

Operations Policy

UUAA COVID Precautions Policy & Procedures

Please note: This update is intended to cover the time period of September 12 - October 31, 2021. However, the following policy and procedures will be reviewed/revised by the UUAA COVID advisory team as frequently as needed to respond to the current community health situation.

General Precautions

The following precautions apply to all meetings, services, and events that take place on UUAA property:

- Masking is required indoors and outdoors for everyone over the age of 2, except when eating or drinking. Limited exceptions also apply to those leading Sunday Services (see Sunday Services section below).
- All UUAA Staff, Spiritual Growth & Development teachers, and members of the Worship Team must be vaccinated (those affected will be asked to sign a confirmation of vaccination, but not asked to provide private medical records).
- Hand sanitizer and extra masks will be readily available throughout the building.
- Anyone visiting the building should complete the self-screening health questionnaire before entering (posted on uuaa.org as well as at the main entrances).
- If anyone tests positive for COVID within 14 days of being in the building, please let Rev. Cassandra Hartley know immediately (confidentiality around identities will be maintained): cassandra@uuaa.org.

Sunday Services

In order to encourage social distancing in the Sanctuary:

- Two services will be available at 9:30am and 11:30am.
- For those who need the most protection, one section of the Sanctuary will have some of the chairs removed to provide a socially distanced seating area.
- Overflow seating will be available in the Jackson Chapel.
- Live Streaming of services will be available.

Members of the worship team who are actively speaking can remove their masks. The first row of chairs in the Sanctuary will be removed to ensure proper distancing.

No communal singing, full choir performances, or large performances with wind or brass instruments are permitted. However, an individual or small ensemble (5 people or less) may sing without masks if they remain in the choir loft socially distanced. An individual or small ensemble (5 people or less) may perform with wind or brass instruments if they remain socially distanced in the choir loft and use instrument masks and bell covers. Any other instrumental (non-vocal) ensembles may perform as long as the members are masked and socially distanced.

Individuals who are singing, speaking, or playing wind/brass instruments during the service must get a negative, self-administered antigen test within 24 hours of the service start time.

No baskets will be passed during the offertory. (Instead, members of the community are encouraged to use text-to-donate or place their donations into baskets located by the exits.) Only limited numbers of printed Orders of Service will be available (digital Orders of Service will be available for viewing/printing, and information will be available on screens).

Eating and drinking during Social Hour are only permitted outdoors (unless accessibility is a concern). Donuts and other food will be individually packaged. Individuals who do not live in the same household may not share food or utensils.

Spiritual Growth & Development for Children/Youth

Since children are (to date) unable to get vaccinated and therefore vulnerable, they are strongly encouraged to go straight to their classes rather than the Sanctuary. The entrances in the Spiritual Growth and Development wing will be locked to limit the number of adults interacting with children and youth. Families can enter through the main doors and proceed to the Spiritual Growth & Development check-in kiosks.

Children in Kindergarten through 5th grade will always hold classes outdoors under tents. Nursery, preschool, and youth classes will also be held outdoors when possible. No youth overnights are permitted.

No eating or drinking is permitted during class times unless children/youth are outdoors and socially distanced. Food must be individually packaged or served by a volunteer. Individuals who do not live in the same household may not share food or utensils.

Meetings/Events

Please note: the following apply to Recognized Congregational Groups, UUAA programs, and UUAA ministries. Members who wish to reserve space at UUAA for a private event, or non-members who wish to rent space at UUAA, should contact our Interim Administrator, Ed Lynn, for the latest rental/reservation policies: ed@uuaa.org.

Outdoor Spaces

Trails

Our walking trails are open again, but social distancing is encouraged. Ticks and mosquitos continue to be a risk on our land, so bug spray and protective clothing are advised.

Reserving a Space on the UUAA Grounds

Group/event leaders can now request to reserve a designated outdoor space. The following spaces are available: the fire pit area, the courtyard, the outdoor sanctuary, two separate lower parking lot spaces, and two spaces on the back lawn. One large tent is available on the back lawn.

These spaces can be reserved Monday-Friday 6:30 pm - 10 pm, Saturdays 8 am - 10 pm, and Sundays 1pm-5pm. Those who want to do a fire in the fire pit area can go until 11 pm (see our [Building and Grounds Policy](#) for more information about fire safety).

Group/event leaders can use the [Request an Outdoor Space](#) form to reserve one of these spaces.

Leaders of Recognized Congregational Groups will need to plan for how they will accommodate those who don't feel comfortable meeting in person for any reason and those who can't physically access the meeting site. (Please note that none of these sites are wheelchair/walker accessible except the parking lot spaces. Also Wi-Fi is not available.)

The playground is open, but all equipment and materials need to be left in good working order and returned to their original location out of respect for the daycares that rent from us during the week. If any equipment or materials are damaged, please notify the Building Manager, Don Hackney, right away at: Don@uuaa.org.

