

## ***Unitarian Universalist Church of the Monterey Peninsula (UUCMP)***

### **COVID-19 PROTOCOL FOR THIRD PARTY ACTIVITIES INSIDE THE UUCMP BUILDING September 15, 2021**

[Note: this protocol is based on current guidance from cognizant government agencies. It supersedes the Reopening Task Force Protocols for Small Group Indoor Use dated October 11, 2020 and August 18, 2021.]

1. Permission required. Building use is prohibited unless specific permission has been granted by the ministers or Church Administrator for each entry. Events sponsored by external (third party) individuals or groups must be approved via submission of the UUCMP Building Use Agreement form. As part of that agreement, the applicant certifies that they carry liability insurance coverage sufficient for their event.
2. Access limited. Events will be assigned to specific spaces in the building. Except for as-needed access to restrooms, event participants must remain in their assigned space. Entry to and exit from assigned spaces must be in accordance with the below chart, which also shows the maximum capacity allowed for each space. Seating limits are based on a three-foot distance between centers of chairs (“nose to nose”).

<b>SPACE</b>	<b>CAPACITY</b>	<b>ENTRY &amp; EXIT</b>
Sanctuary (only) – theater-style seating, with central aisle	63	Foyer & Welcome Hall entrance
Sanctuary (only) – theater-style seating, no central aisle	71	Foyer & Welcome Hall entrance
Sanctuary & Welcome Hall – theater-style seating with central aisle in sanctuary	75	Foyer & Welcome Hall entrance
Sanctuary & Welcome Hall – theater-style seating without central aisle	83	Foyer & Welcome Hall entrance
Sanctuary - unseated	80	Foyer & Welcome Hall entrance
Welcome Hall - unseated	50	Foyer & Welcome Hall entrance
Sanctuary & Welcome Hall - unseated	130	Foyer & Welcome Hall entrance
Fireplace Room	16	Exterior door to room
Conference Room	10	Exterior door to room
Kitchen	4	Exterior or interior doors

All other rooms are closed for external (third party) users.

Any authorized user of UUCMP spaces may use restrooms. Restroom capacity is limited to 3 in the main floor men’s room, 4 in the main floor women’s room, and 1 in the downstairs restroom with the exterior door. Transit time to the restrooms should be minimized.

3. Required precautions against infection. Individuals known to be actively infected with COVID-19 or exhibiting any of the following symptoms may not enter the church building: fever of 100.4 degrees Fahrenheit or higher; severe fatigue; dry cough; unusual body aches; difficulty breathing or shortness of breath. UUCMP encourages anyone with such symptoms to be tested for COVID-19 infection.

4. Recommended precautions against infection.

(a) Protective masks covering mouth and nose should be worn by anyone inside the church building. Exceptions may be granted due to documented medical necessity.

(b) Individuals should maintain a distance of three feet or more between themselves and anyone not in their own household. Frequent hand washing or sanitizing is strongly encouraged.

(c) Minimize potential exposure to infection by keeping events as short as possible. Events or meetings lasting longer than one hour are strongly discouraged.

(d) For the duration of each event, the space should be well-ventilated using installed forced-air equipment or portable fans, with air being exhausted to the exterior through opened windows, doors or vents.

5. Kitchen usage requirements. When there is food shared during the event, service from the kitchen must be through the pass-through openings into the sanctuary, managed by a limited number of people (maximum 4) in the kitchen. Serving utensils should not be shared. Utensils, dishware and surfaces used for the event must be sanitized (see below). No food may be left in the kitchen or refrigerators.

6. Documenting access. Each person entering the UUCMP building must be documented as prescribed by the sponsoring applicant. This can be done by individuals signing in personally, or some other method of attendance tracking (e.g., meeting notes). As an example, a copy of the form used by UUCMP for internally-sponsored events is attached. The purpose of this is to identify people who may need to be contacted in case a participant is subsequently found to be infected (i.e., contact tracing), so should include both telephone and email contact information. The sponsoring applicant will be responsible for maintaining the sign-in sheet(s) in their records for at least three months after the event.

7. Point of Contact responsibilities. Each event scheduled at UUCMP must have an individual Point of Contact who is responsible for group compliance with this protocol. Their responsibilities include:

(a) Ensure the event is properly scheduled by the church and access permission is thereby granted.

(b) Contact all participants in advance, to inform them of event specifics and protocol requirements, specifically including which entrance to use and sign-in procedures.

(c) Ensure each attendee is documented on a sign-in sheet or other record, for event-sponsor retention.

8. Post-event sanitization.

(a) The event sponsor is responsible for removing event-specific materials and placing trash in designated receptacles.

(b) UUCMP staff will ensure sanitization procedures are followed, and will return furniture to normal configuration or storage.

