelines at this time.)

Be mindful about greeting each other, staff, and ministers at a social distance; not doing this puts others at risk.

Public restrooms will be open and maintained regularly in all buildings.

The group leader must record attendance and save the list in case contact tracing becomes necessary.

If a group member tests positive for Covid-19 after attending an event on campus, they agree to notify the group leader so that other group members and ministers can be notified. The identity of the ill person will be kept confidential, but the date and time of exposure will be shared as needed.

While these rules for campus safety are not optional, **group members are encouraged to engage them in the spirit of love and care for fellow members.**

If a group member chooses not to adhere to these safety rules, they may not attend the event on campus.

The group leader is responsible for sharing these safety rules with group members. Staff is available for support if needed.

Religious Education

In Phase Three if social distancing and lower density is required, it may be possible to bring smaller numbers of children back to classes on Sunday morning on a staggered or alternating schedule. Support for online participation will continue.

We will also explore the feasibility of using the large rooms/ spaces on campus during the week to bring a reduced number of classes to campus at a particular time to support in person relationships among children and their teachers. This would be dependent upon available volunteer teachers and group leaders, the feasibility of hand sanitizing, masks and social distancing among children, and the cost of additional campus cleaning.

As with planning for adult programs, all plans for children's programs on campus must meet safety guidelines, and be coordinated with campus rentals. Cleaning cost, the needs of volunteers, and feasibility of programs must be considered.

Reporting Illness

During Phase Three if anyone tests positive for Covid-19 after attending a class, event or group on campus, they agree to notify the group leader so that other group members and public health officials can be notified. It is important that the identity of the ill person will be kept confidential to the extent possible, but the date and time of exposure will be shared.

If public health conditions deteriorate during Phase Three, the Coordinating Team will be responsible for informing members, staff, and renters that stricter measures need to be taken. CT must take necessary action to inform the public that tighter restrictions are once again in place and changes are necessary around worship, in person gathering practices (post new signage, reassigning staff duties, revise meeting protocols, inform the Board of Trustees, etc).

Phase 3 plans may be modified to adapt to changing conditions.

Resources / Sources

Safety Posters (for Main Building bulletin boards, restrooms, office workroom, CARE Building Kitchen/Hallways, restrooms Fellowship Hall vestibule, restrooms, kitchen area)

[https://www.who.int/images/default-source/health-topics/coronavirus/clothing-masks-infographic---\(web\)-logo-who.png?sfvrsn=b15e3742_16](https://www.who.int/images/default-source/health-topics/coronavirus/clothing-masks-infographic---(web)-logo-who.png?sfvrsn=b15e3742_16)

COVID symptoms are as follows:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

References:

NC Department of Health and Human Services, “Interim Guidance for Places of Worship and Religious Services, July 27, 2020”

<https://files.nc.gov/covid/documents/guidance/NCDHHS-Interim-Guidance-for-Places-of-Worship-Phase-2.pdf>

City of Durham, North Carolina, Covid-19 Resources and Official Updates

<https://durhamnc.gov/4013/City-of-Durham-COVID-19-Updates-Resource>

Centers for Disease Control, “Considerations for Events and Gatherings”

<https://www.cdc.gov/coronavirus/2019-ncov/community/large-events/considerations-for-events-gatherings.html>

Centers for Disease Control, “Events and Gatherings Planning Tool”

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/community/COVID19-events-gatherings-readiness-and-planning-tool.pdf>

UUA guidance for gathering during COVID-19

<https://www.uua.org/safe/pandemics/gathering-guidance>

Public Health Risk Assessment Chart, Texas Medical Association, June 2020

https://www.texmed.org/uploadedFiles/Current/2016_Public_Health/Infectious_Diseases/309193%20Risk%20Assessment%20Chart%20V2_FINAL.pdf

Checklist for ERUUF Administration /Coordinating Team:

- ___ ERUUF Insurance Policies reviewed with Insurance Company.
- ___ ERUUF liability reviewed for each phase with legal counsel.
- ___ Proposed plans reviewed by ERUUF members with medical/ public health backgrounds.
- ___ Review financial implications with ERUUF leaders.

- ___ Safety equipment and supplies for staff and visitors are in place across campus.
- ___ Outdoor areas clearly designated; accessibility for all is considered.
- ___ 6' distances are designated outside Fellowship Hall bathrooms and outdoor spaces designated for group use.
- ___ Signs about safety procedures posted on all bulletin boards inside Fellowship Hall, outside all campus buildings, in restrooms, office workroom.

- ___ Enhanced cleaning procedures and schedules are in place across campus.
- ___ Staff is informed about pending changes; trained on new safety protocols and cleaning procedures.
- ___ Congregation is informed about new operating protocols (website, e-news, signage as needed).

- ___ Immediate notification to the Board of Trustees if a member, child, staff person, visitor or participant of a rental group tests positive for Covid-19 after being on campus. It is important that the identity of the ill person will be kept confidential to the extent possible, but the date and time of exposure will be shared.
- ___ Immediate notification to group leaders, staff and participants that a participant at a recent event has tested positive for Covid-19. Identity will be confidential; exposure information is shared.
- ___ Monthly reports to the Board of Trustees include the following information:
 - Report any issues with compliance with policies (Board Special Policy, 4. a. i.)
 - Report any changes in metrics made by public officials (Board Special Policy, 2. a-d) and any changes to Guidelines for Phased Reopening made in response (whether changes are to loosen or tighten campus restrictions)
 - Develop an assessment process to determine moving from Phase 2 to Phase 3 (or the reverse if necessary), as well as any subsequent Phases that might be created by state and local officials.