

UU Church of Nashua
Covid 19 Building Use and Church Programming Policy
Date: April 15, 2021

This policy is created and approved by the Safe Congregation Response Team, which consists of the Minister, Church Administrator, Director of Faith Formation, President and Vice President. It is in effect until modified by the SCRT. Changes can be made at any time as conditions change, both locally and nationally.

Stages are determined by the criteria listed, looking at the CovidActNow.org status in Hillsborough, Rockingham and Middlesex Counties.

Nobody may come to the building if they:

- **Have traveled outside New England or to any current hot-spot in the last 14 days**
- **Are exhibiting possible Covid 19 symptoms (Fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea)**
- **Are awaiting the results of a Covid 19 test or have tested positive in the last 14 days**
- **Have a member of their household who is exhibiting possible symptoms, awaiting the results of a test, or has tested positive in the last 14 days**

All individuals entering the building over the age of 5 must wear a face mask at all times.

Stage ORANGE:

Criteria: CovidActNow is in red or orange

Worship

All worship will happen online.

If desired, one worship leader may do their part of the service from the sanctuary.

Brief memorial services may take place outside if:

- There are fewer than 10 total attendees
- All attendees over the age of 5 wear a mask
- All attendees agree to maintain social distancing
- There is no singing during the service

Church Programs & Meetings

All official church programs and meetings, both on-site and off-site, will take place online.

The only exceptions to this are events that involve short scheduled or drop in times for connection (up to 20 minutes) for participants. Staff and volunteers running the event can be there for a longer duration. The number of participants who will be allowed to be on site at any given time will be determined by the space used and ability to properly social distance within that space. These events:

- Must happen outside
- Must be approved by staff
- If no staff are present, there must be a designated "Safety Coordinator" who has read this policy and will ensure it is followed
- Must require attendees to maintain social distancing
- Must require all attendees over the age of 5 to wear a mask
- No more than one person is allowed inside the building to use the restroom at any given time
- No more than three people may be in the building to gather supplies at any given time

Staff and approved volunteers may make visits to people at their residences on church business if:

- The visit takes place outside
- Social distancing is maintained
- Individuals above the age of 5 are wearing a mask

Visiting the Building

The church office is only open on Tuesdays from 9am-12pm by appointment. Please make an appointment with Ericka before coming to the building. We strongly encourage you to conduct any church business by Zoom, email, phone or mail.

If you must come to the building for church business during that three hour window, you will need to:

- Sign in with name and contact information, answer health screening questionnaire and have your temperature checked (If a temperature is above 100.4, you must leave the building)
- Stay on the top floor of the Faith Formation building (with an exception for contractors who need to access equipment downstairs)

Keyholder Building Use

If you have a key to the building, you may not use it to access the building between 8am and 5:30pm on weekdays (while the preschool is in session).

You may use your key to access the building at other times for short visits to pick up or drop off materials. You must email Ericka (uucnoffice@uunashua.org) to let her know you are coming in, even when she is not in the building. You must wear a mask while inside the building. You must

sign in and out on the health questionnaire on the clipboard by the Church Office entrance. If you have a temperature over 100.4 you must leave the building immediately.

Church Staff

All staff will work remotely other than:

- Sexton
- Church Administrator, who will work in the office on Tuesdays only
- Bookkeeper, who will work in the office on Tuesdays only

Other staff may work from the building for short periods of time if there is a specific reason to be in the building (using the photocopier, recording videos or audio, etc.)

All staff will sign in and out on the health questionnaire on the clipboard by the Church Office entrance. This includes recording their temperature. If their temperature is over 100.4 they must leave the building immediately.

Non-church Groups

No non-church groups will be allowed to meet in the building.

