

UCM Covid-19 Task Force Final Minutes
Second meeting 7/29/20

Present: Kathleen Bryant, Rhoda Chickering, Claudia Clark, Barbara Conrey, Scott Hess (facilitating), Judith Hinds (recording), Rev. Joan Javier-Duval, Ryan Kane, Tina Muncy (hosting on Zoom), Noah Sexton

Suggested agenda items, which may overlap:

- Review structure and flow of initial meeting
- Comments/thoughts from Joan and Kathleen
- Comments or feedback from members or public
- Multiple staff members working in the building at the same time
- Group outdoor meetings/worship
- Judith's pre-staffing draft (ref. her email)
- Current procedures for being in the building (ref. Noah's email)
- Air circulation in the building (Barbara C's research)
- Potential survey of members re outdoor worship (like the one LNT did recently)
- Other ideas or work tasks
- Next meeting

1. Structure and flow of initial meeting

First meeting OK. Minutes approved. Scott will chair this Task Force with Ryan as vice chair. Board and ET members are always welcome to attend our meetings.

2. Comments/thoughts from Joan and Kathleen

Kathleen will comment on relevant items as they come up.

Joan had pointed out via email that the ET and Board never formally decided to continue virtual worship services through December. We are making this a formal recommendation from the TF: That the Board and ET formally declare there will be no on-site worship services with the congregation present for the remainder of 2020, and announce their decision to the congregation.

3. Comments or feedback from members or public

Tina received questions about Holiday Fair and general opening of the building. Our position is that the building is closed until further notice and no on-site events are planned through 2020.

It's possible Holiday Fair organizers will figure out some alternative plan. (??)

4 & 6. Multiple staff members working in the building/Judith's pre-staffing draft

Judith had emailed a draft list of preparatory steps (appended below) that we probably need to take, based on her reading of our resource materials. We agreed these are a useful guide to keep us moving, except for #9, "Designate staff bathrooms." That's not necessary, based on Kathleen's experience and advice.

Kathleen described procedures in her office. Staff should wear masks at all times outside their individual offices, and practice excellent hand hygiene everywhere. VOSHA guidelines state bathrooms should be cleaned at the beginning, middle and end of each shift. We think this responsibility should be shared by staff – not deep cleaning, but wiping down hard surfaces after each use. The health officer of the day would make sure this is done. If a staff member is the only one in the building, he/she is automatically the health officer of the day. Staff will have an

opportunity to discuss and agree on procedures. For actual weekly cleaning of bathrooms and the whole building, we recommend hiring trained professionals. (Future rentals will have to include a cleaning fee.)

Action: Joan will discuss with staff their preferences and expectations re working on-site vs. off-site, and their willingness to share responsibility for common areas such as bathrooms.

Action: Kathleen will review applicable standards and draft safety/hygiene guidelines for staff. We are grateful for her expertise in this area.

5. Group outdoor meetings/worship

We tabled Joan's idea for outdoor worship in order to discuss Liza's more urgent request regarding proposed youth activities outdoors and off-site. We are concerned about UCM's liability. Agreed to OK Liza's plans as outlined in her email, with this addition: All present, youth and adults, must wear masks regardless of weather conditions, and there must be a sign-up sheet in case contact tracing is needed later. These conditions should apply to all church-sponsored activities off-site and/or outdoors. Groups must follow guidelines or they will not be covered by UCM's liability insurance.

Action: Judith will contact Church Mutual to see what guidelines they may already have issued.

Action: Scott and Barbara will look for examples of screening sheets that Liza (and others) could use.

7. Current procedures for being in the building

No time to discuss this. No change for now.

8. Air circulation in the building

From Barbara's research : Our building doesn't have an overall source of outdoor air, just windows in individual spaces. Air scrubbers are the best solution – different capacities for different-size rooms. This is a major issue for our common areas. Staff should be OK in individual offices with windows open. Recommendation: Staff should not share an office. Each person should have an individual workspace with access to outdoor air. The bigger problem will take more time to solve. Thanks to Barbara for following up on this issue.

Action: Noah will check to see what sort of air filtration our furnaces have.

9. Potential survey of members re outdoor worship

No time to discuss this.

10. Other ideas or work tasks

See action items on the "Steps to complete" list appended below.

11. Next meeting: Thu. 8/13 at 5 pm. The ET will have met on 8/12 and will have discussed our work and recommendations so far. They may have further guidance or requests for us.

Resources

Links to State and UUA resource materials, included again for reference:

https://labor.vermont.gov/sites/labor/files/doc_library/Protecting%20the%20Safety%20and%20Health%20of%20Workers%20VOSHA%20COVID_FINAL_printerfriendly%20%2805.04.2020%29_0.pdf

<https://accd.vermont.gov/news/update-new-work-safe-additions-stay-home-stay-safe-order>

<https://www.uua.org/safe/pandemics/gathering-guidance>

https://dail.vermont.gov/sites/dail/files/documents/Senior_Center_Re-Opening_Plan_Guidance.pdf

Steps to complete before staff can safely work in the UCM building

1. Ensure all staff have had the VOSHA training (slides) and submitted their signed certificates. *Completed. Joan has records.*
2. Obtain sufficient masks, gloves and touchless thermometers. *Action: ET and staff.*
3. Find or create a pre-screening form for staff to complete prior to each shift in the building. Also a pre-departure checklist. *Not assigned to anyone. May be included in the materials Kathleen is working on?*
4. Appoint a “health officer.” *Will be self-appointed among staff day to day.*
5. Post all required signage inside and outside the building. Determine the appropriate way to communicate these messages to a blind person.
6. Designate and set up an office for Becky.
7. Designate and set up an office for Verdis.
8. Evaluate and possibly relocate Elaine’s office.
9. ~~Designate staff bathrooms.~~ *Deleted.*
10. Train or hire cleaners to clean in accordance with state requirements. *Action: ET and staff.*
11. Establish a cleaning schedule (daily and weekly). *Daily action: staff. Weekly action: ET.*
12. Ensure proper ventilation in each office and common area that will be used.
13. Establish and communicate guidance for common areas (bathrooms, kitchen).
14. Establish a communications plan in accordance with state requirements.
15. Schedule staff hours in the building to minimize overlap and prevent contact. *Staff will self-regulate.*