

CAMPUS REOPENING TASK FORCE

Third Quarterly Report and Supplement to UUCA COVID-19 Building and Grounds Use Policy Statement

April 2021

Based on the recommendations of the Campus Reopening Task Force (CRTF), the UUCA Board of Trustees approved a set of policies governing use of the church campus in October 2020. UUCA staff and congregants have gained experience in operating within these constraints and this quarter we've updated some of the procedures and forms used.

This spring, the pace of vaccination - now the key COVID prevention strategy - is increasing steadily across our state and within our UUCA community. However, more easily transmissible variants are becoming the dominant sources of infection and the extent to which vaccinated persons can still acquire and transmit asymptomatic COVID-19 remains unknown. New cases in NoVa have been decreasing for 21 days according to VDH pandemic metrics dated today, and we remain on a plateau according to April 23 UVA COVID modeling report.

The fluidity of current circumstances suggests that carefully managed UUCA events, such as those that have already taken place successfully and safely, can continue and increase modestly at this time. We do not at this time plan to offer Sunday Services in the sanctuary over the summer. Our financial situation is stable thanks to congregants' continuing to provide for the church, and we do not foresee any need to make changes to our budget through church's year end 2020-21. The October 2020 policies, which included a statement of underlying values, are attached and remain in effect. The updated procedures below provide more specific guidelines regarding questions and issues that have arisen in the interim.

Our Values: Who are we called to be in this time – for each other, for our staff and ministers, for those who use our space, and for our larger community partners?

- We seek to **stay in covenant** with all our members and friends, staff and ministers; finding ways to maintain the inclusivity that virtual communication has enabled.
- We commit to the **safety of our staff and participants** in all activities/services of our congregation whether or not held in our building and grounds.
- We pledge to stay close to the facts of the moment. **Science-based public health guidance** will inform all we do.
- We pledge **transparency and open dialogue** regarding our findings, our decision-making, and our evolving learning from experience through the implementation process.

Updated Building and Grounds Procedures

Until further notice, all visitors to the campus must observe the following procedures:

1. **Scheduling.** All entry into the building must be prearranged and scheduled with staff to ensure that capacity requirements are maintained and appropriate safety measures can be implemented.
2. **Sign in/out.** All persons entering the building must sign in and out to enable prompt contact tracing in the event an exposure in the building is discovered.

3. **Personal safety.** Individuals must wear a mask and practice social distancing at all times when in the building or on the grounds.
4. **Exclusion.** Staff may request that any individual leave the building or grounds at any time and such requests must be honored.
5. **Contact Tracking.** All persons entering the building are strongly encouraged to download the COVIDWISE™ app to enable more accurate exposure and transmission tracking. Information about the app and download instructions are available at: <https://www.vdh.virginia.gov/covidwise/>.
6. **Group Size:** Use of the building and grounds will be reviewed and/or authorized based on group size as follows:
 - a. **Groups of 6 and above.** Groups of 6 or more must submit the on-line application for use of campus space that has been in use since October 2020. Applications may be submitted for one-time or regularly scheduled events.
 - b. **Groups of 2-5.** Groups of 2-5 people must make a request for use of campus space directly to staff. Requests cannot be made solely by voicemail and approval must be granted prior to the event. The staff will have sole discretion to approve or disapprove such requests for use of the campus.
 - c. **Individuals.** Any person with church-related business that is best addressed on site should follow the following procedures:
 - i. Call the church and notify staff when they would like to be in the building and for what purpose. Individuals should not attempt a visit unless they have gotten direct acknowledgment from a staff member. Staff will assist the individual to gain access to the building, which has a new locking system.
 - ii. Persons visiting individually are expected to observe the procedures described above for signing in and out, masking, social distancing, and honoring directions from staff.
7. **Persons who have recently travelled.** We urge in the strongest possible terms that persons using the UUCA campus familiarize themselves with current CDC guidelines for safety in conjunction with travel and follow them rigorously in order to protect the staff and visitors to UUCA and the local community. These guidelines can be found at <https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html>
8. **UUCA groups meeting off-campus.** UUCA groups that choose to meet in person off-campus are urged to observe UUCA values by assuring that events:
 - a. take place with the consent of all participants;
 - b. do not exclude any group members; and
 - c. take all recommended safety precautions, including masking and social distancing.

