



**First Unitarian Society of Milwaukee
Staff Policies Manual**

COVID Precautions Procedure

V. 3

Senior Minister Jennifer Nordstrom
COVID Team

1. **Overview:** These procedures are to maintain the safety of FUSM members, friends, staff, and visitors during the COVID-19 pandemic.
2. **Who is responsible:** Senior Minister Jennifer Nordstrom and Director of Administration Jean Johnson, as well as Facilities Manager and Assistant(s), the Building and Grounds Team, and all staff and members are responsible for implementing this procedure; the COVID Team is responsible for revising it.

Recommendations from the Center for Disease Control (CDC) during the COVID (SARS-Cov-2) pandemic have repeatedly been adjusted as new data has become available and reviewed. The FUSM COVID Team will monitor for new recommendations and make changes to the FUSM precaution plan as needed to align with CDC guidelines. Changes will be communicated to the congregation through the established communication plan.

3. **Related policies or procedures:** This procedure includes the safety precautions and measures to be taken at each level of re-opening, from pastoral care to small groups to in-person worship, as defined in the COVID Re-Opening Policy.
4. **Procedure details.**

The Precautions identified below relate to the varying levels of open on the following chart (see more detail on these levels in the COVID Policy):

COVID Incidence per 100,000 over 7 days	Allowed in-person indoor gatherings	Additional allowed in-person outdoor gatherings
Any	Clergy pastoral care (for vaccinated clergy)	N/A
<100	Memorial services (25 person attendance limit)	25 person attendance limit
<50	Memorial services (50 person attendance limit) Small groups (20 person attendance limit, subject to room capacities outlined in precautions policy)	50 person attendance limit
<10	Sunday worship and other large groups	N/A

Precautions for Incidence Rate > 100/100,000

First Church is closed to in-person activities.

Fully vaccinated clergy are allowed to engage in in-person pastoral care at their discretion, with all parties wearing masks and maintaining 6 or more feet of physical distance, for no more than 90 minutes at a time.

Precautions for All In-Person Gathering

The following precautions will be in place from the time of initial re-opening for **any** in-person gathering until the FUSM Covid Team has determined that they are no longer necessary. These precautions are not dependent on vaccination status.

- **Masks.** All staff, members and visitors (ages 5 years and older, and without a medical contraindication) will be required to wear masks that cover their nose and mouth while in any area of the building. Masks may be briefly removed while drinking.
- **Staff and Masks.** Staff may remove masks while working alone in their personal office space. They will use a mask when leaving their office or if someone else enters their office space.
- **Distancing.** 6 feet of personal distancing should be maintained whenever possible.
- **Time Limits.** In-person gatherings should be kept to a maximum 2 hour time limit.
- **Hand sanitation.** Hand sanitizer will be available at designated locations. Staff, members, and visitors are encouraged to use this regularly while in the building. Washing of hands with soap and water is preferred, when possible.
- **No food.** No food will be served in the building. This includes pre-packaged food as well as food from home. Food / snacks will not be a part of small group activities or after service gathering. Staff will be allowed to bring food from outside for personal use during their work hours. Parents and guardians may provide food to young children.
- **Water.** Water fountains will be turned off. Water coolers will be available for use by staff, members and visitors, and bringing a water bottle for personal use (outside the sanctuary) will be permitted. FUSM will provide paper cups for the water cooler. No other liquid refreshments will be publicly available.
- **Reminders.** Signage reminding members and visitors of these precautions will be placed throughout the building. Focused training re: these precautions will be provided for ushers and group leaders.

Precautions for Incidence Rate 10 – 50 /100,000

When engaging in any in-person activities at First Church while we have the “green light” at this incidence rate, the following room capacities should be used as a guideline for gathering in the building. The occupant capacities listed here are based on guidance to allow 30sqft of area per occupant to maintain adequate distancing. Protocols for use and departure refer to HVAC and air purification techniques; all other safety precautions remain in effect.

Room or Zone	Capacity	Protocol in Use	Protocol Upon Departure
Zone 1: Sanctuary, including Balcony	Memorial Services: 25 occupants All other gatherings: 20 occupants	Maximize fresh air under favorable weather conditions	Protocol for fresh air cycle under favorable weather conditions Run Ozone Generator Air Purifiers at end of day
Zone 2: Stevenson Parlor	10 occupants	Open one operable window under favorable weather conditions	Run Ozone Generator Air Purifiers at end of day
Zone 3: Leenhouts Common Room	20 occupants	Open operable windows under favorable weather conditions	Honey well Room purifiers that use a HEPA filter Run Ozone Generator Air Purifiers at end of day
Zone 4: Main Office area, ministers' offices, kitchen	10 occupants	Open operable windows under favorable weather conditions	Run Ozone Generator Air Purifiers at end of day
Zone 5: Max Otto Hall	10 occupants		Run Ozone Generator Air Purifiers at end of day
Zones 6 and 7: Lower Level Classrooms	One room use limit per zone. South zone occupancy limits: Brown – 8 Cyrus – 12 Emerson – 10 Reeb – 16 Kimberlee office – 8 Fuller office – 8 West zone occupancy limits: Anthony – 9 Dix – 9 Murray – 8 Servetus – 11 Young – 20		Run Ozone Generator Air Purifiers at end of day

All Rooms		Social distancing and adherence to occupancy caps per FUSM precautions	<p>* (4) Ozone generators live on first floor * (3) Ozone generators live on lower level * (1) Ozone generator in Max Otto Hall (TBD)</p> <p>Run cleaning cycle with Ozone generators nightly with the exceptions for other cleaning cycles noted above.</p> <p>Note that Ozone cleaning cycle takes 3.5 hours, during which people cannot be present. Rooms must be fully flushed with fresh air if they need to be occupied again before the cleaning cycle completes.</p>
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Precautions for Incidence Rate <10 /100,000

- Speakers at the chancel can remove their masks while speaking
- Group singing will not be allowed; 1-2 masked singers will be allowed. Musicians can perform while keeping distance.
- Paper orders of service will not be used (excepting memorial services)
- The offering will be graciously welcomed in touchless receptacles that will be handled by ushers.

Precautions for Outdoor Activities

Outdoor activities will be subject to the above precautions (including prohibitions on singing, food service, and gatherings lasting more than 2 hours) with the exception that masks are only required when 6 feet of physical distancing is not possible, though distancing is highly recommended as the best way to prevent infection. Additionally, any constricted outdoor spaces (e.g., First Church deck) will need to have at least 30 square feet of space per attendee.

Changes made in this version:

- 1) Lower level classroom limits specified
- 2) Paper orders of service allowed for memorial services