

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

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

Suggested agenda items, which may overlap:

- Changes to the agenda
- Review minutes of 11/5/20
- Feedback/comments
- Governor's exec. order of 11/13 and how it affects our space
- Extending the building closure and in-house worship ban
- Holiday Fair procedures
- Walk-through of sanctuary for Christmas celebration
- Basement sump pump installation
- Office space turnover
- Other issues or follow-up
- Next meeting

1. Changes to the Agenda

None.

2. Minutes of 11/5/20

No changes.

3. Feedback/Comments from Others

None.

4. Governor's Exec. Order of 11/13

Liza and Joan have already cancelled all further outdoor youth programs this fall. We support that plan.

5. Extending the Building Closure

We are aware of UUA Guidelines that recommend foregoing in-person worship through May of 2021. We recommend to the ET and Board that our building remain closed at least through March. We can re-evaluate this position if a vaccine becomes widely available or if anything else changes.

6. Holiday Fair Procedures

Janet discussed latest plans for distribution of baked goods (see her email appended below). It's based on the new distribution model for Monday lunch. We support the new plan, and also asked her to put all the new air purifiers in the vestry for the full duration of its use while assembling the baked goods.

7. Walk-through of Sanctuary for Christmas

We do not endorse this idea. We recommend the building remain closed.

8. Basement Sump Pump Installation

See Allen's email appended below. We support this plan.

Action: Allen will notify the staff of the work dates and details.

9. Office Space Turnover

This issue came up two days ago at the Committee of Chairs meeting. Fran Dodd, Church Treasurer, asked about procedures for using Sam's office for her work on bank statements. For example, how much time needs to elapse between her presence and Sam's and Becky's? None of us were aware that she was coming in to use the office. We recommend only one person per day in that office.

Actions: Claudia will place one of the small air purifiers in there to run 24/7.

She and Sue and Liza will make sure Sam, Becky, and Fran are familiar with our protocols.

Liza will remind all staff to be sure their volunteer helpers are notified of protocols (signing in, masks, etc.).

Allen will remind Property Committee members about always signing in.

Claudia will obtain a list of all keyholders from Becky and notify them about sign-in protocols.

10. Other Issues or Follow-up

None.

11. Next Meeting: Thu. December 3 at 5:30 pm.

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

Text of Janet's 11/18 email regarding baked goods:

Updated revised Baked Goods distribution ~

Bakers will bring baked goods, labeled and packed, to UCM, on Friday, December 4th between 10 am and 4 pm.

There will be a table outside AND a sign on the School Street door stating: THANK YOU for baking. Please put your baked goods on the table ~ then ring the bell ~ we will wave from inside. After you leave we will bring the goods inside.

After the goods are inside they will be put by the buyer's name on the tables in the Vestry.

There will be one person to receive goods between 10 and noon, a different person between noon and 2 and a third between 2 and 4 - if necessary. All will be masked. Instructed to sanitize if the bathroom is used - only bathroom available - in the preschool room.

On Saturday, December 5th at about 8 am - 1 worker, Sandal, and John and Janet will come to make sure all baked goods are packed in big bags to be picked up. At 9 am John will be outside to receive monies in a slotted box ~ there will be a card table by the sidewalk, similar to the Lunch Distribution, with a sign, Thank you for your order - please wait here ~ masks are required ~ the person will tell us their name - a call will be made to the inside worker ~ the runner will go to the door ~ the 1 worker inside will go get the bag and set it on a card table just

outside the door. The runner will take it to the card table by the sidewalk then move back ~ the person purchasing the goods will have put payment into the slotted box ~ pick up their bag and go have a Happy Holiday !

At the end of the day both baked goods workers AND Wreath workers will clean up their areas ~ sanitize and vacuum.

During the day all people will physically distance ~ this is a distribution not a social gathering ~

Thank you for your support.
Janet & John Poeton

Text of Allen's 11/18 email regarding the sump pump:

Scott,

Because of your role as chair of the UCM Covid task force I wanted to make you aware of the Property Committee plans to install a sump pump in the basement of UCM. The present schedule is

- installation on Dec 9,
- our prep work a few days before (move 2 refrigerators, hang plastic to control any dust), and
- clean up, move one refrigerator back, and electrical work a day or 2 later.

The sump pump and electrical contractors will wear masks, fill out UCM contact information, use the North entrance (to minimize their presence in the building), and follow the rules should they need to use the bathroom. I plan to be in the building for the sump pump work, but mostly away from them, in case there are any issues.

Please let me know that this okay.

Allen