

COVID-19 Safety Policies
All Souls Unitarian Church
Adopted by the Board October 4, 2021

Governance Policies:

1. The goals of these policies:
 - a. To increase accessibility to programming and services at All Souls
 - b. To minimize the risks of All Souls becoming a source of COVID-19 infections
 - c. To establish for All Souls a meaningful and functional tension between accessibility and risk-minimization
 - d. To provide members, youth, and friends of All Souls a more effective way to reduce risk to balance their individual needs to be active in a community of ministry, learning, and friendship
 - e. To effectively communicate these policies across All Souls
2. In these policies, the Board shall:
 - a. Provide guidance for safety practices expected of the congregation
 - b. Communicate about these policies to the congregation
 - c. Adapt these policies as new variants evolve and scientific knowledge improves
 - d. Determine when in-person activities, both outdoor and indoor, will be suspended or resumed
3. The Minister shall:
 - a. Work with congregational leadership to research the science of COVID-19 and technologies the congregation will use to limit the risks of its programming and activities
 - b. Establish building-use and grounds-use procedures that fulfill the goals of these policies (see attached operating policy examples)
 - c. Adapt those procedures/operating policies as variants evolve and scientific knowledge improves
 - d. Keep the Board informed of operating and capital resources needed to accomplish these goals
 - e. Communicate to the congregation established procedures and risk-levels associated with church programs and activities

The Expectations of the Congregation in These Policies:

Our COVID-19 Safety Covenant:

1. We will keep ourselves informed about current COVID-19 safety practices at All Souls
2. We shall be worthy of each other's trust and comply with our practices
3. We will respect our diverse individual values and medical conditions as these shape our tolerances for risk

4. We will be patient as the board and minister adapt our practices as variants evolve and scientific knowledge improves
5. We will comply with safety practices implemented by staff and church leadership (i.e.: for children's RE on a Sunday)
6. We will accept responsibility for how our personal choices increase risks for others

Be Kind

1. Love is the Spirit of this Church
2. Do gently ask one another to comply with our policies
3. Be Kind when complying
4. Expect reminders from one another

Indoor COVID-19 Safety Practices

All Souls Unitarian Church

(Version October 20, 2021)

These practices are required of all persons attending indoor activities at All Souls:

- 1. Don't attend in-person if you:**
 - a. Are sick with an infection
 - b. Have a temperature
 - c. Have lost your sense of taste or smell
 - d. Have recently developed trouble breathing
 - e. Have been exposed in the last two weeks to someone with COVID-19
- 2. Vaccinations required:**
 - a. Complete COVID-19 vaccinations are required of all people attending *in-door* worship, meetings, or programs.
 - b. Those who, for medical reasons, cannot receive the COVID-19 vaccination are exempt from this vaccination requirement.
 - c. The church may require pre-registration and evidence of vaccination for activities and events
- 3. Masking required:**
 - a. Face masks are required for indoor gatherings
 - b. Masking is mandatory of everyone when moving through the church hallways, elevator, atrium, or using church restrooms (air in all these areas is circulates freely between them)
 - c. Masks must cover both mouth and nose.
 - d. Small groups of 10 or less may covenant to remove masks when in their pre-scheduled meeting room.
- 4. Distancing:**
 - a. Seating areas allowing for choices of distance in large group activities will be provided, if possible.
- 5. Air cleaner operation and ventilation required:**
 - a. All indoor activities will be provided either HEPA-grade air filtration equipment or HVAC systems with outside-air exchanging appropriate to the room being used
 - b. Air filtration equipment and/or HVAC fans must be in operation during the event
 - c. Spaces such as the atrium and classrooms will need windows or exterior doors to be opened for safer levels of outside-air exchange – signs will be posted for rooms needing open doors or windows.
- 6. Eating**
 - a. Small groups of ten or less may *request in advance* to schedule a meeting that includes eating during their activities, if all members of the group have agreed in advance to eat together.

- b. There is no exception to the requirement that eating must be scheduled in advance since these activities may not be compatible with other simultaneously-scheduled activities.

7. Unvaccinated Children

- a. Small group indoor events and activities of ten or less involving children who cannot currently be vaccinated may be scheduled by staff in consultation with their families and the COVID Safety Team.
- b. Small group indoor events for children may be scheduled simultaneously with large group events, and All Souls staff will implement additional strict safety practices for this simultaneous scheduling
- c. Staff and volunteers working with unvaccinated children must provide evidence that they are fully vaccinated.
- d. Practices for indoor activities involving children shall be established by the Minister.

8. Scheduling in advance:

- a. Use of the building **must** be scheduled in advance (this allows staff to manage multiple groups and avoid problems of simultaneous events with conflicting levels of risk)
- b. Scheduling must be done through the Office Administrator, Shelley Carver (office@allsoulsindy.org) (Rev. Joel wants us to know: if Shelley doesn't know about it then it isn't happening).

