

UCM Covid-19 Task Force Final Minutes
Third meeting 8/13/20

Present: John Bond, Sandal Cate, Rhoda Chickering, Claudia Clark, Barbara Conrey, Liza Earle-Centers, Scott Hess (facilitating), Judith Hinds (recording), Rev. Joan Javier-Duval, Tina Muncy (hosting on Zoom), Janet Poeton, Noah Sexton

The meeting was recorded on Zoom as backup to the minutes.

Suggested agenda items, which may overlap:

- Change/accept minutes of 7/29/20
- Feedback/report from ET and/or Board
- Comments from members or public
- Insurance/liability coverage info from Church Mutual
- Screening, protocol, and sign-in sheets
- Air filtration in relation to the furnaces
- Review safety list for staff working in building (see minutes of 7/29/20)
- Other issues or business
- Next meeting

1. Minutes of 7/29/20

Minutes approved, no changes. Judith is working with Beth Damon and historians on the best way to keep/post/archive Task Force documents. Joan recommends we regularly post short blurbs in the e-news to keep the congregation aware and abreast of our activities, as well as contact names (Scott? Judith?).

Action: Need to assign someone to do this.

2. Feedback from ET and/or Board

The ET met yesterday and discussed our recommended safety steps for staff to work in the building. See agenda item #7 below.

The Board accepted our 7/29/20 recommendation: 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.

Action: Staff and ET will work on best ways to announce this.

3. Comments from members or public

Janet and Sandal attended this meeting to discuss the Holiday Fair and related issues. In view of the fact that the building is closed until further notice and no on-site events are planned through 2020, Janet contacted over 70 people to solicit ideas for Holiday Fair alternatives. She received many suggestions and will send Scott a list. Following our discussion of liability issues (see #4 below), Sandal felt it would be best to keep Women's Alliance meetings on Zoom this fall. She will coordinate scheduling with staff and ET.

4. Insurance/liability coverage info from Church Mutual

Judith had emailed a package of info from Church Mutual on 7/31/20, including a model waiver form that could be used to make congregants aware of the risks if they meet outdoors or off-site while the building is closed. UCM needs to have one set of parameters that apply to all such

meetings. A sub-group was formed to draft a protocol document, consisting of Claudia, Judith, Liza, and Tina, with input and/or review by John, Joan, and Scott.

We agreed to recommend that UCM permit short outdoor meetings on church property with minimal bathroom use. Groups will need permission from the ET and will have to schedule one-at-a-time use of the yard with Becky. LSE programs should have priority.

Action: The sub-group will create a uniform protocol for church-sponsored outdoor and off-site meetings as soon as possible.

5. Screening, protocol, and sign-in sheets

Based on his professional expertise, John recommends that we establish a pre-entry screening protocol for anyone entering the building. Staff and ET have begun work on this.

Action: The sub-group from #4 above will coordinate with staff and ET to ensure consistency.

6. Air filtration in relation to the furnaces

We did not specifically discuss furnaces today, but Property Committee is looking into it.

Action: Noah will keep the issue on the Property Ctee's agenda for their action.

7. Review safety list for staff working in building (see minutes of 7/29/20)

Joan will email us notes of the ET and staff's discussion of the list, with updates and action items. (Done and appended below.)

Action: (carried forward from last meeting) Kathleen will review applicable standards and draft safety/hygiene guidelines for staff.

8. Other issues or business

For a future meeting: Worship & Arts Ctee will need parameters in case the worship team wants to live-stream services inside the building, e.g. how many people in one room, how far apart, can anyone sing?

9. Next meeting: Thu. 8/27 at 5 pm.

From Joan:

Steps to complete before staff can safely work in the UCM building – DRAFT 2

1. Ensure all staff have had the VOSHA training (slides) and submitted their signed certificates. COMPLETED
2. Obtain sufficient masks, gloves and touchless thermometers. IN PROGRESS
3. Find or create a pre-screening form for staff to complete prior to each shift in the building. Also a pre-departure checklist. IN PROGRESS
4. Appoint a "health officer." STAFF AGREED TO APPOINT A "HEALTH OFFICER" FOR ANY PERIODS WHEN MULTIPLE STAFF ARE WORKING AT THE SAME TIME.

5. Post all required signage inside and outside the building. Determine the appropriate way to communicate these messages to a blind person. ET IS WORKING ON SIGNAGE BUT HAS NOT FIGURED OUT ACCESSIBLE COMMUNICATION.
6. Designate and set up an office for Becky. BECKY AND SAM ARE FINE (AND PREFER) CONTINUING TO SHARE AN OFFICE AND COORDINATE THEIR USAGE OF THE OFFICE.
7. Designate and set up an office for Verdis. ET IS WORKING ON THIS.
8. Evaluate and possibly relocate Elaine's office. ELAINE IS FINE WITH CONTINUING TO USE HER EXISTING OFFICE.
9. Designate staff bathrooms. STAFF WILL DESIGNATE SEPARATE BATHROOMS WHEN THERE ARE MULTIPLE STAFF MEMBERS IN THE BUILDING AT THE SAME TIME.
10. Train or hire cleaners to clean in accordance with state requirements. THIS HAS NOT YET BEEN DISCUSSED BY ET.
11. Establish a cleaning schedule (daily and weekly). THIS HAS NOT YET BEEN DISCUSSED BY ET.
12. Ensure proper ventilation in each office and common area that will be used. WE HAVE NOT ADDRESSED THE QUESTION OF PROPER VENTILATION. THE ONLY COMMON AREA THAT MAY BE USED IS THE KITCHEN. ACCD GUIDELINES RESTRICT CONGREGATING BY EMPLOYEES.
13. Establish and communicate guidance for common areas (bathrooms, kitchen). IN PROGRESS [Post-meeting note from Barbara: Guidance should include use of exhaust fans and limitations on use of kitchen.]
14. Establish a communications plan in accordance with state requirements. NOT YET DISCUSSED
15. Schedule staff hours in the building to minimize overlap and prevent contact. IN PROGRESS