

## Operations Policy

# UUAA COVID Precautions Policy & Procedures

**Please note: This update is intended to cover the time period of April 1 - May 31, 2022. 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

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

- Masking is required indoors 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). Masking outdoors on UUAA's premises is optional.
- In-person building access will be for individuals who are eligible to be and are fully vaccinated and, as eligible, boosted against COVID-19, with exceptions for those who are not eligible to be vaccinated or boosted or cannot be vaccinated or boosted for health reasons. This expectation will be posted on UUAA's entryways.
- 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](http://uuaa.org) as well as at the main entrances).
- Singing is permitted as long as all singers and attendees remain masked. (Please see additional requirements/expectations under Sunday Services.)
- Food and drink can once again be consumed indoors. Participants who do not live in the same household may not share food or utensils. Food and drink may not be consumed in the Sanctuary or hallways.
- If anyone tests positive for COVID within 5 days of being in the building, please let Rev. Cassandra Hartley know immediately (confidentiality around identities will be maintained): [cassandra@uuaa.org](mailto:cassandra@uuaa.org).

## Sunday Services

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In order to encourage social distancing in the Sanctuary:

- Two services will be available at 9:30am and 11:30am.
- Seating will be limited to 50% of UUAA's pre-pandemic maximum capacity.
- Live streaming and on-demand viewing of UUAA's services will be available.

Communal singing is permitted as long as all singers and attendees remain masked. Full choir performances are permitted as long as all in-person chorale members wear singers' masks provided by the congregation. Performances with wind or brass instruments are permitted if instrument masks and bell covers are used as appropriate.

Individuals who are speaking during the service without a mask must get a negative, self-administered antigen test within 24 hours of the service start time.

Baskets can be passed during the offertory. 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).

## Spiritual Growth & Development for Children/Youth

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SGD classes will generally be held indoors, but may move outdoors weather permitting. All participants must wear masks indoors. Using the model of the [Ann Arbor Public Schools COVID-19 Health and Safety Protocols](#), SGD will aim for the recommended three+ feet of distance between students while recognizing that strict physical distancing is often not feasible. Families should perform the self-screening health questionnaire for all children/youth before entering the building. In addition, cohorting will be used to the extent possible, with each class in separate classrooms. However, due to the fluctuating nature of volunteer and staff availability, as well as planned Children's Chapels, there will be times when combining classes is necessary. In those cases, the SGD program will seek to reserve large spaces in the building to accommodate bigger groups.

Snacks may be offered within SGD classes. Food and drink may not be consumed in the hallways. Masks must be worn when not actively eating/drinking. Children who do not live in the same household may not share food or utensils.

No youth overnights are permitted.

## Meetings/Events

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**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 information: [ed@uuaa.org](mailto:ed@uuaa.org).**

# Outdoor Spaces

## Trails

Our walking trails are open again, but social distancing is encouraged.

## Reserving a Space on the UUA 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.

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 office right away.

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

Each group/event leader should designate someone who is willing to monitor and step in as necessary to ensure that all participants are following COVID safety policies and procedures.

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

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 5 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](mailto: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](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 (Tuesday and Thursday 10am-3pm). 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

Each group/event leader should designate someone who is willing to monitor and step in as necessary to ensure that all participants are following COVID safety policies and procedures.

Food and drink can be consumed within the reserved room(s) only. Participants who do not live in the same household may not share food or utensils. Masks must be worn when not actively eating/drinking.

If a participant tests positive for COVID within 5 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](mailto: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](http://uuaa.org/images/documents/Office-Staff/OperationsPolicies/Policy_BuildingsGrounds-2014.pdf)

## Offsite UUAA Activities

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For offsite UUAA activities, we strongly recommend that groups follow the same guidelines listed above. However, we recognize that each group has different needs, comfort 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 able to get a vaccination.

If a participant tests positive for COVID within 5 days of meeting offsite for a UUAA event or activity, the group/event leader should let Rev. Cassandra Hartley know immediately (confidentiality around identities will be maintained): [cassandra@uuaa.org](mailto: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
October 20, 2021	Revised for Winter 2021	Revs. C. Hartley, M. Mishra-Marzetti, & COVID Advisory Team

December 16, 2021	Revised for Winter 2022	Revs. C. Hartley, M. Mishra-Marzetti, & COVID Advisory Team
March 10, 2022	Revised for Spring 2022	Revs. C. Hartley, M. Mishra-Marzetti, & COVID Advisory Team