

UCM Covid-19 Task Force Final Minutes
Eighth meeting 10/21/20

Present: 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), Noah Sexton. Janet Poeton checked in briefly by phone.

Suggested agenda items, which may overlap:

- Changes to the agenda
- Review minutes of 10/7/20
- Feedback/comments
- Building use/staff procedures/Stage 2 work?
- Ventilation update
- Holiday Fair update
- Cleaning service search update
- Other issues or follow-up
- Next meeting

1. Changes to the Agenda

Added specifics from emails: recommendations re specific meeting spaces (per Claudia's email, appended below these minutes); question of whether any plans need to change in light of recent Covid outbreak in Montpelier.

2. Minutes of 10/7/20

No changes.

3. Feedback/Comments from Others

Barbara Thompson sent us a *Washington Post* article about changing CDC guidelines. Kathleen pointed out that VT has already been using the "new" guidelines. The CDC is just catching up with us!

4. Building Use/Staff Procedures/Stage 2 Work

- Do we need to change any procedures in light of the recent Covid cases at UES and the hockey rink? No. If we follow our current guidelines, we are taking all appropriate precautions. The currently-planned outdoor youth activities look OK for now.

- Liza did remind leaders of various LSE groups of how much research and planning went into the current UCM guidelines. She encouraged them to ensure that their groups follow protocols.

- Based on specific room recommendations from Claudia, Allen and Barbara (see details under item 5, Ventilation), do we want to make any recommendations for small-group meetings in the building? Yes. We recommend that the ET adopt the suggested guidelines for use of the Fireplace Room, Children's Chapel, and Preschool Room. Use of these rooms by staff plus one or two helpers is already authorized. The ET will consider future use on a case by case basis. Use of one of these rooms with an air purifier is preferable to use of the vestry, which has neither ventilation nor air cleaning at this time. We do not anticipate resuming committee or group meetings anytime soon, and especially not while Covid is active in the Montpelier community.

Note: The rest room in the Fireplace Room does not have a vent and should not be used.

5. Ventilation Update

- See Claudia's email, appended below. Claudia, Allen and Barbara did extensive analysis of available space in the FP Room, Chapel, and Preschool Room, with recommendations for occupancy limits, occupant spacing (marked with blue tape), and use of the new air purifiers/cleaners. We greatly appreciate the time and thought they put into this project! Kathleen and John both deem the recommendations sound from a health-and-safety perspective.
- The three air purifiers that have been purchased have "true HEPA" filters which filter out 99% of airborne microbes and can clean the air in these smaller rooms five times per hour. They should be used at table height.
- Answer still needed: Who is responsible for changing the filters, and what would be the protocol? Scott asked Allen and Barbara to answer this question after our 9/24/20 meeting.

6. Holiday Fair Update

We are still unclear about exactly which spaces the Fair committee wants to use, and when. Janet's phone connection broke up, so Judith will email her and ask her to submit a specific request before our next meeting. We need to know the schedule, how many people, etc., before we can respond appropriately.

7. Cleaning Service Search

The ET is closing in on finalists in the search for a cleaning service.

8. Other Issues and Follow-up for Next Meeting

- Joan alerted us that there is talk among Montpelier churches about what kind of community support might be needed after the election. She will keep us posted if anything involves use of our building.
- See open question under #5, Ventilation, above.

9. Next Meeting: Thu. November 5 at 5:30 pm. (Back to Thursdays.)

Text of Claudia's 10/21/20 email:

Hi All,

Barbara, Allen and I laid out potential "meeting" spaces in the Fireplace Room and the Children's Chapel. We also reviewed the Preschool Room as a potential work space area. Barbara supplied a "6 ft" diameter cardboard template - and it is located behind the couch in the Fireplace Room.

Below are our recommendations:

1. We marked potential "seats" with blue painters tape on the floor.
2. All but 8 chairs should be "removed" from the rooms so there is no opportunity to increase meeting size.
3. Purifiers should be placed at least 3 feet from the wall when they are running. Instructions for using are listed on the individual purifiers.
4. When using air purifiers all doors must be closed.
5. Masks must be worn and social distancing observed.

6. It also appears that good practices for air purifiers require that they be placed on a surface some distance above the floor level. We are reviewing options for placement of the purifiers.

Fireplace Room

Maximum of 8 spots located around the perimeter of the room.

Any extra chairs in the room should be "removed" (note that one seat location is on the couch on the end near the grandfather clock).

Also, if a meeting is held, then the configuration with the table and chair in the middle of the room used for Sunday Service should be removed - so there is good air flow from the air purifier.

Note: the restroom in the Fireplace Room does not have a vent and should not be used. A "do not use" sign should be placed on the door.

Children's Chapel

Tables - the two tables should be separated by a foot or more. Then there could be four spots available - on each outer corner of the two tables.

Seating - Maximum of 8 spots - again marked with tape and located on the outer perimeter of the room where the green rug is located.

There should not be a group of 4 working at the tables and also a meeting of 8 people happening at the same time. Adjustments could be made for 8 people spread across the entire space based on the 6 ft template.

Preschool Room

We looked at this space as a "work space". Currently there are two tables against the inner wall and are used to store Monday and Thursday meal supplies. There should only be two people using this space - and located at the ends of the tables. (Unless from the same household.).

If additional "work space" is needed, the chair rack should be removed and the cart returned to the Community Lunch storage closet. Two long tables could be placed along the outer wall and two people could work there - again at the ends of the tables.

The air purifier from the Fireplace Room would be used to provide air exchange in this space - again all doors being shut.

We are still waiting for new filters for the small Honeywell HEPA air purifiers. Which could be used in this space or the kitchen.

Claudia