Groups with a pressing need to gather may be allowed to meet in the parking lot on a case by case basis, provided that:

- All participants wear masks
- All participants agree to maintain social distancing
- The group provides their own chairs
- No more than one person is allowed inside the building to use the restroom at any given time

We may make an exception for one-time events for groups that are aligned with our mission and need to use the space to allow for adequate social distancing. These exceptions will be made on a case-by-case basis by the Safe Congregation Response Team. Such events will only occur in the Parish House. These groups will also have to adhere to the following guidelines:

- All participants over the age of 5 must wear a mask at all times while in the building
- All participants must agree to maintain social distancing
- All participants must sign in with name and contact information, answer health screening questionnaire and have your temperature checked (If a temperature is above 100.4, that person must leave the building)
- No more than 10 people total may be in the building at any given time

Stage YELLOW:

Criteria: Two weeks yellow status on CovidAct Now & 50% of NH adults have at least one vaccine dose

Worship

All Sunday morning worship will happen online.

If desired, up to 5 people may be present in the sanctuary for worship leadership or tech.

Solo singing can be recorded in the sanctuary provided that the singer is fully vaccinated and proper Covid singing protocols are followed. Group instrumental pieces can be recorded in the sanctuary provided none of the instruments require the player to remove their mask.

Non-Sunday morning services, such as memorial services, weddings or general evening services may take place outside if:

- There are fewer than 25 total attendees
- All attendees over the age of 5 wear a mask
- All attendees agree to maintain social distancing
- Masks and hand sanitizer should be available
- There is no singing during the service

Church Programs & Meetings

Official church programs and meetings, both on-site and off-site, may take place either online or outdoors.

Outdoor gatherings of small groups must adhere to the following guidelines:

- Must be approved by staff
- May last no longer than 90 minutes
- Must be limited to 15 attendees
- Must require attendees to maintain social distancing
- Must require all attendees over the age of 5 to wear a mask, UNLESS:
 - The group is made up of all fully vaccinated people
 - All attendees are comfortable being in a setting where masks are removed
 - The group leader should get the consent of all present before anyone removes their mask
- No more than one person (or household) is allowed inside the building to use the restroom at any given time
- No more than three people may be in the building to gather supplies at any given time
- Masks and hand sanitizer should be available
- If no staff are present, there must be a designated "Safety Coordinator" who has read this policy, will ensure it is followed, and will submit an attendee list with names and phone numbers to the Church Administrator after the event. If a staff member is present, they are responsible for this duty unless they delegate it to a volunteer.

- Group participants agree to notify the Safety Coordinator if they become ill with Covid-19 like symptoms or test positive for Covid 19 within 14 days of the event. The coordinator will notify the Church Administrator immediately if someone who attended the group becomes ill or tests positive. The Church Administrator will arrange for all participants to be notified.

Outdoor Gatherings of larger groups must adhere to the following guidelines:

- Must happen outside
- Must be approved by staff
- Must require attendees to maintain social distancing
- Must require all attendees over the age of 5 to wear a mask
- Masks and hand sanitizer should be available
- Offer short scheduled or drop in times for connection (up to 20 minutes) for participants
- Staff and volunteers running the event can be there for a longer duration
- The number of participants who will be allowed to be on site at any given time will be determined by the space used and ability to properly social distance within that space
- No more than one person (or household) is allowed inside the building to use the restroom at any given time
- No more than three people may be in the building to gather supplies at any given time
- If no staff are present, there must be a designated "Safety Coordinator" who has read this policy and will ensure it is followed

Staff and approved volunteers may make visits to people at their residences on church business if:

- The visit takes place outside
- Social distancing is maintained
- Individuals above the age of 5 are wearing a mask

Pastoral Care visits may take place indoors if all adults are vaccinated. The visitor should not stay for more than 60 minutes. The visitor should always arrive wearing a mask. Masks may be removed if all present are comfortable.

