

CAMPUS REOPENING TASK FORCE
FIRST QUARTER REPORT TO CONGREGATION
Board Approved October 2020

Summary of Report

When the Board proposed UUCA's 2020-21 Budget in June, the core assumption was that the church building would remain closed for the entire year. It also promised a quarterly update to the congregation on whether conditions had changed enough to warrant opening some of the building and grounds for church activities. The Board created the Campus Reopening Task Force (CRTF) to study the science, public health guidance, and the evolving circumstances in our communities and to make recommendations about reopening. The Board reviewed the CRTF's First Quarter Report and determined it would endorse the assessments, the recommendations and the policy statement contained in the full report.

Summary of Recommendations

1. Continue to consider the building and grounds **Generally Closed** with congregational life remaining primarily virtual. This means:
 - A limited number of people may use the building to conduct essential church business.
 - Worship services, Pastoral Care and church meetings will be provided virtually, and the Senior Minister may allow certain religious ceremonies under carefully defined conditions.
 - Grounds may be used for defined small scale activities subject to staff approval.
2. Begin an intentional, slow and deliberate process to plan and conduct a few activities on campus under controlled conditions that maintain safety of participants and staff. Attachment A to this report is a Building and Grounds Policy Statement that outlines the process for proposing an event, the criteria that must be met, and how these events must be conducted. This will be a learning process for all involved as we gradually refine our understanding about what can be done safely, with accountability, and within the staff resources available for support.
3. Financial reports through September show that the church members are fulfilling their pledges at a level that is sustaining the spending planned for in the Budget. The recommendations about using building and grounds do not yet call for any increased spending, so no budget changes are anticipated for the next few months.

Next Steps

In the next three months the CRTF will conduct an all-church survey about what will keep people feeling safe as we expand our use of the building. The CRTF will then host a series of discussions to determine the impact of the limitations on campus and what could lessen any negative effects.

The Board believes that these recommendations will allow the staff to safely operate our programs and services, while also allowing for testing the gradual incremental expansion of the number and types of uses of our building and grounds. The CRTF will develop a second quarter assessment of conditions and the Board will report again to the congregation in January-February 2021. This is a dynamic and collaborative effort. We as a community will need to redouble our commitment to our covenant with each other as we navigate these uncharted waters. The Board will maintain its values of transparent, open and honest communication as we find our way in faith as a community.

Section 1: Introduction:

UUCA has navigated the challenges of the COVID-19 pandemic with tremendous skill, talent, and creativity. We all yearn to be back in our building - sharing our community, inspiring each other, and living with purpose together! However, during this difficult time, the staff and ministers continue to provide top quality services every Sunday and have adapted virtual technology to keep us engaged to the greatest extent possible.

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.

The Board of Trustees formed the Campus Reopening Task Force (CRTF) to develop reopening recommendations for UUCA's building and grounds for the Board's consideration and authorization. The CRTF will research the evolving public health guidance, engage with the Congregation through surveys and focus groups, and bring lessons learned to inform our approach going forward. It will continue this work until the Board determines that it is no longer necessary. (See Attachment C: Charge to the CRTF)

Membership includes:

Lila Herndon Vizzard, CRTF Chair	Donna Brown
Rev. Amanda Poppei	Amy Shepherd, Board Member
Barbara Buzzell	Tamara Srader
Hieu Nguyen, Board Member	Paul Kearney
Linda Battaglini, Board Chair	Annie Parker
Christof Schoer	

The CRTF will provide quarterly reports to the Congregation that include an assessment of our current status, recommendations for use of the building and grounds in the near future, and strategies and resources to support reopening activities. As we resume using our facilities, the CRTF will monitor our progress and support the staff in navigating challenges.

The Board will discuss the recommendations of the CRTF, determine how best to proceed, and communicate the findings and conclusions to the Congregation. This will include written materials distributed to the Congregation as well as open meetings for hearing plans and garnering feedback from the Congregation. This is new territory for all involved and the Board hopes for a dynamic conversation with the Congregation, so our plans are well-informed and in tune with the needs of our members and friends. We expect that this cycle will repeat each quarter, subject to changes as we learn.

Section 2: Current Staff Efforts to Manage Activities on Campus and Maintain the Building

Currently, few people have been going in and out of the building, primarily members of the staff and several persons involved in recording services. Staff practice social distancing and other safety measures to protect each other. There has been little management of congregational activities within the building needed because no regularly scheduled activities have occurred since the building was closed.

