

Operations Policy

UUAA COVID Precautions Policy & Procedures

Please note: This update is intended to cover the time period of January 1 - March 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

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) and to groups meeting outdoors (see Meetings/Events section).
- 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 as well as at the main entrances).
- 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.

Sunday Services

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.

Members of the worship team who are actively speaking can remove their masks.

No communal singing, full choir performances, or large performances with wind or brass instruments are permitted. However, an individual or ensemble (10 people or less) may sing if they remain in the choir loft and wear singers' masks provided by the congregation. 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).

Given the necessity to move indoors during these colder months, no food or drink will be served during Social Hour. However, individually packaged donuts will be available outside for community members to take as they leave. Social hall tables for groups, fundraisers, and events will return, but the number of tables will be limited to prevent crowding.

Spiritual Growth & Development for Children/Youth

UUAA will continue to strongly encourage children to go straight to their classes rather than the Sanctuary. Families can enter through the main doors and proceed to the Spiritual Growth & Development check-in kiosks. In order to limit the number of adults interacting with children and youth, parents and guardians are asked to only enter the area at drop off and pick up.

SGD classes will generally be held indoors, but may move outdoors weather permitting. All participants must wear masks both indoors and outdoors. 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.

No youth overnights are permitted.

No eating 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. Water is permitted indoors but participants must put their masks back on after drinking.

Meetings/Events

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

Outdoor Spaces

Trails

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

Reserving a Space on the UUAU 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 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

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.

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

Participants who are seated spaced six or more feet apart outdoors may remove their masks while seated.

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 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

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

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.

Eating should be done outdoors only. 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 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

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

For offsite UUAA activities, we strongly recommend that groups meet outdoors whenever possible and 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

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 |