Small groups of 5 people or fewer may meet in the church building to conduct special projects that must be done in person. They must adhere to the following guidelines:

- Must be approved by staff
- Must wear masks at all times
- Must not exceed 90 minutes
- Masks and hand sanitizer should be available
- Groups should meet in a room that allows for social distancing
- When possible, open windows to increase airflow
- If no staff are present, there must be a designated "Safety Coordinator" who has read this policy, will ensure it is followed, and will submit an attendee list with names and

phone numbers to the Church Administrator after the event. If a staff member is present, they are responsible for this duty unless they delegate it to a volunteer.

- Group participants agree to notify the Safety Coordinator if they become ill with Covid-19 like symptoms or test positive for Covid 19 within 14 days of the event. The coordinator will notify the Church Administrator immediately if someone who attended the group becomes ill or tests positive. The Church Administrator will arrange for all participants to be notified.

Community Dinners: In this stage, Community Dinners can operate in a grab-and-go manner, with meal prep happening inside and meal distribution happening outside.

- All volunteers and guests must wear masks
- Masks and hand sanitizer should be available for volunteers and guests
- Meal pick-up will be arranged to allow for social distancing, including by those standing in line to pick up meals
- There must be a designated “Safety Coordinator” who has read this policy, will ensure it is followed, and will submit an volunteer list with names and phone numbers to the Church Administrator after the event.
- Volunteers agree to notify the Safety Coordinator if they become ill with Covid-19 like symptoms or test positive for Covid 19 within 14 days of the event. The coordinator will notify the Church Administrator immediately if someone who volunteered becomes ill or tests positive. The Church Administrator will arrange for all volunteers to be notified.
- Indoor volunteers:
 - No more than 10 volunteers may be inside
 - Those volunteering inside must be fully vaccinated
 - Both the Kitchen and the Dining Room will be used for meal prep to allow for social distancing
- Outdoor volunteers:
 - There may be up to 10 additional outdoor volunteers
 - Outdoor volunteers may enter the building briefly to gather supplies or use the restroom

Children & Youth Faith Formation

Any gathering in person will take place outside, and will follow the same guidelines as church programs and meetings.

Outdoor workshops or classes may be an option, if participants and volunteers feel comfortable attending while masked and maintaining social distancing.

At-home church kits for families that request them and online faith formation programs will continue.

Visiting the Building

The church office is only open on Tuesdays from 9am-12pm by appointment. Please make an appointment with Ericka before coming to the building. We strongly encourage you to conduct any church business by Zoom, email, phone or mail.

If you must come to the building for church business during that three hour window, you will need to:

- Sign in with name and contact information, answer health screening questionnaire and have your temperature checked (If a temperature is above 100.4, you must leave the building)
- Stay on the top floor of the Faith Formation building (with an exception for contractors who need to access equipment downstairs)

Keyholder Building Use

You may use your key to access the building for short visits to pick up or drop off materials. You must email Ericka (uucnoffice@uunashua.org) to let her know you are coming in, even when she is not in the building. You must wear a mask while inside the building. You must sign in and out on the health questionnaire on the clipboard by the Church Office entrance. If you have a temperature over 100.4 you must leave the building immediately.

Church Staff

All staff may choose to work remotely or in the office. Staff will communicate with each other as to when they will be in the office. The Sexton will work on site. The Church Administrator and Bookkeeper will work in the office on Tuesdays.

All staff will sign in and out on the health questionnaire on the clipboard by the Church Office entrance. This includes recording their temperature. If their temperature is over 100.4 they must leave the building immediately.

Masks should be worn anytime staff are in the room with another person or in a room with an open door. If a staff member is working alone with the door closed, they do not need to wear a mask.

Non-church Groups

Non-church groups will not be allowed to meet in the building.

