

Memorandum of Agreement for Third Party Groups meeting on United Church of Christ in New Brighton Property During a Time of Pandemic

The United Church of Christ in New Brighton expects that all persons meeting on church property during the coronavirus pandemic, beginning in March, 2020 will:

- *Meet outside on church property unless given permission by a pastor or the Church Council to meet or have access to inside the church building.*
- *Limit the numbers of those meeting outside the church to ensure that all will maintain physical distance of at least 6 feet between individuals, except those from the same household.*
- *Maintain safe distances when entering or leaving any gathering, as well as during the gathering.*
- *Wear face coverings over nose and mouth.*
- *Have Participants bring their own chairs, food, beverages, and do not share beyond their own household*
- *Refrain from all activities that create higher risk, such as singing, sharing paper, food or drink.*
- *Use hand sanitizer before and after touching objects that may be touched by others.*
- *All in-person gatherings shall designate a Safety Steward to assist with mindfulness of and adherence to safety guidelines.*
- *Participants will respectfully follow guidance from Safety Stewards designated for each gathering.*

I understand the expectations of the United Church of New Brighton safety measures and I agree to share these expectations with all participants. I acknowledge that meeting during this time of pandemic involves some level of risk, and that such risk will be borne by the individual participants in any meeting of this group.

Name of Group _____

Name of person responsible for group _____
(Please Print)

Contact Information (phone or e-mail) _____

Signature of person responsible _____

Date _____

Guidelines for Baptisms, Weddings, Funerals at United Church of Christ in New Brighton During a Time of Pandemic

In all UCCNB-related gatherings of two or more people during the time of pandemic we will:

- *Wear face coverings over nose and mouth.*
- *Maintain physical distance of at least 6 feet between individuals, except those from the same household.*
- *Use hand sanitizer before and after touching objects that may be touched by others.*
- *Follow sanitizing instructions posted in restrooms.*
- *Refrain from all activities that create higher risk, such as singing (except as determined to be safe by worship leaders), sharing paper, food or drink.*
- *Congregational singing is a higher-risk activity and will not be included in UCCNB worship services during the pandemic. Pre-recording of any vocal music is strongly encouraged. If a videorecording is used, arrange with one of the church's AV techs to play the recording during the service. If pre-recording is not possible, a maximum of 2 vocal musicians may participate in a service as long as they are able to maintain a distance of at least 15 feet from each other and all other attendees while singing. This applies also to wind instruments.*
- *Respectfully follow guidance from Safety Stewards designated for each gathering.*

BAPTISMS

- **General guidelines above must be followed**
- **May be conducted in the sanctuary with the following in attendance**
 - **One or both pastors**
 - **Up to 20 attendees, including parents and child, sponsors, grandparents and other relatives**
 - **Up to 5 members of the congregation, making promises on behalf of the whole congregation**
- **A member of the congregation must be designated to serve as safety steward**
- **If bulletins are used, they should be emailed to attendees to print by the day before the service. There should not be distribution of paper bulletins at the service.**
- **Members of the same household may sit together, but individual or household units must maintain at least 6 feet of physical distance in the pews or chancel area**
- **The officiating pastor will guide the baptismal promises. The parents will administer the water.**
- **Currently no receptions involving shared food or beverages are permitted on church property**

WEDDINGS

- **General guidelines above must be followed**
- **May be conducted in the sanctuary with the following in attendance**
 - **One or both pastors**
 - **Up to 30 attendees, including wedding party and guests**
- **A member of the congregation must be designated to serve as safety steward**
- **If bulletins are used, they should be emailed to attendees to print by the day before the service. There should not be distribution of paper bulletins at the service.**

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- **Members of the same household may sit together, but individual or household units must maintain at least 6 feet of physical distance in the pews or chancel area**
- **Service will be designed in a way that allows safe distancing for those not in the same household at all times.**
- **Outdoor weddings on church property may include more guests provided guests bring their own chairs and there is adequate space for 6 feet of physical distance between household units**
- **Currently no receptions involving shared food or beverages are permitted on church property.**

FUNERALS

- **General guidelines above must be followed**
- **May be conducted in the sanctuary with the following in attendance**
 - **One or both pastors**
 - **Funeral director(s)**
 - **Up to 30 attendees**
- **A member of the congregation must be designated to serve as safety steward**
- **If bulletins are used, they should be emailed to attendees to print by the day before the service. There should not be distribution of paper bulletins at the service.**
- **Members of the same household may sit together, but individual or household units must maintain at least 6 feet of physical distance in the pews or chancel area**
- **Service will be designed in a way that allows safe distancing for those not in the same household at all times.**
- **Outdoor funerals on church property may include more guests provided guests bring their own chairs and there is adequate space for 6 feet of physical distance between household units**
- **Currently no receptions involving shared food or beverages are permitted on church property**

COVID-19 Daily Self Checklist

If you reply YES to any of the questions below, STAY HOME and follow these steps.