UUCA is not able to publicize or post off-campus meetings on its calendar at this time. UUCA groups that wish to meet off campus and use UUCA methods of communication (e.g., the church calendar, Connections, etc.) may use the application processes described above.
9. **Covid Assumption of Risk and Liability Waiver.** A new standard waiver is now valid for all future visits to the campus. This new multi-use waiver can be signed once on-line and used

unless withdrawn. Paper waivers will be available when needed. See Attachment B to this report.

3rd Quarter Progress and UUCA Events and Activities

During the third quarter the Task Force met weekly to evaluate proposals for events on the church campus and through church groups. We were able to host the following:

- Birthday concert for 12 people in the Sanctuary
- Nesting congregations, Kol Ami and Moroccan Muslims, visited in groups of two and three to retrieve items
- “Visiting Home” activities:
 - Timed Sanctuary visits (Approximately 75 visitors, timed entry over two hours)
 - Chalice Hunt open campus and playground for two weeks
- Recording sessions (Up to 5 people at a time)
- Stewardship Mailing party (8 people distanced in Center Gallery)
- Construction work to install new doors and electronic entry system (team of four)
- AUCP outdoor program with building access only for restroom use

[UUCA COVID-19 Webpage](#). In April 2021, UUCA updated our website to include a page dedicated to COVID-19 information, forms, and resources. This webpage provides a “one-stop shop” for congregants, groups, and visitors looking for information about UUCA procedures, State and county resources, vaccination registration, and other useful COVID-19 resources.

Building Safety Assessment. UUCA’s Facilities Manager, Paul Kearney, undertook a rigorous assessment of our building to help determine safe occupancy limits, ventilation capabilities and safeguards, and other safety protocols necessary for building use. These analyses are summarized in a Ministry Matters report provided to the congregation and describes how our HVAC and ventilation systems support our ability to gather safely and other strategies that will be deployed as we reopen further. This report is available in its entirety on UUCA’s COVID-19 webpage. (insert link to that page)

Collecting Vaccination Information. We have asked the congregation to let us know if they have been vaccinated. This will give us a sense of how much protection is in place for our congregation. Let us know when you’ve gotten vaccinated! (Insert link to this survey question)

Budget Update

The Congregation reviewed and approved a 2020-21 Budget that projected our finances as if we would be closed for the entire year. While that was the assumption on which the budget was built, we acknowledged that we would be reviewing that assumption and, if warranted, would change that assumption and update our budget. We also wanted to make sure that the budget was still a reasonable estimation of the staffing and other expenses needed during the pandemic.

The Board took action after the second quarter budget review, in faith that giving levels would sustain annual increases for staff which were paid retroactive to July 1, 2020. We also restarted the Share the Plate program. Based on the March donations, we will be sending \$7,079 to Buckingham Communities to support their residents’ food and housing needs.

This quarter we were able to take a look at the first 9 months’ finances through March 2021. You have been generous in keeping up with your pledges and in continuing your contributions to the operations of our community—thank you! We budgeted a close to break-even budget with a slight deficit for the year, and at the end of the third quarter it looks as though we are doing overall better than expected as we run with a surplus.

More specifically, our actual pledges and contributions are above budget, and spending is lower than expected. We are on track to maintain a very stable financial ship in the midst of a volatile pandemic year thanks to the hard work of our staff and you our community. We have demonstrated again that we at UUCA can do hard things and you should all be proud of how we’ve held strong together.

March FY20-21 Year-to-Date Financial Summary

| | Actual | Budget | Variance |
|----------------------------|----------------------|----------------------|-----------------------|
| Income: | | | |
| Pledges and Contributions: | \$1,014,256* | \$ 916,968 | \$ 97,287* |
| Sunday Plate Offering | \$ 34,934 | \$ 19,500 | \$ 15,434 |
| Space Rental Revenue | \$ 25,222 | \$ 8,662 | \$ 16,559 |
| Misc. Fundraising | \$ 222 | \$ 1,500 | (\$ 1,277) |
| Other income | <u>\$ 8,714</u> | <u>\$ 176,981**</u> | <u>(\$ 168,266)**</u> |
| | | | |
| Total Operating Income | \$ 1,083,348 | \$1,123,611** | (\$ 40,263)** |
| Total Expenses: | <u>\$ 932,673***</u> | <u>\$1,137,699**</u> | <u>\$ 205,026</u> |
| | | | |
| Net Surplus (Deficit) | \$ 150,675 | (\$ 14,088) | \$ 164,763 |

* Includes \$34,400 in Prepaid 2022 Pledges.

