

Unitarian Universalist Congregation of Fairfax

Campus Closure Operational Policy

Subject: Campus Closure

Number: VII.C.

Effective Date: 6/24/20; revised 4/28/21

Approved By: Coordinating Team

Policy

The safety of the congregation and users of the UUCF campus is of utmost importance. When situations such as natural disasters, civil unrest or pandemics require the closure of UUCF facilities, UUCF will consider all guidance from denominational, local, state, national and public health authorities. The closure of UUCF facilities applies to the Sanctuary Building, kitchen facilities, Program Building, classrooms and restrooms. Exceptions may be made for CT-approved usage, staff access to the Administration Building, maintenance or repair of any facility and voting for local or national elections.

Procedures

When a closure is directed by authorities, the CT will document such closure and communicate the closure to the congregation and parties that use UUCF facilities. The CT may extend such closures considering the safety of all potential users. When a closure is in effect, the use of closed UUCF facilities for any purpose may be approved by the CT conditioned upon submission of a written plan describing the number of attendees, location and the time and date of use. Other than these special circumstances as approved by the CT, closed facilities will remain closed.

Addendum Approved 4/28/21

Based on the recommendation of the Campus Reopening Taskforce, the following guidelines are effective beginning May 1, 2021:

1. UUCF buildings are closed to congregational activities with exceptions addressed in the above Campus Closure Policy.
2. Outdoor Usage - in-person outside gatherings of UUCF-sponsored groups and activities (including rites of passage) are permitted and must follow the [COVID-19 Guidelines for UUCF-Sponsored Outdoor Gatherings and Classes](#).
3. Rental Considerations - UUCF may consider opening some or all of the buildings and grounds to a renter under the following circumstances:
 - The renter has a COVID-19 safety plan that fully complies with all applicable state guidelines, policies and licensing requirements.
 - The renter has insurance with approved COVID-19 guidelines.
 - The proposed use of the space does not include the Administration Building, and the renter's space use plan ensures that UUCF staff can safely access the Administration Building without coming into contact with renter activity.

Addendum Approved 7/16/20 – *archived and superseded by 4/28/21 addenda.*

Based on the guidance of UUCF's insurance carrier, Church Mutual, and recommended considerations from the Unitarian Universalist Association, and in accordance with UUCF Policy - Campus Closure Number: VII.C - the following guidelines are effective during the COVID-19 pandemic:

1. UUCF has closed its buildings and grounds to congregational activities with exceptions addressed in the above Campus Closure Policy.
2. If and when the determination has been made that the many criteria for safety can be met based on available resources, UUCF will consider the following congregational activities, beginning with:
 - Rites of passage of community members only with safely prescribed restricted numbers of participants.
 - Possible critical social justice activities.
 - Events/activities approved by the CT that meet the strict guidelines required by best practices from our guiding documentation.
3. Rental Considerations - UUCF may consider opening some or all of the buildings and grounds to a renter under the following circumstances:
 - The renter has a COVID-19 safety plan that fully complies with all applicable state guidelines, policies and licensing requirements.
 - The renter requires no contribution from UUCF to implement Church Mutual-prescribed levels of cleanliness (e.g., janitorial services).
 - The renter has insurance with approved COVID-19 guidelines.
 - The proposed use of the space does not include the Administration Building, and the renter's space use plan ensures that UUCF staff can safely access the Administration Building without coming into contact with renter activity.
 - The renter's activity meets critical community needs (e.g., child care, human services, etc.).
4. Outdoor Usage - There continue to be no sanctioned outdoor activities at, or sponsored by, UUCF at this time, with the exception of a few approved by the Coordinating Team, including limited grounds work and the food drives. This continues to be based on three main considerations: safety protocols, legal liability and the moral and ethical responsibility of UUCF events not leading to increased risk of spreading the virus.