If the reservation falls outside of building hours, the building will be locked, but group/event leaders have the option to check out a key for the sole purpose of using the gender neutral bathroom near the west entrance. No doors can be left propped open. (For more information about how to check out a key, please see the Key Checkout Policy.) No overnights are allowed.

Requirements for Using an Outdoor Space

In order to honor our 20/50 Vision that prioritizes Radical Welcome, as well as our Core Values that include fostering inclusion in community, outdoor events or meetings cannot be restricted to vaccinated people.

With the exception of the outdoor sanctuary, all outdoor spaces require participants to bring their own chairs.

Participants who do not live in the same household may not share food or utensils.

Singing is allowed if singers are practicing strict social distancing and wearing a tight fitting 3-layer surgical style mask that meets the ASTM F2100 or GB/T32610 standard. Participants must take a five-minute break after every 60 minutes of singing.

All groups/events should clean up their space when they are done and be mindful of their noise level out of respect for our community neighbors.

If a participant tests positive for COVID within 14 days of meeting at UUAA, the group/event leader should let Rev. Cassandra Hartley know immediately (confidentiality around identities will be maintained): cassandra@uuaa.org

All group/event leaders should read and follow the general Building and Grounds policy: http://uuaa.org/images/documents/Office-Staff/OperationsPolicies/Policy_BuildingsGrounds-2014.pdf

Indoor Spaces at UUAA

Recognized Congregational Groups can now request to reserve a designated room in the building. For more information about which rooms are available, room set-up, etc., please use the [Request a Room form](#).

These spaces can generally be reserved between the hours of 9am-9pm, but group/event leaders must work with the Room Team to check out a key if the reservation falls outside open office hours (Monday-Thursday 10am-4pm). No overnights are allowed.

Leaders of Recognized Congregational Groups will need to plan for how they will accommodate those who express specific health safety needs, those who don't feel comfortable meeting in person for any reason, and/or those who can't physically access the meeting site. Some rooms can be equipped with multi-modal meeting capabilities upon request to accommodate those group members who can't meet in person or who don't feel comfortable meeting in person.

Requirements for Using an Indoor Space

In order to honor our 20/50 Vision that prioritizes Radical Welcome, as well as our Core Values that include fostering inclusion in community, indoor events or meetings cannot be restricted to vaccinated people.

Eating should be done outdoors whenever possible. Food must be individually packaged, served by a volunteer, or brought from home. Participants who do not live in the same household may not share food or utensils and must maintain a strict 6-foot distance from others while eating.

Singing is allowed if singers are practicing strict social distancing and wearing a tight-fitting 3-layer surgical style mask that meets the ASTM F2100 or GB/T32610 standard. Participants must take a five-minute break after every 30 minutes of singing. Singers should meet in the largest room available.

If a participant tests positive for COVID within 14 days of meeting at UUAA, the group/event leader should let Rev. Cassandra Hartley know immediately (confidentiality around identities will be maintained): cassandra@uuaa.org

All group/event leaders should read and follow the general Building and Grounds policy: http://uuaa.org/images/documents/Office-Staff/OperationsPolicies/Policy_BuildingsGrounds-2014.pdf

Offsite UUAA Activities

In order to honor our 20/50 Vision that prioritizes Radical Welcome, as well as our Core Values that include fostering inclusion in community, offsite events or meetings cannot be restricted to vaccinated people.

For offsite UUAA activities, we strongly recommend that groups meet outdoors and follow the same guidelines listed above. However, we recognize that each group has different needs, comfort levels, vaccination levels, etc.

In recognition of this need for flexibility, we ask that group leaders enter into a collaborative conversation with all group members and come to a consensus about how to meet in a way that feels safe, effective, and inclusive. This includes considering the needs of future group members, group members who want or need to participate virtually, and group members who may not be willing or able to get a vaccination.

If you choose to create your own group plan for meeting offsite that does not follow the guidelines listed above, we ask that you share your plan with our Coordinator for Congregational Life, QuianaDenae Perkins, at: quianadenae@uuaa.org.

If a participant tests positive for COVID within 14 days of meeting offsite for a UAAA event or activity, the group/event leader should let Rev. Cassandra Hartley know immediately (confidentiality around identities will be maintained): cassandra@uuaa.org

These policies are subject to change without notice. Changes in policy must be approved by the Senior Minister or their designee.

DATE	DESCRIPTION OF REVISION	REVISED BY
July 2, 2020	Created policy	Rev. C. Hartley & COVID Advisory Team
May 19, 2021	Changed offsite policy, revised mask requirements and group size restrictions to reflect CDC and State of Michigan guidelines, added the courtyard as a space, opened the playground, and allowed singing	Rev. C. Hartley & COVID Advisory Team
June 28, 2021	Revised for Summer 2021.	Revs. C. Hartley, M. Mishra-Marzetti, & COVID Advisory Team
August 15, 2021	Revised for Fall 2021	Revs. C. Hartley, M. Mishra-Marzetti, & COVID Advisory Team