** Budgeted Income Includes PPP Loan Forgiveness of \$162,730 but the Actual does not as we are still working on the application process.

***Excludes Mortgage Principal paid of \$82,338.

The other encouraging financial news is that our Capital Campaign donors have sent over \$558,000 in payments on their pledges to date this year, and we received \$7,631 in Giving Tuesday pledges that will also go toward the mortgage payment. Our hope is that we can make another large paydown of our mortgage principal by the end of June this year. Special thanks to all who have given.

Next Steps

We would all like to have more clarity about when we will be coming back into the building for “normal” services. But not even Dr. Fauci can come up with a good answer to that question today. So we continue to address evolving circumstances in a very incremental fashion. When we closed the campus, it was like turning off a light switch. The reopening process will not be as quick or immediate. We will move forward only when we feel we can meet the inclusion and safety goals we established in the October 2020 Policy statement (see attached).

The Campus Reopening Task Force continues to meet weekly to evaluate requests and consider questions raised. In addition to testing how events work and expanding access, we'll also be actively involved in the following:

Arlington Complete Vaccination Committee. UUCA became an [Arlington County Complete Vaccination Committee](#) (CVC) partner. UUCA's Campus Reopening Task Force has committed to helping disseminate accurate information and to support the vaccination effort in Arlington. Announcements will be posted in our Connections newsletter and through social media posts regarding vaccine information and logistics on how to receive COVID-19 vaccine in Arlington.

COVID-19 Testing Van at UUCA in our parking lot from **May 10 to 28, 2021**. UUCA will host the county's testing van which provides access to testing for the 22204 and 22203 zip codes that have suffered so many cases.

Multi-Platform Worship Planning. UUCA ministers, staff, and members have had multiple opportunities for learning from and informing UUA leaders around how we as a congregation can move forward into a "new normal" - post-COVID times when we are able to more fully reopen and gather in-person. Planning involves not only strategizing for gathering in real time and face-to-face, but also identifying and capitalizing on virtual technologies that have expanded our ability to connect more easily and with those who cannot be with us in person.

Second Round of the Congregational Survey. The CRTF will resend the congregational survey first disseminated in late December as a "temperature check" on how the congregation is currently feeling about reopening plans and their own health and safety at this time.

Focus Groups on Reopening. CRTF members will be engaging with UUCA groups as well as individuals from key demographic groups (e.g., youth, parents of young kids, elders, people with disabilities, people who live alone) to get a sense of how our congregation envisions gathering together when we are able to meet in-person again safely. We will continue to share these insights and how we are incorporating suggestions into reopening planning going forward.

Gradual Expansion of On-Campus Activities and Sanctuary Visitation. Identification of room capacity limits and beginning with rooms in those parts of our building with optimal ventilation and the ability to most easily maintain social distancing.

Virtual Worship. We expect to continue with our virtual worship services through the summer months.

Attachment A. (October 2020)

UUCA COVID-19 Building and Grounds Use Policy Statement and Waiver

UUCA is taking a step-by-step approach to resuming in-person activities, guided by the staged reopening plans of local and state health officials. The values that UUCA seeks to embody in its approach are based on those identified by UUA in its guidance to congregations, available at <https://www.uua.org/safe/pandemics/gathering-guidance>. These are:

- **Care and concern** for the most vulnerable, inside and outside our congregation.
- Promoting **accessibility and inclusion** for participation, regardless of health status, health vulnerability, or ability.
- Recognition that we are **part of an interdependent web** and that risk-taking and protective actions affect more than each of us individually.
- **Ethical treatment and expectations** for our leaders and staff that minimize the risks to their own health and well-being.
- **Good science, coupled with our UU values**, as the basis upon which we make decisions about in-person gathering.
- **Commitment to our mission, community, and theology**, while mindful of the spiritual demands during this time of uncertainty and instability.
- Improving **transparency across our governance processes** as we communicate our plans for operations and activities during the pandemic.

To communicate expectations and keep everyone as safe as possible, we are establishing this policy under which individuals and groups may propose activities and request approval. In the coming weeks and months, we will continue, expand, or restrict the guidelines based on pandemic circumstances and our congregational needs. As a result, this policy may be modified at any time as we learn through experience what works well and what does not, as scientific knowledge improves, and as pandemic circumstances change.