- Contact your doctor or health clinic and report your symptoms
- Follow the recommendations of your doctor.
- Do Not return to community activities until advised by your doctor that it is safe for you to do so.

Do you have a fever (temperature over 100.3) without having taken any fever reducing medications such as Tylenol, Aleve, or Ibuprofen?

YES

NO

Loss of taste or smell?

Muscle Aches?

Sore Throat?

Cough?

YES

YES

YES

YES

NO

NO

NO

NO

Shortness of Breath?

Chills?

Headache?

YES

YES

YES

NO

NO

NO

Have you experienced any gastrointestinal symptoms such as nausea, vomiting, diarrhea, loss of appetite?

YES

NO

Have you, or anyone you have been in close contact with been diagnosed with COVID-19, or been placed on quarantine for possible contact with COVID-19?

YES

NO

Have you been asked to self-isolate or quarantine by any doctor, health care professional, or local public health official?

YES

NO

**Covenant to Care for One Another
at United Church of Christ in New Brighton
During a Time of Pandemic**

This covenant expresses the commitment of the UCCNB community to care for one another's well-being during formal and informal gatherings during a time of pandemic. The church leadership commits to using evidence-based data as we make decisions about when and how we come together in person, and to continuing exploration of safe community-making opportunities, whether in person or online. Members of the UCCNB community commit to following safety guidelines established by the leadership as we use the church facility or come together in small or larger gatherings. UCCNB, by adopting this covenant, say to each other and to all who come into this community that we seek to be safe and respectful of one another, and in so doing honor the God who calls us into ministry together.

In all UCCNB-related gatherings of two or more people during the time of pandemic we will:

- *Wear face coverings over nose and mouth.*
- *Maintain physical distance of at least 6 feet between individuals or household groups.*
- *Use hand sanitizer before and after touching objects that may be touched by others.*
- *Follow sanitizing instructions posted in restrooms.*
- *Refrain from all activities that create higher risk, such as singing (except as determined to be safe by worship leaders), sharing paper, food or drink.*
- *Congregational singing is a higher-risk activity and will not be included in UCCNB worship services during the pandemic. Pre-recording of any vocal music is strongly encouraged. If a videorecording is used, arrange with one of the church's AV techs to play the recording during the service. If pre-recording is not possible, a maximum of 2 vocal musicians may participate in a service as long as they are able to maintain a distance of at least 15 feet from each other and all other attendees while singing. This applies also to wind instruments.*
- *Respectfully follow guidance from Safety Stewards designated for each gathering.*

Additional guidelines as we begin small in-person gatherings

- *All in-person gatherings shall designate a Safety Steward to assist with mindfulness of and adherence to safety guidelines.*
- *Groups of 5 people or fewer may meet inside the church, following the guidelines above, IF ALL PARTICIPANTS ARE COMFORTABLE DOING SO. Gatherings should be conducted via Zoom or other electronic means if necessary for the safety or comfort of all participants. In-person gatherings should be held in a large enough room to ensure safe distancing.*
- *The worship team will take all possible safety precautions while in the sanctuary – masks except when speaking, maintaining safe distance, etc.*
- *No more than one person at a time will be working in the church office, due to the limited and crowded space. One other person may enter for a single purpose such as putting something in a mailbox, remaining no longer than 2 minutes and maintaining a safe distance from the person working.*
- *Larger groups may gather outdoors if:*
 - *There is adequate space to maintain 6-foot distances among all except those from the same household, including when entering or leaving any gathering.*
 - *Participants remain masked except when eating or drinking.*
 - *Participants bring their own chairs, food, beverages, and do not share beyond their own household.*

7/7/2020

Safety Steward Guidelines

Why?

UCCNB is working to ensure that in-person services and/or gatherings are as safe as possible. Managing *safety expectations* is vital in planning for reopening the building and sponsoring gatherings. **Safety Stewards** play an essential role in the adherence to developed guidelines to help provide a safe, welcoming, and friendly environment for the church community.

What can you expect?

The environment in the building has been evaluated and steps taken to:

- Establish defined routes for entering and exiting the building and sanctuary. Where possible, entrances and exits are one-way only.
- Clearly mark pews that provide for physical distancing.
- Clearly post visible signs to inform people of the new traffic flow, seating arrangements and the like.
- Define ways of entering, exiting, and using the space in the sanctuary and meeting areas to increase safety and assist people in comfortably finding their place.
- Provide Facemasks to people who do not have one.
- Have hand sanitizer stations located in several areas within the environment.