Prior to establishment of the CRTF, the staff tested approaches to some types of small events inside the building. The events were responsive to one-time extraordinary needs. The purpose of moving forward with them was to determine in a highly controlled manner what approaches to holding events might work and what protocols were needed to protect the safety of participants and staff. Inside the building we have allowed:

- A few meetings involving just two persons
- Staff to do work that must be conducted in the building
- Recording work for online services
- Two small indoor events, including a memorial service that required very close monitoring and evaluation.
- A short segment of Rev. Amanda's Installation

Staff found that it is labor-intensive to plan, conduct advance preparations, and monitor events to ensure indoor safety. The experiences to date have helped the CRTF and staff learn how the building might be used safely and feasibly going forward.

Outside the building we held the following events:

- Parade farewell to Rev. Teresa in June and the
- Parade reception for Rev. Amanda's installation this month
- Arlington Health Department's two COVID testing events in the parking lot
- Parking for a Black Lives Matter demonstration
- Members of the congregation have done food drop-offs for AFAC in our driveway.

These events have gone well and reflected a continuing commitment to our mission to be at work in our community and the larger world.

Custodial staff have been able to devote more time to deeper cleaning elements of the physical facility that are not often addressed (vents, for instance).

- The HVAC system has been regularly turned on and off.
- The plumbing system has been cycled to prevent accumulation of standing water in the pipes.
- An inventory of supplies such as hand sanitizer and bleach has been maintained; it may be necessary to reassess supplies needed to support any further degree of building reopening.
- Staff oversaw a number of capital improvements including replacing the kitchen stove, replacing the water coolers with water bottle fillers, upgrading AV equipment in the Center.

The objective of maintenance thus far has been to keep the facility in "turnkey" condition so that minimal additional measures will be necessary when any reopening occurs. At that time, additional steps to

comply with CDC and VA guidelines will be needed, such as signage and visual indications of areas that are off-limits.

Section 3: Original Planning and Budgeting Assumptions for Church Year 2020-2021

When the Board developed UUCA's 2020-21 Plan and Budget we did so in May and June, when the incidence of new COVID cases was peaking. It was not clear when the numbers might subside and when it might be safe to convene in large groups again. The Board had guidance from the UUA suggesting that churches might need to be planning for a full year of being closed completely.

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. The feedback we heard in the Annual Meeting was wide ranging and noted the concerns people had about cutbacks in staff cost of living increases, and with suspending Share the Plate. The Board charged the CRTF with doing a quarterly review and report to the Board that included how the public health environment had changed and how it might affect our need to stay closed.

Section 4: First Quarter Updates to Planning, Operating and Budget Assumptions

Current status of governmental requirements for pandemic control. UUCA, along with all of Virginia, remains subject to the guidance for reopening that the Governor established as part of Phase Three of the Forward Virginia reopening plan, effective July 1, 2020. This followed more stringent Phases One and Two; no future phase has yet been publicly defined.

A gubernatorial Executive Order effective May 29, 2020 requires all persons age 10 and older to wear masks in public places and business establishments and remains in effect. All public or private gatherings that exceed 250 persons remain prohibited but this appears not to be mandatory for religious services (as distinguished from other events at a place of worship).

In addition to mandatory requirements, Virginia has issued generally applicable guidance or best practices for all business sectors, as well as for faith-based organizations.

The federal Centers for Disease Control and Prevention also has produced applicable guidance documents for disinfection and for community-based and faith-based organizations. Links to requirements and potentially applicable guidelines appear in Appendix B.

Current data on COVID-19 in our area. The incidence of new cases in Arlington, as measured by a 7-day moving average of new cases per 100,000 population, declined from late May's high of 18 to an early July low of 3. The late summer/early fall rate ranged around 5.5-6.5, but recently has trended up again to a current incidence of 11 (as of 10/18/20). Fairfax County and Virginia as a whole have experienced similar short-term moves upwards. Whether these rises constitute the beginning of a new longer-term trend upward in our area and result in new health department guidance for pandemic control remains to be seen. At this time, many public health professionals anticipate a rise in cases as colder weather arrives. Many states in the Midwest and some in the Northeast appear to be experiencing new waves of the virus already. This is another reason for maintaining a judicious pace in reopening.