UUCA COVID-19 Building and Grounds Activity Proposal Process

At this time, UUCA is learning about its capacity to hold **small, supervised, and controlled limited** in-person activities safely. Members and friends interested in such an activity using UUCA's building or grounds may submit proposals by email to UUCAevents@uucava.org and UUCA leadership and staff will review the activity to determine if, as proposed or with modifications, the activity or event can be safely held given current pandemic conditions and UUCA operational resources.

UUCA leadership, staff, groups and individual members and friends must always work in partnership, guided by our covenant. Following this policy and the approved activity plan is the responsibility of the participants. If those attending and running an activity/event fail to follow the approved plan, similar future activities must include a means of correcting that failure that is approved by UUCA.

In-person activities are dependent upon the availability and safety of UUCA Staff (or their designee). UUCA is unable to have the building or UUCA grounds open if a staff member (or designee) is not present. Additionally, communal singing or any activity that cannot be held without appropriate social distancing will not be allowed at this time. The staff's application of

this policy will be driven by the principle that proposed activities or events on campus are those that cannot happen virtually.

Proposals for an in-person **small, supervised, and controlled** activity must include **specifics** regarding:

- Size limitation and duration of event
- Sanitation before and after the event
- Means for limiting and tracking attendance (including contact information for attendees)
- Means for confirming that participants are free from COVID symptoms or recent exposure
- Identification of specific individual(s) responsible for ensuring rules are followed during the activity and communicating a post-activity report to Annie Parker at the church office within 24 hours of the event
- How safety requirements will be shared with attendees and an attendee waiver agreement (required) will be obtained
- How mask requirements and social distancing (both required), and other health safety precautions will be followed and enforced
- A description of outside or inside areas to be used, including how limitations will be enforced to restrict access to other areas.

Examples of small, supervised, and controlled activities

| Outdoors | Indoors |
|--|--|
| <ul style="list-style-type: none"> ● Drive by events ● Outdoor memorials ● Small group gatherings in the parking lot ● Family or small “pod” use of playground | <ul style="list-style-type: none"> ● Ministers/Staff access for church purposes ● Small group gatherings (2-6 people) ● 1:1 meetings with Ministry staff ● Individual time in the sanctuary ● Pick up/drop off materials with staff ● Unique major life events (memorial or wedding) with attendance limited to few (15 or less) family members. |

It is strongly recommended that attendees download Commonwealth of Virginia’s COVIDWISE app on their phone or smart device for purposes of contact tracing. Parents/Guardians may do this for children who participate in approved events/activities.

All participants must notify UUCA immediately if they or someone they have been in contact with tests positive for COVID-19, or if they are notified via the COVIDWISE app that they have been in contact with a COVID-positive person within 14 days prior to the event. All such notifications will be held in confidence as to names, with participants in the activity notified only that another participant has been in such contact within 14 days of the event.

This policy reflects current science to the best of UUCA’s knowledge regarding appropriate safety precautions, such as how the COVID-19 virus is spread via aerosols and surface contamination. UUCA leadership and UUCA’s Church Reopening Task Force will continue to keep

up to date on scientific developments, guidance and governmental guidelines, and requirements may vary as the science becomes clearer.

Proposal Review and Approval Process

During these tumultuous times, it is critical that we maintain flexibility and adaptability to maintain the safety of our ministers, staff, and congregation. Consequently, all protocols are subject to change as necessary at any time given the facts on the ground. All proposals will be evaluated on a case-by-case basis according to current public health data and grounded in UUCA’s mission. While the lack of firm criteria may be frustrating to many, the only “absolutes” in our reopening process would be the need to completely close or resume full, normal operations. We will continue to update the types of activities that may be scheduled on campus and any changes in the criteria for requesting use.

As UUCA considers proposals for on-campus engagement, we will be prioritizing members, congregational segments, and types of gatherings that are having a measurably more difficult time connecting via virtual programming. The general criteria we will use to assess requests include the following:

| Community Factors | UUCA Factors |
|---|---|
| <ul style="list-style-type: none"> ● Current public health COVID metrics (e.g., case counts, trend direction, etc.) ● State/county guidance and regulations ● Other community health issues (e.g., increased cases of flu) | <ul style="list-style-type: none"> ● Availability and capacity of staff to coordinate and support the event ● Mission-based needs ● Ability of the group to self-monitor and maintain safety standards |

Additional considerations for prioritizing proposals include the following:

- **Minimize risk:** Gatherings that protect the health and safety of participants and UUCA staff-- both at the gathering itself and beyond.
 - **Unable to meet virtually:** Opportunities for parts of the community that we can measurably tell are not engaging well in virtual programming.
 - **Mental health:** Gatherings that we think we will have an important impact on members' mental health (for instance, adults/youth who are particularly isolated, or in need of pastoral care).
 - **Sacred space:** Gatherings that depend on or draw on the sacred nature of the campus space.
 - **Experimental opportunities:** Novel gatherings that allow us to experiment with different ways of being together to determine what works and to give us particularly valuable information for future proposals.
- Equity:** Gatherings for groups and members that have not yet had an opportunity to meet on campus spaces before considering repeat events.

