

UU Casper
Covid-19 Policies and Procedures
For Face-to-Face Small Group Gatherings

To honor our covenant to each other and recognize our responsibility to care for and protect the most vulnerable among us, and following legal and scientific guidelines, UU Casper has established the following policies and procedures for face-to-face “small group” gatherings at UU Casper.

At this time, only “small group” gatherings are allowed, including outside community group gatherings but only if approved by the Board of Trustees. Until further notice, Sunday service will continue to be held online through Zoom. Therefore, these policies and procedures apply to small group gatherings, board and committee meetings, and work sessions.

Participation in face-to-face gatherings at UU Casper is strictly voluntary, and each group will make its own decision whether to gather face-to-face. If you are not comfortable meeting in the building, ask the leader of your gathering for options to attend online via Zoom. By attending a small group gathering at UU Casper, you accept personal and moral responsibility for following these policies and procedures.

1. Gatherings are to be held in sanctuary only. The remainder of the building is closed, except for group leaders and those performing work at the building as needed.
2. Attendees are to enter and exit only through the sanctuary door.
3. If weather permits, the south sanctuary door and north-west corner sanctuary door (and hallway door) should be left open for ventilation.
4. Mandatory cleaning/disinfecting after each gathering.
5. Maximum of 20 people per gathering.
6. Physical distancing of at least six feet should be maintained.
7. Only one small group gathering in the building each day is allowed.
8. Masks or cloth facial coverings are required at gatherings inside the building. Masks will be available.
Exceptions:
 - a. A gathering leader/speaker may remove their mask while they are presenting, but only if they are at least 12 feet from others. Masks are still recommended.
 - b. Attendees of board meetings, committee meetings and work sessions may wear masks at their discretion, although masks are still recommended.
 - c. Pursuant to CDC guidance, masks should not be worn by children younger than 2 years old, anyone who has trouble breathing or is unconscious, or anyone who is incapacitated or otherwise unable to remove it without assistance.
 - d. Masks are not required at outside gatherings, as long as attendees are physically distancing by at least six feet.
9. Attendees must follow proper hygiene procedures (hand washing, sneezing/cough into their elbow or Kleenex, use of sanitizer, etc.) Hand sanitizer will be available.
10. Microphones are not available for use (exception for service leader work session/online presentation)
11. Serving food or beverages is not allowed, but attendees may bring their own.
12. Sharing of documents, pencils/pens, or other items is discouraged.
13. Parents/guardians/family members must keep children with them and supervise compliance with these policies and procedures.
14. For outside gatherings,
 - a. Attendees should bring their own chairs or blankets, and
 - b. The sanctuary bathroom will be available, with access coordinated by the gathering leader.
15. Leaders of gatherings shall be responsible for:
 - a. Attending an orientation with the Building Safety Coordinator prior to holding the first gathering.
 - b. Cleaning/disinfecting after each gathering.
 - c. Keeping an attendance list in case contact tracing is necessary.
 - d. Informing attendees in advance about self-screening and policies and procedures.
 - e. Assuring attendees’ compliance with policies and procedures.
 - f. Notifying the Building Safety Coordinator if supplies of masks, sanitizer, or cleaning supplies are low.
 - g. Coordinating online attendance for those unable to attend, if possible.
16. Signage for self-screening and policies/procedures will be placed at doors and throughout the building.

If you have questions, please talk to the leader for the gathering, or contact UU Casper Secretary and Building Safety Coordinator Alena Wagner, 307-259-9174, alenaw@uucasper.org.

Thank you and be safe!

Covid-19 Small Group Policies and Procedures approved 7/20/2020