

# UUCF COVID-19 Guidelines for UUCF-Sponsored Outdoor Gatherings and Classes

*Coordinating Team Approved: April 28, 2021*

## **UUCF IN-PERSON EVENTS AND GATHERINGS ATTENDANCE LIMIT: 25**

UUCF guidelines allow in-person outside gatherings of UUCF-sponsored groups. Each gathering/event is limited to 25 family units/individuals or fewer. The guidelines for groups described below (masks, spacing, outside only, contact information submitted) must be followed. The buildings remain closed, and no restroom facilities are available at this time.

## **CAMPUS LOCATIONS AVAILABLE FOR GATHERING**

UUCF guidelines allow for use of the following spaces on campus for socially distanced/masked meetings:

- **Location 1:** Deck area outside of the Sanctuary (up to 12 individuals)
- **Location 2:** Patio area outside the Administration Building Library (up to 15 individuals)
- **Location 3:** Amphitheater platform (up to 8 individuals)
- **Location 4:** The Memorial Grove (up to 13 individuals)
- **Location 5:** Grassy area outside the Program Building front doors (up to 25 individuals/family units)

No group may reserve more than one location at a time.

UUCF groups that would like to meet outdoors at private homes or at parks may do so provided they follow local jurisdiction rules associated with COVID-19 prevention as well as those in the guidelines document, including tracking and tracing measures. UUCF-sponsored events at private homes and parks are also limited to 25 family units/individuals.

Individuals and family units may also explore the campus trails. The outer playground is also available for masked children. The fenced playground is reserved for the Montessori School at this time.

## **PROCEDURES FOR SCHEDULING GATHERINGS ON CAMPUS**

Groups of up to 25 individuals/family units will be able to reserve space on campus for small group meetings. Masks must be worn and social distancing guidelines must be followed *regardless of vaccine status*. Small groups must make plans to include participants who want to join virtually and must use a rotating sign-up system so that there are opportunities for everyone who wants to participate. **No restrooms or building access will be available.**

Congregants must reserve space ahead of time by contacting the administrative coordinator (Mary Foster) at [uucf@uucf.org](mailto:uucf@uucf.org). The administrative coordinator works on Tuesdays, Wednesdays, and Thursdays. Space will be reserved on a first-come, first-served basis and no more than two consecutive meetings of the same group can be scheduled at a time (in order to

share UUCF's limited space). Congregants are encouraged to bring their own chairs and hand sanitizer. Some chairs will be available on campus for those who can't bring their own.

### **REOPENING GUIDELINES**

UUCF has tasked the Reopening Taskforce with developing a phased approach for reopening. The current policy reflects Phase 1: Outdoor Gatherings. In the coming months, the Taskforce will develop recommendations for Phase 2 - Small Group Indoor Gatherings, and Phase 3 - Large Group Indoor Gatherings/Worship Services. The Taskforce anticipates that it will be some time before Phase 3 is appropriate.

### **CT APPROVED - April 28, 2021**

Public health professionals have agreed that outside gatherings are less likely to transmit COVID-19 than indoor gatherings when basic guidelines are met. In addition, Fairfax County has entered Phase Three of its recovery plan. As such, as of May 1, 2021, UUCF guidelines will now allow in-person outside gatherings of UUCF-sponsored groups of 25 individuals or fewer. UUCF-sponsored groups may meet at designated campus locations as well as parks and outside of homes, if the following requirements and recommendations are met. (UUCF's buildings remain closed except to staff and designated volunteers.) These guidelines remain in place until the UUCF Coordinating Team replaces or suspends them.

The buildings' restrooms and kitchens are not available to those attending outside gatherings at this time. UUCF prioritizes protecting essential workers in the buildings.

In keeping with UUCF's covenant with each other, the UUCF Coordinating Team, Board and the COVID-19 Taskforce ask members and friends to comply with both the requirements and the non-mandatory recommendations in these guidelines to protect everyone's health. Groups are encouraged to consider other summer health risks in planning their meetings (e.g., heat, bugs, poison ivy, thunderstorms, etc.)

## **Requirements for UUCF-Sponsored Outdoor Gatherings (25 or fewer)**

1. Each group should choose a safety coordinator who will assure that guidelines are followed. Within 24 hours of the meeting, the safety coordinator will complete and submit the Potential Contact Tracing Record form, which Mary Foster will provide when the reservation is made.
2. The director of operations will keep a single online file of all such meeting reports. The file will include the name of the group, date of meeting and the names of all attending. The file will also list phone numbers and email addresses for anyone not a member and/or not yet listed in the UUCF directory. The director of operations and each event's safety coordinator will keep these records for at least 2 months.

3. Groups shall not exceed 25 people/family units at this time and should create a rotating registration system, so all have access to these meetings if more want to attend.
4. UUCF recommends that attendees bring their own chairs, if possible, and hand sanitizer. All attendees must wear masks at all times, except when eating. People coming without masks may be given one or the safety coordinator will ask them to leave and come another time with a mask.
5. Attendees will supply their own food, drink, serving pieces, cups and napkins. These should not be shared. Attendees will avoid physical touching and stay at least 6 feet apart.
6. People attending outdoor events or gardening may not enter or use the UUCF buildings, including the bathrooms or closets, until the Covid-19 Taskforce sets next phase guidelines. At a private home, and if the hosts want to offer it, the taskforce recommends that the host provide 99% alcohol disinfecting wipes and paper towels to wipe down a dedicated bathroom after each use.
7. To stay inclusive, any UUCF-sponsored group will give access to all by using online options during the activity (e.g., Facetime, Zoom, Skype, etc.), when appropriate. Online options must be communicated in all meeting invitations and announcements.
8. Group participants must agree to notify the safety coordinator if they become ill with COVID-19 like symptoms. The coordinator will notify the UUCF minister immediately if someone who attended the group becomes ill with COVID-like symptoms. The minister will then obtain the list of participants and arrange for them to be contacted.
9. Volunteer gardeners will stay 6 feet apart and wear masks (not necessary if gardeners are more than 20 feet apart), bring their own water and coordinate their time working in the gardens until buildings are re-opened.
10. The director of operations will inform all contractors or their employees who use the outdoor space or work inside the buildings that they are to follow these guidelines and distance themselves from UUCF groups.

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## **Guiding Principles for the UUCF COVID-19 Taskforce**

The UUCF Coordinating Team has approved the following principles and guidelines developed by the UUCF COVID-19 Taskforce that will go into effect immediately. The principles will guide all decisions that are made by the Taskforce. The guidelines are effective immediately and will be in place until the Taskforce creates guidelines for official UUCF small group gatherings and the use of buildings by anyone.

1. UUCF will do all it can to not put people's lives at risk by coming to worship or other UUCF events. Coming to UUCF is not worth dying for.
2. UUCF's mission to transform the world through acts of love and justice continues through a variety of connecting online activities and programs.
3. UUCF is committed to full inclusion. UUCF will ensure there is a way for everyone to be included in worship services and other congregation-wide events when in-person services resume. The congregation will only go forward with in-person events when people who cannot attend in person can continue to participate in them online.
4. UUCF seeks to protect the health of all who use the buildings: staff, adults, youth, children, renters and contractors.
5. UUCF will use only vetted up-to-date medical and public health information from reliable sources to make decisions.
6. UUCF will obey the laws and guidelines set by the Commonwealth of Virginia and Fairfax County, but may go beyond them in protecting the congregation and others affected by those decisions.
7. UUCF will be transparent with the congregation and consider congregational input.
8. UUCF will apply all recommendations consistently, not making exceptions for individual desires, renters, status at UUCF or financial impact.