Groups with a pressing need to gather may be allowed to meet in the parking lot on a case by case basis, provided that:

- All participants wear masks
- All participants agree to maintain social distancing
- Groups may use church chairs provided that no more than three people are inside at a time to gather and return chairs.
- No more than one person is allowed inside the building to use the restroom at any given time

We may make an exception for one-time events for groups that are aligned with our mission and need to use the space to allow for adequate social distancing. These exceptions will be made on a case-by-case basis by the Safe Congregation Response Team. Such events will only occur in the Parish House. These groups will also have to adhere to the following guidelines:

- All participants over the age of 5 must wear a mask at all times while in the building
- All participants must agree to maintain social distancing
- All participants must sign in with name and contact information, answer health screening questionnaire and have your temperature checked (If a temperature is above 100.4, that person must leave the building)
- No more than 15 people total may be in the building at any given time

Stage GREEN:

Criteria: Two weeks green status on CovidActNow AND 70% of NH adults are fully vaccinated

Worship

Multiplatform worship may begin.

- We will not begin Multiplatform worship conducted from the sanctuary any earlier than September 12, 2021, even if the safety criteria are met prior to that date
- Within two weeks of meeting the criteria, we can begin allowing a limited number of people to watch the Zoom service from the sanctuary, with safety restrictions in place.
- Guidelines for attendance will be based on the current science, but will likely involve masks and social distancing
- Fellowship Hour may be able to happen, with restrictions
- We will determine guidelines for singing based on the current science

Memorial services and weddings may take place indoors under the same restrictions as Sunday morning worship.

Church Programs & Meetings

Official church programs and meetings may take place online, outdoors or indoors.

Indoor gatherings of small groups must adhere to the following guidelines:

- Must be approved by staff
- May last no longer than 90 minutes
- Must be limited to 15 attendees
- No more than 4 small groups may be in the building, with no more than 2 in each wing
- Must take place in a room that allows for social distancing
- Must require all attendees over the age of 5 to wear a mask, UNLESS:
 - The group is made up of all fully vaccinated people
 - All attendees are comfortable being in a setting where masks are removed
 - The group leader should get the consent of all present before anyone removes their mask
- When possible, open windows to maximize airflow
- Masks and hand sanitizer should be available
- Volunteers running indoor programs that involve children and youth must be fully vaccinated.
- If no staff are present, there must be a designated "Safety Coordinator" who has read this policy, will ensure it is followed, and will submit an attendee list with names and

phone numbers to the Church Administrator after the event. If a staff member is present, they are responsible for this duty unless they delegate it to a volunteer.

- Group participants agree to notify the Safety Coordinator if they become ill with Covid-19 like symptoms or test positive for Covid 19 within 14 days of the event. The coordinator will notify the Church Administrator immediately if someone who attended the group becomes ill or tests positive. The Church Administrator will arrange for all participants to be notified.

Outdoor gatherings of small groups must adhere to the following guidelines:

- Must be approved by staff
- May last no longer than 2 hours
- Must be limited to 25 attendees
- Must require attendees to maintain social distancing
- Must require all attendees over the age of 5 to wear a mask
- No more than five people are allowed in the building at any given time to use restrooms or gather supplies
- Masks and hand sanitizer should be available
- If no staff are present, there must be a designated “Safety Coordinator” who has read this policy, will ensure it is followed, and will submit an attendee list with names and phone numbers to the Church Administrator after the event. If a staff member is present, they are responsible for this duty unless they delegate it to a volunteer.
- Group participants agree to notify the Safety Coordinator if they become ill with Covid-19 like symptoms or test positive for Covid 19 within 14 days of the event. The coordinator will notify the Church Administrator immediately if someone who attended the group becomes ill or tests positive. The Church Administrator will arrange for all participants to be notified.

