

**First Unitarian Healthy Procedures for Small Groups Entering the Church Building:
Keeping Us All Safe and Healthy**

Updated 9-9-21

Small groups (education, ministry, committees) are welcome to meet in the church if following the following procedures:

- Groups must be 20 persons or less.
- Groups must register in advance with the administrator to assure reserve space for your group (see form below)
- **Group leader reminds members in advance to stay home if not feeling well -- and remind as needed that day**
- **At beginning of meeting, group leader review masking, distancing, any other guidelines that pertain (this may be done as part of a check-in of how group members are doing)**
- Group leader should inform all members of the policy in advance and be responsible for assuring all group members follow the policy, including asking that anyone that is ill should stay home
- Group can only meet in the Common Room
- Maximum 2 hour meeting
- No touch without consent; respect others' personal space
- All persons must wear masks that cover the nose and mouth at all times; refer to Stepwise Reopening plan for guidance on accompanying children
- No food or drink to be taken inside; kitchen is off limits; however, groups can bring individual snacks to eat outside
- Clean/sanitize area with Clorox wipes before leaving
- Use only downstairs bathrooms
- Complete the healthy checklist and leave a list of names of group members so that if someone is found to be sick later, all others can be contacted

Proposed Church group Registration Form (for First UU Administrator):

Group name: _____ Group leader: _____

Proposed date and time: _____ (maximum 2 hours)

Proposed group number (must be less than 20): _____

| | | |
|--|------------------------------|-----------------------------|
| Any children to attend? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Understand that masking is required for all? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Understand the meeting is restricted to the Common Room? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Understand no use of kitchen, drink or food | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Understand need to clean all areas before leaving | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

Healthy Procedures Checklist for Group Leaders

1. _____ Schedule small groups in advance with church administrator, **including for meetings held outside on church grounds**
2. _____ Everyone to come and leave through the side door and meet only in the Common Room
3. _____ All members must be willing to wear a mask throughout the event
4. _____ All persons attending should be listed on the back of this sheet
5. _____ Use only downstairs bathrooms
6. _____ All group members should stay 6 feet apart
7. _____ No food or drink should be consumed inside; kitchen not used
8. _____ All areas used disinfected, and chairs and tables returned to their locations

List of attendees:

Attendance Sheet

Group name: _____

Group leader responsible for completing registration and checklist: _____

Date: _____

- 1.
- 2.
- 3.
- 4.
- 5.
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- 16.
- 17.
- 18.
- 19.
- 20.