What is the Steward role?

- Assist in assuring adherence to these basic guidelines by all people entering the building or participating in a church activity.
- Keep current with your understanding of how COVID-19 is transmitted and why it is important for everyone to adopt the wellbeing protocols:
 - Stay home if you or someone you are in contact with feels sick or has a temperature.
 - Maintain six feet apart others not in your immediate family.
 - Remind people what 6 feet of distance looks like – it is often farther apart than we think.
 - It may be helpful to have a tape measure to make the distance visible.
 - Point out the marked locations in the building that indicated 6-foot distances.
 - When assisting people within the sanctuary use verbal directions rather than escorting them to a seat. This will allow you to maintain the 6-feet of distance.
 - Always wear a facemask. Be sure both nose and mouth are always covered.
 - Do not touch your face, mouth, or eyes.
 - Clean hands with hand-sanitizer or with soap and water frequently. (at least once every hour and after touching any surfaces that others may have touched).
- Observe people in the church or church sponsored gatherings for adherence to these guidelines.

When the event is outdoors

- Safety Stewards will be identified within the groups conducting the meeting(s) / gathering.
- Safety Stewards will;
 - Be aware of the guidelines (available from UCCNB personnel upon planning the meeting)
 - Set up sanitation station(s) with hand sanitizer, masks, disinfecting wipes and gloves
 - Remind and coach participants of mask wearing expectations and the 6-foot physical distancing for everyone.
 - groups meeting outdoors will need to bring their own chairs/tables
 - All individuals are strongly encouraged to bring and use their own masks, hand sanitizer, and/or gloves.

What to do if you see non-compliance?

- Teach others how to wear masks properly:
 - Cover both nose and mouth and secure a close fit around the face.
 - Provide a facemask to anyone who does not have one of their own.
 - Put masks on before leaving vehicles and keep in place throughout the activities and until you are back in your vehicle.
- Show people where hand sanitizer is available throughout the meeting area(s). Encourage people to avoid touching common surfaces.
- Point out the marked areas that indicated 6-foot distances.
 - Use a tape measure (or the marked areas) to demonstrate 6 feet of distance between people.
- Use verbal directions to “escort” to seating. In the church, pews will be marked to assist in maintaining appropriate physical distancing.
- Remind people of the wellbeing guidelines (posted in the area) and how they can be partnering with others to assure a safe environment.
- Encourage adherence to the guidelines to make all people feel welcomed, supported, and safe.
- If someone appears ill, (coughing, sneezing, runny nose, etc.) ask if they are feeling ill and separate them from the larger crowd. Encouraging them to go home and stay home until they are feeling better, and to contact their doctor or health clinic to report their symptoms.

Safety Steward Key Points

<p>What to expect.</p> <ul style="list-style-type: none"> • Defined routes for entering and exiting the building, sanctuary, & meeting spaces. Where possible, entrances and exits are one-way only. • Clearly marked pews that provide for physical distancing. • Clearly posted visible signs outlining traffic flow and seating arrangements. • Facemasks available to those who do not have one. • Hand sanitizer stations available in several areas. • Bathroom guidelines posted in public bathroom. 	<p>What to do.</p> <ul style="list-style-type: none"> • Monitor adherence to the Safety Guidelines. • Use verbal directions to direct people maintaining 6-foot distances. • Model Safe Practices: <ul style="list-style-type: none"> ○ Wear a facemask. Be sure both nose and mouth are always covered. ○ Do not touch your face, mouth, or eyes. ○ Clean hands with hand-sanitizer or soap and water at least once every hour and after touching common surfaces.
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<p>If you see non-compliance.</p> <ul style="list-style-type: none"> • Provide a facemask to anyone who does not have one. • Remind people that masks need to cover the nose and mouth and fit closely around the face. • Coach the use of hand sanitizer and avoiding touching common surfaces. • Point out any marked 6-foot distances. Use a tape measure to show 6 feet as needed. • If someone appears ill, (coughing, sneezing, runny nose, etc.) separate them from the crowd. Encourage them to go home and to contact their doctor or health clinic to report symptoms. 	<p>When the event is outdoors.</p> <ul style="list-style-type: none"> • Groups meeting outdoors will need to bring their own chairs/tables • Follow the same safety guidelines as listed above. • Set up sanitation station(s) with hand sanitizer, masks, and disinfecting wipes. • Remind and coach people of mask wearing expectations and the 6-foot physical distancing for everyone. • Coach people to use their own masks and hand sanitizer. Sanitizer and masks are available if needed.
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