The CRTF will use local, metropolitan area, and regional data to maintain situational awareness about the status of the pandemic in jurisdictions where our members live. In addition to trends in numbers of new

cases, we will identify and monitor other pandemic-related measures such as positivity rates in testing, reproduction rates of the virus, and hospitalizations. Other relevant information monitored will include changes to local and state guidance and pandemic modeling and forecasting with local applicability.

Other Critical Considerations associated with a gradual approach to reopening include:

- Safety of the staff in carrying out their roles in reopening;
- Avoiding any liability exposures and conforming with all requirements of our insurer;
- Lessons learned following some early instances of building use, experience in achieving compliance with requirements for health and safety, and actions needed to remedy non-compliance; and
- Addressing any known COVID-19 exposures or transmission within the church family.

Financial reports through September 2020 show that the church members are fulfilling their pledges at UUCA at a level that is sustaining the spending planned for in the Budget. Revenue and expenses for the first quarter of the year are level in line with the Annual Budget adopted by the congregation in June. The recommendations about current use of the building and grounds do not involve any additional expenditures, so no changes to the budget are recommended at this time. Due to the cyclical nature of UUCA's pledge income, at the end of the second quarter UUCA should have a clearer picture of any significant trends that may impact reopening needs or support budget revisions. Plans do not yet call for any increased spending, so no budget changes are anticipated for the next few months.

Section 5: Policy Structure to Guide Gradual Reopening and Use of Church Properties

To be transparent about the process for making decisions regarding use of the building and grounds as described in this report, UUCA is adopting a Building and Grounds Policy (Attachment A). The purpose of this policy is to center our use of the UUCA building and grounds during the pandemic on our mission and values, and provide UUCA leadership, staff, members and friends with a common understanding of how proposals to meet in person will be considered, and what participants' responsibilities are.

Individuals and groups who wish to use our building and grounds for UUCA activities that cannot be meaningfully held virtually may develop a plan for small, supervised, and controlled limited activities and propose it for consideration as set forth in the policy. It is the responsibility of each individual or group proposing an activity to ensure that it meets the policy requirements. UUCA leadership, staff, groups and individual members and friends must always work in partnership, guided by our covenant, to protect the safety of all participants as well as staff, but it is the responsibility of the participants to ensure that an approved plan is followed when the activity is held.

Section 6: Recommendations and Next Steps

Recommendations

The CRTF recommends that UUCA take a gradual, evidence-based approach to resuming activities in person and using the UUCA building and grounds. Our starting point is our current status described below. As guidance and disease patterns and trends evolve, we should gradually expand the number and types of activities allowed. UUCA may move forward or back to prior conditions as appropriate based upon the circumstances in the local and regional community.

Our current status is that the campus is **Generally Closed** with congregational life remaining primarily virtual. This is defined by the following:

- All worship services and church meetings and groups convene virtually. Members may individually enter the building under the supervision of a Staff member, with proper masking and distancing precautions.
- Ministers and Staff may access the building and grounds for church work purposes while remaining masked and socially distant.
- Pastoral Care is done virtually with exceptions for in-person care only as absolutely necessary.
- Grounds may be used for a very brief visit from individuals who are fully masked, and socially distanced (for example, the RBG memorial, or the approved food drive); or parking for a discrete public event if approved by the Senior Minister and overseen by Staff.
- Special short outside church events are possible under careful oversight by Staff. Masking protocols for all involved will be required with no food served (people may bring their own food as long as all things brought to the church are also taken home i.e. trash and leftover food).
- The Sanctuary may be used under the Senior Minister's oversight for church members' unique major life events with religious significance (i.e. memorial service or wedding). Attendees are limited to 15. UUCA Staff will be limited to those necessary as determined by the Senior Minister. Attendees must sit in pods with immediate household members and groups will be at least 10 feet apart in the Sanctuary. No more than two individuals may be in the restroom at the same time. Service participants will be on opposite ends of the chancel, with the service to be one hour or less in duration. All participants must be masked other than as determined by the Senior Minister to be a speaker for the service.

Next Steps:

As we move into the second quarter of our church year, we recommend easing restrictions as warranted by the course of the pandemic. We expect this to be a fluid and continuous evaluation process rather than a process of clear stages to which we would move only when external conditions reached a defined situation. It should involve each proposed activity being thoroughly planned out within guidelines currently in use by the staff at the time of the event, and under the guidance of this CRTF.

The CRTF and the staff will develop the outlines of what seems to be the components of a safe and manageable event. These guidelines will be available on request from Annie Parker. We expect they will change gradually as we develop more comfort with how events can be managed safely. Through cautiously considered trials and hopefully successes the staff will develop a more routine approach to planning and allowing events.

