

S.I Special Policy: ERUUF BOT Delegation to Ministry and Process for Establishing Operating Procedures to Control Access to the Fellowship Campus During the Covid-19 Pandemic.

This policy is established by the Board of Trustees (Board) of the Eno River Unitarian Universalist Fellowship (ERUUF) to provide guidance to the lead minister and ERUUF staff as they develop procedures and accountability measures for the phased opening of ERUUF campus during the time of the coronavirus pandemic. The policy is guided by significant concern and serious consideration of the safety and well-being of ERUUF members, staff and visitors, including the impacts on well-being associated with not being able to gather in person. In developing the policy, the Board recognizes the imperative for equity and care for the most vulnerable and those who are marginalized both at ERUUF and in the larger community. The intention is for the final operating procedures to be developed by ERUUF's lead minister and staff, but implemented and monitored as a shared ministry of the congregation.

This phased reopening plan shall include, but not be limited to: opening and access to outdoor space; restricted uses for indoor building space; and full unrestricted reopening. The operating procedures may be developed in phases, with the first priority procedures for making outdoor space available for use.

1. *ERUUF Board of Trustees Authority.* Under the general authority over the affairs of the Fellowship granted by the Congregation to the Board of Trustees of the Eno River Unitarian Universalist Fellowship under Congregational Bylaws Art. IV, Sec. 2 (as revised June 2019), including the power to delegate administrative authority to the Lead Minister (LM) through published policies; the Board issues this special policy delegating authority to the LM to establish interim and final operating procedures for controlling access to the Fellowship campus during the Covid 19 pandemic (the pandemic).
2. *LM Special Discretionary Authority.* The Board delegates discretion to the LM to decide whether, when, and how to open the ERUUF Fellowship Campus during the pandemic, and implement Covid 19 operating procedures reflecting that decision. In addition to the sources identified below, the LM may consider any other sources that the LM determines are applicable to the exercise of discretion under this policy and the LM's exercise of authority; and may be informed by other individuals and institutions that the LM determines have knowledge relevant to decision-making under this special policy, and to the consequences of those decisions for the Fellowship.
 - a. In exercising this discretion, the operating procedures must address **health and medical safety**, with the LM considering and applying relevant provisions from the following sources:

- i. North Carolina Department of Health and Human Services publication, [Interim Guidance for Places of Worship and Religious Services](#), as updated or amended, including any current guidance from the U.S. Centers for Contagious and Infectious Disease cited in that publication;
 - ii. Current applicable [CDC guidelines for Community and Faith Based Organizations](#).
 - iii. Current [UUA guidance for gathering during COVID-19](#), and [Guidance for Outdoor Gatherings During COVID-19](#);
 - iv. Input from medical and public health professionals, who may be volunteers from the ERUUF congregation or consultants affiliated with the UUA; and
 - v. Consistent with Governance Policies Part IV, sec. B-LM2, B to “[w]henever possible...uphold the principles of shared ministry and collaborative leadership,” any input from the Board of Trustees or from the Board listening sessions on phased reopening the campus during the pandemic.
 - vi. The Seven Principles of Unitarian Universalism;
- b. In exercising this discretion, the operating procedures must consider and address applicable **legal, financial and liability implications** for both ERUUF as a whole as well as for staff and the BoT, including but not limited to:
- i. An assessment of the adequacy of current liability insurance, in consultation with ERUUF’s liability insurance company;
 - ii. A written legal opinion regarding potential legal implications of each phase of reopening; and
 - iii. An assessment by staff and the Board Finance Advisory Committee regarding any relevant financial implications of the phased reopening plan.
- c. In exercising this discretion, the LM must identify:
- i. Metrics, or gating criteria, that will guide decision-making and movement through the identified phases of re-opening, including provisions for returning to any phase as needed; and
 - ii. Measures to ensure the congregation will be held accountable to upholding the interim and final operating procedures, including clear consequences for not following applicable procedures; and
 - iii. Recommendations for periodic assessment of congregational views of the phased re-opening, including clear identification of the costs for conducting assessments.
- d. After considering the sources in subparagraphs a and b of section 2, the LM must issue written ERUUF Covid 19 interim operating procedures, grounded in ERUUF’s values and prioritizing community health and safety. The procedures should include stating findings, conclusions, and instructions and must:

- i. Explain the rationale for the operating procedures, including what guidance provisions, principles, or other sources the LM considered and applied;
 - ii. How the directives of this policy have been included or addressed;
 - iii. Be accessible to the Congregation in a form determined and publicized by the LM, and to the Board at its GoogleDocs website;
 - iv. State the timeframe during which the interim operating procedures will be in effect; and
 - v. Include procedures and considerations of the long term health and safety goals of the congregation, both as this pandemic evolves and after.
 - e. Once made accessible to the Congregation and the Board, the ERUUF Covid 19 interim operating procedures are effective immediately through 7 calendar days following the next scheduled Board meeting after its issuance.
3. *Board Review and Oversight.*
 - a. At its next scheduled meeting following the publication of the ERUUF Covid 19 interim operating procedures, the Board will find:
 - i. The LM's properly applied items under provisions 2 and 4 of this special policy, and that the interim operating procedures are final; or
 - ii. That there are material issues concerning the LM's application of this special policy, describe the material issue or issues, and require appropriate correction consistent with this special policy. Upon completion of the correction, the LM may issue an ERUUF Covid 19 final operating procedures document that shall remain in place until the time identified under provision 4.d.
4. *Other Provisions.*
 - a. For the period during which the ERUUF Covid 19 interim or final operating procedures are in effect, the LM will report in writing to the Board on the implementation of these procedures at each regularly scheduled Board meeting, or at any special meeting as the Board may require. In any report prepared under this provision, the LM must:
 - i. Address any issue affecting Congregational compliance with the operating procedures;
 - ii. Summarize any material changes or updates to the sources consulted under paragraphs 2.a that may affect interim or final operating procedures developed under this special policy, and
 - iii. State how the interim or final operating procedures address these material changes or updates, or whether the LM must revise the operating procedures to meet the requirements in 2.a-d.

- b. The LM may revise and re-issue final ERUUF Covid 19 operating procedures following the same process used to establish them, as outlined in paragraph 2 a through d as needed:
 - i. to conform with legal requirements issued by a State or local government entity; and/or
 - ii. to address changes identified in the course of implementation.
- c. The LM may include the information required under paragraph 4.a of this special policy in the LM's monthly report submitted under Governance Policies Part IV, sec. B-LM3, C.
- d. This special policy is in place during such time as the WHO declares an end to the COVID-19 Pandemic.
- e. Nothing in this policy may be construed to remove or restrict Board general authority delegated by the Congregation under Bylaws Art. IV, Sec.2.

Change History:

Special Policy: ERUUF BOT Delegation to Ministry and Process for Establishing Operating Procedures to Control Access to the Fellowship Campus During the Covid-19 Pandemic Approved by the Board of Trustees 8/24/20

Review History: