

UUCW Phased Re-Opening Guidelines – June 10, 2021

UUCW REOPENING VALUES AND COVENANT

1. **As we reopen, we will follow and hold close our Unitarian Universalist values.** Making a safer, more inclusive community for all our people – including members, staff, newcomers, children, building renters and guests -- is our top priority. We also covenant to make room for the trauma and pain of the pandemic that lives in us. We will respect that not all of us can yet be vaccinated, especially children, and that vaccines work less effectively for those of us who are immunocompromised. We covenant to keep a sense of humor as UUCW reopens, and to follow guidelines regarding masking, singing and cleaning to help keep our beloved community strong and welcoming.
2. **The Unitarian Universalist Association encourages us to:** Root our decisions in the values of inclusion and consent; follow the science, go slow and be flexible, and be humane and realistic with expectations of ourselves and others. See <https://www.uua.org/safe/pandemics/gathering-guidance>
3. **Mask-wearing protects others around us,** including children not yet vaccine-eligible and adults whose vaccination status is affected by medical conditions. Wearing a mask at church can create a more welcoming, comfortable environment for all.
4. **Group leaders must practice being respectful of members' privacy** around vaccination issues. Avoid statements such as “We’re all vaccinated here” or asking if folks are vaccinated, and make it possible for group members to privately express safety concerns and meeting location preferences (in-person or online). We also must remember that most UUCW groups and activities are open to newcomers, and work to welcome and include them.
5. **Terminology: “Multi-Platform” not “Hybrid”** Because the word “hybrid” has been used in a derogatory way towards transgender and multi-racial people, please use the term “multi-platform” for meetings held online and in-person simultaneously.
6. **Offering Online and In-Person Meetings and Activities** We will strive to ensure that UUCW offers equally-attractive in-person and on-line opportunities for fellowship, growth and learning. Governance processes (i.e. Board meetings, Congregational meetings) need to be offered via whichever modalities are most inclusive.
7. **Phases and Guidelines are Open to Change.** We will do our best to keep all UUCW people apprised of changes in Re-Opening Phases and Guidelines.
8. **FEEDBACK** – To offer feedback on this plan, contact Vicki Banville, Church Administrator vickib@uucw.org , and Stephanie Wahlen, Chair, ROC-19 Task Force, mwahlen1@wi.rr.com

REOPENING PHASE ONE – Begins 6/11/2021

1. OUTDOOR MEETINGS - Small or Large Groups

- a. **Meeting Spaces** there are four designated outdoor meeting locations available. **To meet at UUCW all Group Leaders must make a space reservation** with Vicki Banville (vickib@uucw.org) at least ten days in advance of the meeting.
- b. **“Meeting Bins” with supplies** (masks, hand sanitizer, etc.) will be readily available. Group leaders should check with Vicki Banville about bin location, and return bin there after meeting.
- c. **Bring your own chairs** (one bench will be available in each assigned outdoor location).
- d. **Mask-wearing not required outdoors.**
- e. **Group leaders/members will need a security code** for the church doors (obtain via Vicki Banville – allow at least a week for processing); no door-propping permitted.
- f. **Restroom use – Masks required in UUCW Building during Phase One**
 - i. One person at a time in restrooms
 - ii. Masks are required in restrooms, and anywhere in UUCW building.
 - iii. Disinfecting cleaning wipes available in the bathrooms should be used by each person to wipe down surfaces after they finish (*This helps keep bathrooms clean; UUCW is not staffed for daily cleaning at this time*)
 - iv. Group leaders are responsible for ensuring that all contact surfaces in bathrooms are wiped down with disinfecting wipes after the meeting.
- g. **No kitchen access** – Groups may not use UUCW kitchen or its equipment in Phase One.
- h. **Contact Tracing** – Leaders are encouraged to take attendance for outdoor meetings and turn it in to Vicki in case contact-tracing is needed. Slip attendance sheet under office door, or email to vickib@uucw.org
 - i. If a meeting attendee becomes infected with COVID-19 within 10 days of the meeting, they should contact the Group Leader so that other attendees can be notified. Leader should also notify Vicki Banville of any confirmed infections.
- i. **Offer Individually-packaged beverages and foods only – not shared food/drink.**
- j. **Larger-Group Events - more than 15 people;** (example: Sunday socials) May arrange with Vicki Banville three weeks in advance to use church chairs and equipment, but Leaders will be responsible for their own set-up and take down.
- k. **NOTE: Inclement weather issues.** Group leaders must be aware that they cannot necessarily move meeting inside building if weather is poor. Contact Vicki Banville to make arrangements.

2. INDOOR – Small Group meetings (15 people or less)

- a. **Available spaces are limited; Groups must make a space reservation** with Vicki Banville (vickib@uucw.org) at least ten days in advance of the meeting.
 - i. Groups involving children/youth under 16 should plan to meet outdoors but may reserve indoor space in case of inclement weather. (Best if this is arranged as exclusive use of building.)
- b. **UUCW staff will not be present to admit groups into the building.**
 - i. **Group leaders/members will need a security code** for the church doors (obtain codes via Vicki Banville – allow at least a week for processing); no door-propping permitted.
 - ii. **Groups should station a greeter at the church entry door** to admit their members and remind people to wear masks and use hand sanitizer.
 - iii. Leaders who do not have a greeter to admit participants into the building are encouraged to use the portable UUCW doorbell (contact Vicki Banville for instructions vickib@uucw.org)
 - iv. Leaders should encourage members to get their own UUCW door codes from Vicki Banville.
- c. **For multi-platform meetings (attendees both online and in-person),** Group Leaders must reserve UUCW zoom account with Vicki Banville at least two weeks in advance. (Members may use their personal zoom accounts to host UUCW meetings, if they wish.)
 - i. **Multi-platform meetings require use of a member’s personal laptop** to allow online participants.
 - ii. **Some UUCW meeting spaces may have “big TVs” that laptops can connect to** allowing in-person participants to better see those who are participating online.
 - iii. **Group Leaders should choose a cohost to work with the online participants** to ensure their voices are heard.
 - iv. **UUCW staff are not available to help Group Leaders run multi-platform meetings.**
- d. **Masks are required in UUCW Building during Phase One**
- e. **Restroom use**
 - i. One person at a time in restrooms,
 - ii. Masks required in restrooms, and anywhere in building.

- iii. Disinfecting cleaning wipes available in the bathrooms should be used by each person to wipe down surfaces after they finish (This helps keep bathrooms clean; UUCW is not staffed for daily cleaning at this time)
 - iv. Group leaders are responsible for ensuring that all contact surfaces in bathrooms are wiped down with disinfecting wipes after the meeting.
 - f. **No kitchen use** – Groups may not use UUCW kitchen or its equipment in Phase One.
 - g. **Offer Individually-packaged beverages and foods only – not shared food/drink.**
 - h. **Make hand sanitizer available.**
 - i. **Open windows in meeting room – use fan to circulate air during meeting.**
 - j. **Contact Tracing** – Group Leaders of indoor events are asked to take attendance (names and contact information for all participants) and turn it in to Vicki in case contact-tracing is needed. Slip attendance sheet under office door, or email to vickib@uucw.org
 - i. If an attendee becomes infected with COVID-19 within 10 days of the meeting, they should contact the Group Leader so that other attendees can be notified. Leader should also notify Vicki Banville of any confirmed infections.
3. **INDOOR LARGE GROUP EVENTS - Memorial Services or Weddings in Sanctuary without reception** (*Community Room not available in Phase One*)
- a. **All guidelines for Small Indoor Groups apply (see above)**
 - b. **Limited attendance (100)**
 - i. Online option may be offered with 6-week advance reservation.
 - c. **Mask-wearing required for all attendees and participants.**
 - d. **No congregational singing** (soloists/vocal musicians must mask)
 - e. **Contact tracing** – Families are encouraged to use guest book and provide a copy to Vicki Banville in case contact tracing is needed.
 - f. **Set up Hand-sanitizer stations at entrances.**
 - g. **Open windows and use fans to circulate air** (on North and South sides – air-flow unidirectional; also ceiling fan on)
 - h. **Individual tissue packets suggested** (provided by family); UUCW has tissue boxes.

REOPENING PHASE TWO - September 12, 2021

- 1. **INDOOR – SUNDAY WORSHIP – with online streaming**
 - a. **Limited-attendance in Sanctuary (100); 25 in Community Room back-up seating**
 - i. NO reservations. Seating will be first come, First Serve. Congregation encouraged to have a sense of humor as we figure it all out!

- b. **Services will stream online simultaneously with in-person.**
 - c. **Masks required for all in-person worship attendees.**
 - d. **Speakers and presenters** need not mask when speaking but will put mask on when they step away from the pulpit. Speakers and presenters will maintain social distance.
 - e. **No congregational singing** (soloist/musicians must mask)
 - f. **Restroom use**
 - i. One person at a time in restrooms,
 - ii. Masks required in restrooms, and anywhere in building.
 - iii. Disinfecting cleaning wipes in the bathrooms should be used by each person after they finish (this helps keep bathrooms clean; UUCW is not staffed for daily cleaning at this time)
 - iv. UUCW will ensure that all contact surfaces in bathrooms are wiped down with disinfectant after worship.
 - g. **No hymnal use.**
 - h. **Joys & Concerns** – To avoid use of shared microphone, Joys and Concerns will be submitted in advance and read from the pulpit.
 - i. **Hand-sanitizer stations set up at entrances.**
 - j. **Open-windows with fans circulating air** (on North and South sides – air-flow unidirectional; also ceiling fan on)
 - k. **Social Hour after service** - No shared food and drink; offering pre-packaged items may be considered.
2. **SUNDAY NURSERY AND RELIGIOUS EDUCATION** (NOTE: These guidelines/expectations are subject to change based on family interest and volunteer availability)
- a. **REMOTE LEARNING OPTION** -- 9:00-9:45am: Online RE for 4K-Gr.5 students will be offered; pre-registration required.
 - b. **IN-PERSON LEARNING – GENERAL GUIDELINES**
 - i. **Masks required for all students and teachers/leaders** involved in in-person program
 - ii. **Children will “sign in” for RE upon arrival at UUCW** to allow for age-appropriate class groupings (see d. below)
 - iii. RE Classes will be held outdoors and/or in classrooms with fresh air circulation

c. IN-PERSON LEARNING - Schedule

- i. 9:45am Nursery care available: 2+ vaccinated adults (and/or teens, but at least 1 adult) available to care for children, newborn - 4 y.o.
- ii. 10:00-10:15am: Worship for All Ages – in Sanctuary
- iii. 10:20-11:05am: RE classes
- iv. 11:30am-12:30pm: Gr.9-12 (YRUU) meets outside or in UL5
- v. (TBD): Special Topic RE for Adults & Youth (eg: “Neighboring Faiths”, “Coming of Age”, “OWL”, “Soul Circles”, etc.)

d. IN-PERSON LEARNING - Class Groupings

- i. Elementary (4K - Gr.5) RE class groupings to be made each Sunday morning after RE sign-in; 5-10 students in each group
- ii. Gr.6 - 8 class/youth group meets outside or in UL5
- iii. Gr.9-12 (YRUU) meets outside or in UL5

REOPENING PHASE THREE – Timing TBD

COVID Dashboards – the UUCW ROC-19 Task Force is monitoring the MKE and Waukesha County COVID dashboards. Because we cannot turn on a dime and open/shut on command, we will proceed with caution and optimism, while keeping congregation informed of changes in the trends that may make attending UUCW events more risky. If there is another surge, we can shut down.

Regular Coffee/Social Hour

Hymnal use and Congregational singing