



**United Church of Christ Petaluma**  
**IN-PERSON GATHERING GUIDELINES**

Effective Date: 2/19/23



***Need to report a Covid exposure?***

*See Additional Information at the end of this document.*

Welcome! This document provides safety Tier and gathering guidelines for in-person gatherings of 11 or more people at the UCC Petaluma campus. This policy applies to gatherings that are UCC Petaluma events or sponsored/organized by UCC Petaluma members. We thank you for your participation in the small inconveniences that help us to create a campus environment that is more safe for more people.

**UCCP will generally follow Sonoma Count's 3-Tier system: Green (Low Risk), Yellow (Medium Risk), and Red (High Risk).** Additional inputs, including, but not limited to, other government regulations/guidelines, and less objective criteria may be considered by our In Person Gathering Team and cause our Tier color to differ from the County from time to time.

The [uccpetaluma.org](http://uccpetaluma.org) website banner will be updated on Friday afternoons with our current Tier for gatherings of 11 or more, including Sunday Worship. This is the fastest and easiest way to know in a general way what to expect when you arrive for any event of 11 or more people.

The Tiers detailed below identify the specific requirements and limitations for in person gatherings.

**Green Tier**

**What to expect in this Tier:**

No restrictions, limitations, or prerequisites. Please always be sure not to attend in person gatherings when you are feeling sick.

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**Yellow Tier**

**What to expect in this Tier:**

1. Masks are OPTIONAL
2. Physically Distancing is OPTIONAL and available upon request
3. Please complete a self-assessment before leaving for the UCCP campus and do not attend if your assessment suggests you present a risk. (See Annex 1).

4. Signage will direct attendees to a single point of entrance.
  5. Sharing one's first name and a way to contact you for potential exposure notification is required for contact tracing.
  6. Extra supplies are always available for free: masks, hand sanitizer, wipes.
  7. Food may be served after worship or at church events. All food will be from a known preparation source (e.g. coffee, church member baked cookies, soup and bread, potlucks).
  8. The following are the criteria for shared beverage and food preparation:
    - a. Wash hands with warm, soapy water for 20 seconds.
    - b. Use clean, disposable gloves if your hands have any kind of skin abrasion or infection.
    - c. Wear a mask while preparing and plating foods.
    - d. Avoid cross contamination.
    - e. Single point of serving - one person serves using tongs, press pots, etc.
    - f. Use the dishwasher to wash all cups, plates, utensils, etc
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## **Red Tier**

### **What to expect in this Tier:**

Gatherings will be online or outdoor only.

At Outdoor gatherings:

1. Masks are optional
  2. Physical Distancing is optional
  3. Please complete a self-assessment before leaving for the UCCP campus and do not attend if your assessment suggests you present a risk. (See Annex 1).
  4. Signage will direct attendees to a single point of entrance.
  5. Sharing one's first name and a way to contact you for exposure notification if applicable is required for contact tracing.
  6. Extra supplies are always available for free: masks, hand sanitizer, wipes.
  7. Food may be served after worship or at church events. All food will be from a known preparation source (e.g. coffee, church member baked cookies, soup and bread, potlucks).
  8. The following are the criteria for shared beverage and food preparation:
    - a. Wash hands with warm, soapy water for 20 seconds.
    - b. Use clean, disposable gloves if your hands have any kind of skin abrasion or infection.
    - c. Wear a mask while preparing and plating foods.
    - d. Avoid cross contamination.
    - e. Single point of serving - one person serves using tongs, press pots, etc.
    - f. Use the dishwasher to wash all cups, plates, utensils, etc
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## **ADDITIONAL INFORMATION AND EXCEPTIONS FOR IN-PERSON GATHERINGS:**

1. **TO REPORT AN EXPOSURE:** If any participant tests positive for COVID within 14 days after the gathering, they should immediately leave a message at the church office 707-763-2454. An email will be sent, by the church office to all participants on the contact tracing sheet notifying of the exposure date (no names will be mentioned).
2. We consider CDC, local government, and other guidelines in making our policy - here are some helpful links:
  - [Current safety measures - Coronavirus COVID-19 Response \(ca.gov\)](#)
  - [COVID-19 Prevention Emergency Temporary Standards - Fact Sheets, Model Written Program and Other Resources \(ca.gov\)](#)
3. All organizers and hosts will advise participants of these guidelines in advance of the event or meeting.
4. Consider if Zoom is possible or more appropriate. If you need Zoom login information, please contact the church at [uccpetaluma@gmail.com](mailto:uccpetaluma@gmail.com) or 707-763-2454
5. Information will be collected ONLY for contact tracing. Contact tracing sheet will be destroyed after 30 days by the church office.
6. The binder marked "UCC Petaluma Safe Sheets" should never leave the church office.
7. UCC Petaluma Sponsored groups of 10 or less may use the Library or Fellowship Hall. The host is responsible for knowing who attended in case of a positive exposure. Small groups shall mask and physical distance in line with the tier (for larger groups) at the time of the meeting. Examples of these gatherings include Council meetings, Bible study, book club, one-one meetings, rehearsals, etc.
8. Except for separately contracted private weddings or memorials with no UCC staff or volunteers involved, all weddings and memorials are considered UCC Sponsored Events and shall comply with these guidelines.

## **ANNEX 1 - Self-Assessment Questionnaire**

**If you answer YES to any of these, please stay home:**

1. Have you been tested for the coronavirus (awaiting results)? If yes, stay home until results are received.
2. Have you had close contact (within 6 feet for 15+ minutes over a 24-hour period) with someone who has COVID-19?
3. Are you experiencing any of the following “COVID-19 symptoms?”<sup>1</sup>
  - a. Cough (if chronic cough due to allergies or asthma, a change in cough from baseline)
  - b. Shortness of breath or difficulty breathing (if asthmatic, a change from baseline breathing)
  - c. Loss of taste or smell
  - d. Headache
  - e. Gastrointestinal (nausea, vomiting, or diarrhea)
  - f. Congestion or runny nose
  - g. Sore throat
  - h. Fever or Chills
  - i. Muscle aches

*This self-assessment is only meant as an aid and cannot diagnose you.*

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<sup>1</sup> “COVID-19 symptoms” means fever of 100.4 degrees Fahrenheit or higher, chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea, unless a licensed health care professional determines the person's symptoms were caused by a known condition other than COVID-19.