9. Memorials:

- a. The requirement of vaccination of attendees may be waived by the Minister and Board President for memorial services.
- b. Masks must be worn when indoors.

10. Choir Rehearsals and Performance Offerings

- a. Rehearsals may be unmasked and distancing reduced when held in the Social Hall with operation of Social Hall Air Filtration Units and interior doors closed
- b. Up to 20 singers may rehearse or offer music together
- c. Singers in groups of 5 or more will wear masks when the choir is singing in the sanctuary for worship services

Expectations While Indoors at All Souls

(In a few words/door-sign text)

1. Please don't come in if you're sick, have symptoms, or have been near someone with COVID-19
2. You must be vaccinated (unless your Dr. says you can't)
3. Wear your mask over your mouth and nose
4. Stay 6 feet apart from people not in your household
5. Turn on the air cleaners
6. Follow any additional safety instructions as posted or requested
7. Expect reminders and be kind to each other

Outdoor Safety Practices

All Souls Unitarian Church

(Version October 20, 2021)

These practices are required of all persons when on the grounds of All Souls

Expectations While Outdoors at All Souls

1. Don't come if you're sick, have symptoms, or have been near someone with COVID-19
2. Wear your face mask and stay 6 feet apart
3. Follow any additional safety instructions as posted or requested
4. If not vaccinated, your face mask must remain on at all times and social distancing must be observed.
5. Expect reminders and be kind to each other

Large Outdoor Gatherings

There will be two areas provided for outdoor large group gatherings:

1. A "masks-required" area (i.e., tent) for those following greater precautions
2. A "masks-optional" area (i.e., tent) for those comfortable with fewer precautions

These precautions are required for those seated in the area that requires masking:

1. Members of the same household may be close together but should maintain at least 6 feet of distance from individuals from other households.
2. Face masks covering the nose and mouth must be worn by everyone 5 and older.
3. No physical contact between individuals from different households - no hand shaking, no hugging, no hand holding, etc.

These precautions are still in place for everyone attending outdoors and in-person events:

1. When passing through the masked area everyone must wear a mask.
2. Anyone entering the building to use restrooms must be masked. No more than two people may occupy a restroom at a given time. Please do not linger in the building.
3. If you feel ill, please stay home and enjoy the service via Zoom or Facebook Live.

Speakers and Singers

1. Speakers and singers may be unmasked when leading large group events outdoors, but they must distance by at least 20 feet from areas that require masking.

Small Outdoor Gatherings

1. Small Group meetings outside may covenant either to require using masks or allow group members the options of masking or not-masking
2. Anyone entering the building to use restrooms must be masked. No more than two people may occupy a restroom at a given time.

Covid Safety Practices for Staff and Contractors at All Souls

(Version October 20, 2021)

These practices are meant to keep the All Souls building and grounds a safer environment for staff, contractors and authorized volunteers.

How will All Souls protect the staff, authorized volunteers, and contractors?

- Create and maintain policies and procedures that align with best practices as established by federal, state and local health officials as well as the UUA.
- Provide necessary cleaning supplies for all assigned work areas.
- Post handwashing signs in restrooms
- Post handwashing and personal hygiene reminders on office doors.
- Maintain regular janitorial service with increased cleaning and disinfecting of areas that are in use.
- Provide disposable masks for all staff and visitors who do not have one.
- All staff, contractors and visitors are required to sign this document and leave the original on file in the church. Staff are expected to deliver the signed form to the church Office Administrator.

How will All Souls keep the building and workspaces clean?

- Staff and guests must wash their hands or use hand sanitizer after using the restroom or eating.
- Gloves will be available for use when performing cleaning tasks.

What is expected of the staff?

- Staff and contractors should work at home when possible.
- Staff and contractors that feel ill must stay at home. If staff start to feel ill while at work, they will notify their supervisor immediately and go home.
- Staff will schedule with the church office when planning to be in the building. Contractors will coordinate with their staff point of contact who will update the church office.
- Anyone in the building must wear a mask over their nose and mouth, except when working alone in a private space with the door closed.
- Masks are required when moving between rooms in the building.
- Staff and contractors, when unmasked, will maintain at least 6' of distance between others while on church grounds and in the church facility.
- Staff are responsible for their guests adhering to the All Souls policies and protocols.
- In addition to the above, all staff, authorized volunteers, and contractors must adhere to local government health mandates while on the property or at a church-sponsored event.

What happens if someone is ill?

- Staff, authorized volunteers, and contractors will stay home if they are sick.
- Staff, authorized volunteers, and contractors are not required to share the detailed nature of an illness. However, if they are diagnosed with COVID-19, are caring for a family member sick with COVID-19 or are directed by a medical professional to self-isolate due to COVID-19 exposure, there is a risk to co-workers and the community. If

staff or contractors are in any of these situations, we ask that, when safe to do so, they promptly inform their supervisor of the following:

- When they started to feel ill
- How they came to be ill (if known)
- Any in-person contacts they had with people while working
- Any visits to the church property and what parts of the building they entered.
- What support they need from the church.
- Supervisors should promptly notify the minister of any exposure or diagnoses for COVID-19
- If it is known that a person exposed to or diagnosed with COVID-19 has been in the building, the facility should be immediately presumed closed and off limits to ALL STAFF AND VISITORS until the building has been cleaned and ventilated.