We will start by allowing groups to request approval to conduct events for small groups. The Policy document provides guidance to initiating proposals for events. It will involve an intense planning process with staff that is subject to change based on the public health conditions at the time. Event organizers will follow this policy to develop a proposal that:

- defines the parameters for the event: location, timing, participation, precautions, etc.
- holds organizers responsible for carefully managing each participant's behavior;
- keeps track of all attendees for future contact tracing if needed; and
- includes staff oversight of every event to assure compliance with the requirements.

Groups may propose events outside of the size parameters if they can demonstrate how their efforts can limit the risks for all involved. In all cases the church will respect the constraints set by state and local public health authorities.

During the next quarter, the CRTF will continue its research and its dialogue with the congregation. The CRTF will send out a congregational survey that will explore how various groups in the church feel about reopening and under what conditions they would feel safe returning to the building. There will be follow-up meetings with those who would like to discuss the results of the survey and how those results reflect the reality of their concerns. The CRTF will issue a second quarter report in February of 2021 that reflects the findings of that process as well as an update on the church's budget situation and whether there needs to be any change.

Attachment A

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 area 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 (2-4 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

Unitarian Universalist Church of Arlington

COVID Building and Grounds Use Consent and Liability Waiver

as of October 2020

On behalf of myself or as Parent/Guardian of any minor, I acknowledge and understand that due to the contagious nature of the Coronavirus/COVID-19:

- The CDC, Commonwealth of Virginia, and other public health authorities recommend practicing safer-at-home and social distancing.
- UUCA requires preventative measures to reduce the spread of the Coronavirus/COVID-19, but cannot guarantee that I will not become infected with the Coronavirus/Covid-19 through any UUCA activity.
- An increased risk of exposure to and/or infection by the Coronavirus/COVID-19 may result from my participation in a UUCA in-person activity or the actions, omissions, or negligence of myself and others who use UUCA space.
- I must comply with all procedures and guidelines set by UUCA to reduce the spread while attending any activities at UUCA. Participation in an UUCA related event and use of the UUCA building and grounds is completely voluntary and I do so at my own risk.

I further attest that:

- I am not and have not recently experienced symptoms of illness such as cough, shortness of breath/difficulty breathing, fever, chills, shaking with chills, muscle pain, headache, sore throat, or loss of taste or smell.
- I have not traveled internationally or to a highly COVID-19 impacted area in the U.S. within 14 days.
- I am not aware of exposure to someone with a suspected or confirmed case of COVID-19 and I have not been diagnosed with Coronavirus/Covid-19 and not yet cleared as non-contagious by state or local public health authorities.
- I am following all CDC recommended guidelines as much as possible and limiting my exposure to Coronavirus/COVID-19.

I hereby release and agree to hold UUCA harmless from, and waive on behalf of myself, my heirs, and any personal representatives any and all causes of action, claims, demands, damages, costs, expenses and/or property that may arise in connection with any activity at UUCA. I understand that this release discharges UUCA from any related liability with respect to bodily injury, illness, death, medical treatment, or property damage. I agree to indemnify (reimburse) UUCA for any such claim and related legal fees related to this participation if I cause my own injury or if I injure someone else. This liability waiver, release and indemnification extends to the staff and volunteers of UUCA.

UUCA has informed me of the risks of participating in in-person UUCA activities, and I understand and fully appreciate the nature and extent of the risk involved. I voluntarily accept those risks, even though such participation may be an inherently dangerous activity given Coronavirus/COVID-19 prevalence in the area and/or any underlying physical conditions that put me at higher risk.

Signature: _____ Printed Name: _____

(Participant/Parent or Guardian)

Email:

Phone:

Signature (participant under 18 years old):

Date:

Attachment B

Governmental Requirements and Guidelines Pertinent to UUCA Campus Reopening

Federal, state and local governments have devised both mandatory regulations and advisory (non-mandatory) guidelines, or best practices, concerning multiple aspects of organizational behavior to help stem the COVID-19 pandemic. The sources of assistance to UUCA in protecting its congregants, staff, and community include all of these. Arlington is following Virginia's Phase 3 guidance. Links to some key documents available to guide UUCA's practices appear below.

