

UCM Covid-19 Task Force Final Minutes  
Ninth meeting 11/5/20

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

Suggested agenda items, which may overlap:

- Changes to the agenda
- Review minutes of 10/21/20
- Feedback/comments
- Policy/procedure changes in light of local outbreak?
- Ventilation/filtration update
- Changes in sanctuary use if any are contemplated
- Post-election discussion if necessary
- Holiday Fair update
- Other issues or follow-up
- Next meeting

1. Changes to the Agenda

None.

2. Minutes of 10/21/20

No changes.

3. Feedback/Comments from Others

None.

4. Policy/Procedure Changes in Light of Local Outbreak?

We reaffirmed that we see no need to change any procedures at this time. If we follow our current guidelines, we are taking all appropriate precautions. Liza and Joan limited participation in recent outdoor youth activities as a precaution. If there are further outbreaks in the community, we may want to eliminate in-person gatherings.

A question came up about singing outdoors with masks on. Kathleen will send Liza the latest school guidelines from the State.

5. Ventilation/Filtration Update

- See Allen Clark's email about maintenance of the new air purifiers, appended below.
- We reaffirmed our stance that the Fireplace Room bathroom should remain closed off (not used) because it has no ventilation.
- Claudia will post signage on the procedures for use of each room that has an air purifier, as well as signs on the bathrooms, reminding users to sanitize all surfaces with the wipes provided and to turn on the vent while they are in the bathroom.

6. Changes in Sanctuary Use If Any Are Contemplated

No changes at this time.

7. Post-Election Discussion If Necessary  
Unnecessary.

8. Holiday Fair Update

See Janet's email appended below. We recommend approval of the Fair committee's plan for wreath and food distribution as presented in the email. Janet will ensure that everyone follows established protocols, including signing in if they enter the building.

9. Other Issues and Follow-up for Next Meeting

- ET is interviewing cleaning services. Not many are interested because it's such a small job.
- Bethany is hoping to organize an outdoor Christmas parade. Liza and Joan will likely seek a few volunteers to participate as a gesture of good will. UCM's Christmas observances will be on Zoom.

10. Next Meeting: Thu. December 3 at 5:30 pm. We will only meet on 11/19 if something compelling comes up between now and then.

For that agenda: Start planning for eventual re-opening. Resolve any issues around Holiday Fair or holiday services.

Text of Allen's 11/5/20 email:

On Thursday, November 5, 2020, 7:02:41 a.m. EST, Allen Clark <vtclarks@aol.com> wrote:

Hi Judith,

The staff has been given instructions on where to place and how to use the air purifiers. The units have indicator lights for when the filters need to be cleaned. Based on our projected usage the lights shouldn't come on for 3-6 months (or much longer). When the lights do come on the staff can just contact Paul Ohlson and someone from the Property Committee will replace and/or vacuum the filters as needed.

The manuals are available in the office if anyone wants more details.

Best,

Allen

Text of Janet's 11/5/20 email:

Thought it might be easier to have print to share for tonight's meeting.

I have edited some of the note below ~ hopefully it makes sense.

Wreath Plan for Friday:

~ wreaths to be delivered Friday 12/4 morning, ~. attach ribbons in the afternoon, lay them on the inside stairs where on Saturday the sellers can get them, starting at the bottom stairs, working up?

Friday it would be Anne F. and Kristin Glaser ~. 6 feet apart, masked with the doors open.

We have over 80 wreaths ordered so we are in business for Saturday 12/5 in the morning.

Distribution ~ Saturday morning ~

~ two shifts:

9-10:30 and 10:30 to 12

Nancy Shultz will be a runner and available to help coordinate.

The event will happen outside the front door. A table with a cover (canopy) over it will be where the exact money or check will be deposited in a box, the name checked off. ~. buyers will come in staggered times, so only one person will be near the table at a time, another one waiting 6 feet away. (buses will be on parking meters so they can stand apart) A runner will go into the vestibule where the wreaths will be laid out on the stairs. The wreath will be brought to the buyer.

during each shift we will need:

-- one person to oversee the money/check collection.

---one person to help Nancy grab wreaths

---one person to greet the buyers, and help keep waiting people properly distanced.

Janet Poeton Will have people to help with the baked goods which will happen at the School Street door.

There is still going to be a holiday! Kristin Glaser

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Janet Poeton