Outdoor Gatherings of larger groups must adhere to the following guidelines:

- Must be approved by staff
- Offer short scheduled or drop in times for connection (up to 30 minutes) for participants
- Staff and volunteers running the event can be there for a longer duration
- The number of participants who will be allowed to be on site at any given time will be determined by the space used and ability to properly social distance within that space
- Must require attendees to maintain social distancing
- Must require all attendees over the age of 5 to wear a mask
- No more than five people are allowed in the building at any given time to use restrooms or gather supplies
- Masks and hand sanitizer should be available
- If no staff are present, there must be a designated “Safety Coordinator” who has read this policy and will ensure it is followed

Staff and approved volunteers may make visits to people at their residences on church business if they adhere to the following guidelines:

- If all parties are vaccinated, the visit may take place indoors. If not, the visit must take place outside.
- Indoor visits should last no longer than 90 minutes
- Social distancing must be maintained
- Individuals above the age of 5 should wear a mask, unless all individuals are vaccinated and comfortable with removing masks

Pastoral Care visits may take place indoors if all adults are vaccinated. The visitor should not stay for more than 90 minutes. The visitor should always arrive wearing a mask. Masks may be removed if all present are comfortable.

Community Dinners: In this stage, Community Dinners can operate outdoors, either as a grab-and-go or a sit down meal, with meal prep happening inside and meal distribution happening outside.

- All volunteers and guests must wear masks, except when eating
- Masks and hand sanitizer should be available for volunteers and guests
- Meal pick-up or seating will be arranged to allow for social distancing, including by those standing in line
- There must be a designated “Safety Coordinator” who has read this policy, will ensure it is followed, and will submit a list of volunteers with names and phone numbers to the Church Administrator after the event
- Volunteers agree to notify the Safety Coordinator if they become ill with Covid-19 like symptoms or test positive for Covid 19 within 14 days of the event. The coordinator will notify the Church Administrator immediately if someone who volunteered becomes ill or tests positive. The Church Administrator will arrange for all volunteers to be notified.
- Indoor volunteers:
 - No more than 10 volunteers may be inside
 - Those volunteering inside must be fully vaccinated
 - Both the Kitchen and the Dining Room will be used for meal prep to allow for social distancing
- Outdoor volunteers:
 - There may be up to 10 additional outdoor volunteers
 - Outdoor volunteers may enter the building briefly to gather supplies or use the restroom

Children’s Faith Formation

Will follow the same guidelines as church programs and meetings.

Limited indoor programs may be offered that can follow guidelines, which will be based on the current science, but will likely involve masks and social distancing.

Volunteers running indoor programs that involve children and youth must be fully vaccinated.

At-home church kits will continue for families that request them.

Visiting the Building

The church office is open on Tuesdays and Thursdays from 9am-12pm by appointment. Please make an appointment with Ericka before coming to the building. We strongly encourage you to conduct any church business by Zoom, email, phone or mail.

If you must come to the building for church business during this time you will need to:

- Sign in with name and contact information, answer health screening questionnaire and have your temperature checked (If a temperature is above 100.4, you must leave the building)
- Stay on the top floor of the Faith Formation building (with an exception for contractors who need to access equipment downstairs)

Keyholder Building Use

You may use your key to access the building for visits of no more than 90 minutes. You must wear a mask while inside the building, unless you are working alone in a room. You must sign in and out on the health questionnaire on the clipboard by the Church Office entrance. If you have a temperature over 100.4 you must leave the building immediately.

Church Staff

All staff may choose to work remotely or in the office. Staff will communicate with each other as to when they will be in the office. The Sexton will work on site. The Bookkeeper will work in the office on Tuesdays. The Church Administrator will work in the office on Tuesdays and Thursdays. Staff have the option of conducting meetings in person.

All staff will sign in and out on the health questionnaire on the clipboard by the Church Office entrance. This includes recording their temperature. If their temperature is over 100.4 they must leave the building immediately.

Masks should be worn anytime staff are in the room with another person or in a room with an open door. If a staff member is working alone with the door closed, they do not need to wear a mask.

Non-church Groups

Non-church groups may resume meeting in the building, with the following restrictions:

- All participants wear masks
- All participants agree to maintain social distancing
- All participants must sign in with name and contact information, answer health screening questionnaire and have your temperature checked (If a temperature is above 100.4, that person must leave the building)
- No more than 2 outside groups can be in the building at one time

- Attendance is limited to the number of people that can safely maintain social distancing in a given space