Can staff use the kitchens?

- Eating in rooms other than staff offices must be scheduled in advance

Ongoing changes in our knowledge about COVID-19 or the evolution of the SARS-CoV-2 virus may result in changes to this document.

I acknowledge and agree to the policies outlined above.

Name

Date

Covid Safety Practices for All Souls Church Religious Education Program (Oct. 20, 2021)

These are the site-use practices for All Souls' religious education programming for children and youth. The policies are intended to establish practices to minimize the transmission of the SARS-CoV-2 virus. These policies follow the recommendations of the Center for Disease Control and the requirements of Indiana's State Health Department.

- 1) Universal masking required of students and teachers at all times.
- 2) Staff and volunteers working with unvaccinated children must be vaccinated.
- 3) Physical distancing
 - a) 3 feet minimum distance will be maintained between students and students and teachers.
 - b) 6 feet minimum distance will be maintained between all teachers and between all other participants (such as volunteers, church staff, or parents) at all times.
 - c) Students will be in classrooms/cohorts of 10 or fewer. There will not be any contact between cohorts indoors. For outdoor activities all participants will be masked and all participants will be distanced by 6 or more feet. Each cohort will eat separately from other groups.
- 4) Maximum of two persons in a bathroom at a time.
- 5) Ventilation and air-changes
 - a) Classroom windows will be at least slightly opened at all times – about 3 ½ inches. Classroom doors will be kept slightly open. Air conditioning may still be used when outside weather is hot.
 - b) Air filtration units are provided by the church for each classroom and will remain in operation throughout RE programming.
- 6) Daily screening:
 - a) Temperature checks will be taken as each student, teacher, and other participants arrive for programming each day. Anyone with an elevated temperature (100.4 degrees or higher) may not enter the building.
 - b) Anyone showing symptoms of COVID may not enter the building. Symptoms include cough, sore throat, shortness of breath, chills, diarrhea, vomiting, severe headache, loss of taste or smell.
- 7) Isolation/quarantine practices when a participant has been diagnosed with COVID:
 - a) If any participant is exposed to the SARS-CoV-2 virus by contact closer than six feet for 15 minutes anywhere, they must quarantine. Students can return to the school after a 7-day quarantine, if they are tested for covid on day 5, 6 or 7 and get a negative result and they have had no covid symptoms. A negative result on day 8 using a rapid test in a student with no covid symptoms will also allow same-day participation. Thus, if a student is diagnosed with COVID, the rest of their cohort must quarantine for 7 days and have negative results for COVID and no symptoms before returning.

- b) If a student or teacher is diagnosed with COVID, they may not return until their healthcare provider gives clearance.
- 8) The church may close the building if the daily rate of infections or the infection rate rise to dangerous levels (see church's rubric for opening/closing). These policies may be changed as circumstances and needs change.

Safety Practices for Working or Physically Active Events on the Grounds at All Souls (Oct. 20, 2021):

Physically-demanding work or physically demanding activities may be scheduled on the grounds if the following practices are followed:

- Masks must be worn if within six feet of someone who is not a part of the same household
- The requirement to be masked cannot be waived by covenant or other agreement
- Physical contact between persons not from the same household or pod is discouraged

Safety Practices for Authorized Volunteers at All Souls (Oct. 20, 2021)

The purpose of this policy:

Given the complexity and prolonged nature of the COVID-19 pandemic, some volunteers need more access to facilities than current policies may permit. This policy outlines how specific authorized volunteers may access All Souls facilities without being accompanied by a staff.

What is an authorized volunteer?

The Minister and Board Chair may designate someone as an authorized volunteer based on the following criteria:

- The volunteer has reviewed, signed and will adhere to the building access policy
- Physical access to the facilities is essential to their role as a volunteer.
- The volunteer's activities are deemed necessary and safe to staff, members and volunteers.

What are the expectations of an authorized volunteer?

In order to maintain a safe space for everyone who enters the facility, authorized volunteers are expected to:

- Adhere to all safety policies including the building access policy for staff and contractors.
- Prior to being on site, contact the office manager so that you can be added to the calendar. This allows the office to avoid schedule conflicts and keep a record of anyone who was in the building in case contact tracing is needed.
- To be vaccinated
- To be masked when in public areas
- To turn on available air-cleaning units, HVAC ventilation, or open doors/windows in all workspaces

Who will track the names of authorized volunteers?

The Minister (through staff) will maintain a shared list of authorized volunteers in the church office that can be accessed by staff, volunteers, and the Board.