1. Governor Northam's Executive Order concerning face coverings, effective May 29, 2020:

<https://www.governor.virginia.gov/media/governorvirginiagov/executive-actions/EO-63-and-Order-Of-Public-Health-Emergency-Five---Requirement-To-Wear-Face-Covering-While-Inside-Buildings.pdf>

2. Virginia's guidelines for safe reopening during the current Phase 3 of the state's reopening plan include some designed for all business sectors, as well as those tailored to religious services and social gatherings (and other sectors irrelevant to UUCA):

<https://www.governor.virginia.gov/media/governorvirginiagov/governor-of-virginia/pdf/Forward-Virginia-Phase-Three-Guidelines---8-21-2020.pdf>

3. The Virginia Department of Health has collected various resources for faith-based organizations:

<https://www.vdh.virginia.gov/coronavirus/schools-workplaces-community-locations/faith-based-organizations/>

4. CDC also has its own recommendations for community-based and faith-based organizations. Those for community-based organizations define four comparative levels of risk associated with various general groups of activities that may be undertaken. "Lowest risk" are all-virtual activities except for those that are "essential." "Highest risk" is standard pre-Covid behavior. "More risk" and "Higher risk" are in between.

<https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/index.html>

5. CDC's general guidance for cleaning and disinfection, applicable to all settings:

<https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html>

Attachment C

Unitarian Universalist Church of Arlington (UUCA) Campus Reopening Task Force Charge Approved by Board: September 15, 2020

Purpose

As a result of the ongoing COVID-19 pandemic, normal church operations requiring use of the UUCA campus have been suspended. While the entire congregation, Ministers, Board members, and staff are eager to return to in-person services and community activities, it is critical to maintain safeguards that ensure everyone's health and safety. The UUA has issued recommendations that, in part, urge congregations to prepare for continuing online, virtual activities through May 2021. Additional guidance is also available for outdoor gatherings and considerations for assessing the safe use of facilities and grounds.

Similar to the processes established in many states and localities, the UUA is following the science and exercising an abundance of caution to keep our beloved communities well. We recognize that the virus is not affecting all communities equally. Therefore, any considerations for reopening – even through a phased approach – require thoughtful analysis and ongoing monitoring as we maintain vigilance and adapt to changing circumstances in our community.

The Campus Reopening Task Force (CRTF) is charged with developing recommendations for UUCA's approach to reopening the campus for Board consideration and approval.

Authority

The CRTF has the authority to gather facts, develop options, and make recommendations to the Board on all matters related to the reopening of the Church and its facilities. It reports to the Board which has the authority to make policy decisions regarding reopening of the building for normal church operations. The Task Force will continue operating until the Board determines that its services are no longer needed.

Scope of Work

The CRTF will focus on developing evidence-based reopening recommendations for Board consideration and approval. All recommendations will be aligned and in compliance with all state and local requirements, including those for social distancing, mask usage, gathering size and activities. The following CRTF activities will be conducted under its scope of work:

- The CRTF will review and assess UUA, federal, state, and local guidance, available COVID-19 data, and other relevant information. In addition, the CRTF will review the strategies being employed by other congregations in order to identify best practices.
- The CRTF will seek input from the congregation on needs and priorities for opening the campus.

- The CRTF will draft recommendations for reopening the UUCA campus. Recommendations will address considerations for any reopening phases, administrative and environmental controls needed, behavioral practices to be followed, and any triggers for returning to virtual operations.
- Based on board approval, the CRTF will support and participate in the dissemination of the Board-approved strategies to the congregation and staff.
- UUCA staff will provide the CRTF with monthly updates on the implementation of reopening recommendations. The CRTF will evaluate these updates and, based on its ongoing monitoring of the situation, will provide periodic status updates to the Board and recommend additional reviews as circumstances warrant.

Membership

The CRTF will consist of three Board members, the Senior Minister, Chief Administrative Officer, Board Chair, and two members of the congregation. Additional individuals may be invited to participate in meetings based on specific expertise or information needed.

Meetings

The CRTF will meet 1-2 times monthly via Zoom starting in late August through October to develop recommendations in the first quarter. The CRTF will continue meeting monthly to keep up with evolving science and regulatory guidance. Recommendations will be updated as necessary to reflect changing circumstances. At a minimum, quarterly meetings will be held with the Board Finance and Auditing Committee in January and May to provide updates and any revisions to task force recommendations. Additional meetings may be scheduled to include other parties in deliberations and to present information to key stakeholder groups.

A monthly meeting schedule will be established after initial reopening recommendations have been approved for ongoing status reviews and to address issues that arise.