

UCM Covid-19 Task Force Final Minutes  
Fourth meeting 8/27/20

Present: Elaine Ball, John Bond, Kathleen Bryant, Rhoda Chickering, Claudia Clark, Barbara Conrey, Liza Earle-Centers, Scott Hess (facilitating), Judith Hinds (recording), Rev. Joan Javier-Duval, Tina Muncy (hosting on Zoom),

Suggested agenda items, which may overlap:

- Review/comment on minutes of 8/13/20
- Feedback from ET, Board, members or public
- Guidelines for outdoors/off-site meetings (see draft 2 emailed by Judith 8/22)
- Screening, protocol, and sign-in sheets
- Air filtration report from Noah
- Review notes from ET and staff discussions (Joan)
- Live streaming from in-house
- Other issues or business
- Next meeting

1. Minutes of 8/13/20

Minutes approved, no changes. Scott thanked Judith for doing minutes and Tina for taking on updates for e-news.

2. Feedback from ET and Others

Nothing.

3. Guidelines for outdoors/off-site meetings

Discussed pros and cons of waivers. Decided not to have a waiver. Discussed tweaks to Liza's sign-in contact form. Kathleen will review it from a medical perspective and make suggestions to Liza/Judith/Claudia. Discussed using church furniture/property outdoors. Decided no chairs outside; other items only if authorized and cleaned by a staff member. Discussed applicability of these guidelines. Decided they are for outdoor events, both on and off UCM premises. There should not be any indoor events in anyone's home.

Action: The sub-group will finalize the guidelines and the Event Sign-in Sheet and submit them to the ET a.s.a.p.

4. Screening, protocol, and sign-in sheets

Claudia is working on a Building Sign-in Sheet for people coming into the building. This will replace the temporary one that has been used since March. ET and staff are working on signage.

5. Air filtration in relation to the furnaces

No report today, as Noah was absent. This issue is in the Property Committee's area of responsibility.

6. Review notes from ET and staff discussions

Nothing new was reported. Still to discuss at our next meeting:

[Unclear: Is there still an open action item here? Is Kathleen still working on safety/hygiene standards/guidelines for staff? Or is this completed? What about the other steps on the list of

staff safety items? Should we expect a report? Or is our job done now that the list is in the ET's hands?]

7. Live streaming from in-house

Joan had emailed us some thoughts about possible scenarios for live streaming all or part of a Sunday service from inside the building, with questions about music, social distancing, etc. Generally this seems possible, but we need more info about appropriate distancing. Air flow in the sanctuary goes from the chancel toward the rear of the sanctuary. How far “downwind” would someone have to be from the speaker at the pulpit? Perhaps the new Interim Music Director could look into this.

8. Other issues or business

(a) Elaine asked whether any limited pieces of the Holiday Fair could be held separately in the building with traffic and attendance controls. There is also a recurring question of whether to allow any small meetings inside the building. It is still our recommendation that the building remain closed to all indoor activities (except staff work and Thursday afternoon meal assembly) at least through December. The ET has yet to discuss this matter and make a final decision.

Action: ET.

(b) Liza would like us to discuss having families ring the bell, either live on Sunday morning or to be taped ahead of time for use on Sunday morning. For next agenda.

9. Next meeting: Thu. Sept. 10 at 5:30 pm. (half an hour later than usual).