

## **UUCB Phase 2 & 3 Protocols**

### Individual Control Measures

Visitors/congregants, employees and volunteers must stay home if:

1. They are sick or exhibiting symptoms of COVID-19
2. They have tested positive for COVID-19 within the last 10 days
3. They have household members who are ill
4. They have been in contact with anyone who tested positive for COVID-19 within the last 10 days

Post signage inside and at entrance:

1. Face masks required
2. Frequent handwashing and use of hand sanitizer encouraged
3. Physical distancing (6') required
4. No physical touching (no hugs, no handshaking, no elbow bumps, etc.)
5. Visitors and volunteers sign in and out if they enter building (employees are tracked via schedules)
6. One person at a time uses (each) restroom
7. No eating indoors
8. No singing

Building access is limited to authorized business and scheduled activities.

For all indoor events (small meetings/programs), the organizing group identifies a safety coordinator who ensures that:

1. Attendees are given safety guidelines prior to the meeting
2. Attendees sign in (with appropriate sanitizing of pens)
3. Attendees are screened (symptom check)
4. Hand sanitizer is available to attendees upon entry and in meeting space
5. As necessary, group appoints a door monitor to open doors as people arrive and leave, and direct attendees to meeting space
6. Group does not exceed the capacity of the assigned space, with physical distancing
7. Attendees bring their own water, paper, pens/pencils
8. Written material is shared electronically prior to the meeting (no handouts)
9. When microphones are used, cleaning protocols are followed between users
10. Attendees restrict themselves to meeting space, pathway to/from, and restrooms
11. Guidelines are followed by attendees
12. Attendees agree to notify the safety coordinator if they become ill or test positive for COVID-19 within 14 days of the event

For outdoor programs/gatherings, the organizing group identifies a safety coordinator who ensures that:

1. Safety guidelines are communicated to attendees prior to the program
2. Chairs are placed at least 6 feet apart, and attendees who bring their own chairs place them at least 6 feet apart (household groups may be seated closer together)
3. Podiums/speaker areas are set up/configured to maintain at least 15 feet distance from attendees; sanitizing wipes are available to disinfect surfaces between uses

4. Communal activities (e.g. placing objects on a table) are designed to maintain physical distancing and avoid passing items between participants
5. Restroom access is monitored to prevent indoor lines and restrict attendees to direct pathways
6. Guidelines are followed by attendees

#### Cleaning/Disinfecting

Clean touchable surfaces between shifts or between users.

Make touch-free hand sanitizer and other sanitary supplies readily available at entrances and contact areas.

Remove items that are difficult to clean and sanitize from Atrium and meeting areas (e.g. printed material, pens/pencils, hymnals, cushions). Use hard surface chairs for indoor programs. Chairs with fabric upholstery may be used outdoors.

Use products approved for use against COVID-19 on the Environmental Protection Agency (EPA)-approved list and train employees on chemical hazards, product instructions, ventilation requirements, and Cal/OSHA requirements. Follow the CDPH asthma-safer cleaning methods.

Open windows if weather permits or run ventilation systems to introduce fresh outside air.

Clean floors using a vacuum with HEPA filter or other methods that do not disperse pathogens into the air.

Consider upgrades to improve air filtration and ventilation.

Attendees, employees and volunteers are encouraged to bring their own water.

#### Physical Distancing

Reconfigure office spaces, meeting rooms, etc., to allow for at least six feet between people.

Utilize work practices, when feasible and necessary, to limit the number of employees and volunteers in office, meeting spaces, etc., at one time.

Limit restroom use to one person at one time to allow for physical distancing.

Encourage employees/volunteers to use established kitchen entrance/exit doors; consider limiting kitchen use to one person at a time.

Consider offering employees and volunteers who request modified duties options that minimize their contact with other employees/volunteers.

Post signage outside and inside bathrooms and kitchen.

Volunteer gardeners should stay six feet apart and wear masks (masks not necessary when gardeners are more than 20 feet apart).