Attachment B: April 2020 (Supersedes October Waiver Form)

Unitarian Universalist Church of Arlington COVID Assumption of Risk and Liability Waiver

On behalf of myself and/or as Parent/Guardian of any minor, I acknowledge and understand that due to the contagious nature of the virus known as COVID-19, including all its known and future variants :

- Participation in an UUCA activity, including use of the UUCA building and grounds is completely voluntary, and I do so fully understanding the specific risks. The CDC, Commonwealth of Virginia, and other public health authorities recommend practicing safer-at-home, social distancing, and other preventive measures dependent on current circumstances.
- I agree to comply, and if signing as the Parent/Guardian of a minor, will ensure that the minor will comply with all UUCA procedures and guidelines for building and grounds use. Such procedures and guidelines include, but are not limited to, those related to the presence of COVID-19 symptoms and verbal screening for these symptoms, face coverings, social distancing, and identifying to UUCA known exposures to COVID-19.
- I understand that use of UUCA's building and grounds is conditional upon following UUCA building use and safety procedures and guidelines, including those for COVID-19, and that if I or any minor child for whom I am responsible fail to follow them, UUCA (including employees and volunteers) may in its sole discretion terminate my use of UUCA building and grounds.

By signing below, I confirm that I understand the specific risks related to COVID-19 that arise from the use of UUCA's building and grounds, and I fully and voluntarily assume those risks, even though such use may be an inherently dangerous activity given COVID-19 prevalence in the area and/or any underlying physical conditions that put me at higher risk for COVID-19.

The specific risks include, but may not be limited to:

- the risk of infection by COVID-19, which I understand to be a contagious virus that has caused elevated burdens of disease, hospitalization and death in Arlington County, Virginia and the surrounding area and that has an unpredictable future course. Increased risk of exposure to infected individuals arises from the use of UUCA's building and grounds.
- the risk from UUCA's reliance on individual participants to voluntarily disclose COVID-19 symptoms and exposure, as I understand that such individuals may not accurately disclose this information to UUCA or may be unaware that they are asymptotically infected.
- the risk of contracting COVID-19 as it is transmitted through particulates in the air or through direct physical contact with an infected person, including through activities that may be conducted on UUCA grounds such as speaking, singing, laughing, coughing, or physically contacting other individuals.
- the risk that the safety measures established by UUCA may be insufficient to prevent contracting COVID-19, that they may fail, and that others may not follow them. I understand if other individuals participating in events on UUCA's building and grounds fail to follow such measures, it will increase the risk of contracting COVID-19. I understand that events involving young children may have a particular risk of non-compliance.
- the risks of COVID-19, particularly for those with underlying medical conditions. I understand the symptoms of COVID-19, including fever, cough/dry cough, shortness of breath, chills, and that such symptoms may lead to an unpredictable and potentially life threatening course of disease.

**UUCA Campus Reopening Task Force
Third Quarter Report to the Congregation**

I further hereby fully assume the risk that may give rise to any cause of action, claim, demand, damage, costs, expenses, and/or property damage against UUCA (including its employees and volunteers) on behalf of myself, my heirs, and any personal representatives in connection with any use of UUCA's building and grounds or any other UUCA activity. I further fully waive, release, discharge, and hold UUCA (including its employees and volunteers) harmless from any such claims or damages. I further agree to indemnify (reimburse) UUCA for any such claims and or related legal fees arising from my participation or the participation of any minor for which I am responsible regarding this assumption of risk and/or waiver of liability.

This consent and liability waiver shall remain effective for all use of UUCA's building and grounds from the date set forth below unless and until I explicitly rescind/withdraw it in writing and deliver a copy of the withdrawal to UUCA.

Signature: _____ Printed Name: _____

(Participant/Parent or Guardian)

Email:

Phone:

Signature (participant under 18 years old):

Date: