

## UCC PETALUMA IN-PERSON GATHERING GUIDELINES



This document provides guidelines for in-person gatherings of 11 or more people at the UCC Petaluma campus that are UCC Petaluma events or sponsored/organized by UCC Petaluma members. It considers the current state of the pandemic, government regulations and guidelines, as well as other factors in protecting the most vulnerable amongst us.

Effective June 23, 2022, UCC Petaluma planning teams will utilize a four-tier system detailed below when assessing the appropriate in-person gathering protocol each week.

The [uccpetaluma.org](http://uccpetaluma.org) banner will be updated on Friday afternoons with the current status for large gatherings, including Sunday Worship Service.

*Need to report a Covid exposure? See Additional Information at the end of this document.*

*Below is a description of each of the four STATUS Tiers. For example, Fully Open (abbreviated FO) is one of the four STATUS Tiers. Additionally, You will notice **red labels and arrows** listed between each STATUS Tier. These criteria reference Sonoma County's assigned risk level and hospitalizations. The red arrows reference moving up or down between each STATUS Tier. In general, we will use these red criteria to identify when we will shift between STATUS Tiers. Please note that the IPGT may also use its discretion to make such decisions, particularly when they notice trends in the criteria that suggest higher risk in the near future that is not yet revealed in the lagging indicators we use as criteria.*

### STATUS: FULLY OPEN (FO)

No restrictions, No prerequisites, No Safety Host or Volunteers.

### **Fully Open <-> Partially Open (FO <->PO):**

- **↑ Sonoma County: TBD (\*) (+)**
- **↓ Sonoma County: TBD (\*) (+)**

### STATUS: PARTIALLY OPEN (PO)

**What to expect at an UCCP indoor gathering during this status:**

1. Masks **OPTIONAL**
2. Social Distancing **OPTIONAL** > Pods available upon request.
3. Complete self-assessment before leaving for the UCCP campus (See Annex 1 below).
4. Signage directing to a single point of entrance.
5. a) Proof of vaccination or b) a negative rapid antigen test performed immediately before the event provided by and witnessed at the church.
6. Contact Tracing, for exposure notification if applicable.
7. Extra supplies available: masks, hand sanitizer, wipes.
8. Windows & doors open for cross ventilation.

9. No lingering indoors after worship/event.

#### Host & Volunteer(s):

- On the Tuesday prior to worship/event, the Host checks data on [covidactnow.org](https://covidactnow.org) and emails (around noon) IPGT & WSL teams of the corresponding STATUS Tier in line with these guidelines. Anyone copied with a concern shall answer in the next 24-48 max.
- Gather supplies, proof of vaccination list, and Contact Tracing Sheet (CTS) from office.
- Host will fill in the Contact Tracing Sheet to avoid shared materials.
- Open windows/doors, entrance signage & name tags, if applicable (Put all away after).
- Reserve a back row on the right side near windows for Social Distancing Pod option.

#### Partially Open <-> Restricted Open (PO <->RO):

- ↑ **Sonoma County: MEDIUM RISK (or lower) AND <30 Hospitalization (\*)**
- ↓ **Sonoma County: HIGH RISK OR 30+ Hospitalization OR Judgment (\*)**

#### STATUS: RESTRICTED OPEN (RO)

#### What to expect at an UCCP indoor gathering during this status:

1. Masks **REQUIRED**: KN95, N95 or KF94.
2. Social Distancing **REQUIRED**.
  - a. *Pod reservations may be required to keep 6 ft distancing.*
3. Complete self-assessment before leaving for the UCCP campus. (See Annex 1 below).
4. Signage directing to a single point of entrance.
5. a) Proof of vaccination or b) a negative rapid antigen test performed immediately before the event provided by and witnessed at the church.
6. Contact Tracing, for exposure notification if applicable.
7. Extra supplies available: masks, hand sanitizer, wipes.
8. Windows & doors open for cross ventilation.
9. No lingering indoors after worship/event.
10. *Singing may be restricted to Song Leader & Pastor only (worship - no Closing Circle).*
11. *No food or drink shared.*

#### Host & Volunteer notes:

- On the Tuesday prior to worship/event, the Host checks data on [covidactnow.org](https://covidactnow.org) and emails (around noon) IPGT & WSL teams of the corresponding STATUS Tier in line with these guidelines. Anyone copied with a concern shall answer in the next 24-48 max.
- Gather supplies, proof of vaccination list, and Contact Tracing Sheet (CTS) from office.
- Host will fill in the Contact Tracing Sheet to avoid shared materials.
- Open windows/doors, entrance signage & name tags, if applicable (Put all away after).
- *If applicable, Pod Reservation Seating. No shared materials/bulletins.*
- *Reserve the far back row on the right side near windows for Volunteers.*

- Reserve 1-2 rows in front of the Song Leader area (worship).
- Consider single paths of entrance and exit.

### Restricted Open <-> Closed/Outdoors (RO <-> CO):

- ↑ Sonoma County: MEDIUM RISK (or lower) OR <30 Hospitalization (\*)
- ↓ Sonoma County: HIGH RISK AND 30+ Hospitalization OR Judgment (\*)

### STATUS: INDOORS CLOSED/OUTDOORS (CO)

#### What to expect at an UCCP indoor gathering during this status:

1. Masks **OPTIONAL** #
2. Social Distancing **OPTIONAL** #
3. Complete self-assessment before leaving for the UCCP campus (See Annex 1 below).
4. Signage directing to outdoor location.
5. Contact Tracing, for exposure notification if applicable.
6. Extra supplies available: masks, hand sanitizer, wipes.

#### Host & Volunteer notes:

- On the Tuesday prior to worship/event, the Host checks data on [covidactnow.org](https://covidactnow.org) and emails (around noon) IPGT & WSL teams of the corresponding STATUS Tier in line with these guidelines. Anyone copied with a concern shall answer in the next 24-48 max.
- Gather supplies and Contact Tracing Sheet (CTS) from the office.
- Host will fill in the Contact Tracing Sheet to avoid shared materials.
- Signage directing to outdoor location.
- Set up chairs with appropriate distancing.

#### FOOTNOTES

(# ) May be upgraded to REQUIRED as necessary.

(%) If indoors is closed, gathering may move to Zoom as the only option.

(\*) Based on week's data from [covidactnow.org](https://covidactnow.org).

(+) Being Full Open (FO) at UCC Petaluma is probably some months away in the best case. As such, criteria to determine under what conditions we would enter this Tier or exit it down again to Partially Open (PO) has yet to be developed

## **ADDITIONAL INFORMATION AND EXCEPTIONS FOR IN-PERSON GATHERINGS:**

1. We follow CDC/ government guidelines - 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 \(ca.gov\)](#)
2. All organizers and hosts should make all participants aware of these guidelines in advance of the event or meeting.
3. Consider if Zoom is possible or more appropriate. If you need Zoom login information, please contact David Carballal or Pastor Jason.
4. Information will be collected ONLY for contact tracing, and sheets will be destroyed after 30 days by the church office.
5. The binder marked "UCC Petaluma Safe Sheets" should never leave the church office.
6. **TO REPORT YOUR AN EXPOSURE**: If any participant tests positive for COVID within 14 days after the gathering, they should immediately contact the Host, Pastor, Church Leader, or leave a message at the church office 707-763-2454. An email will be sent, by the church office or leader, to all participants on the contact tracing sheet notifying of the exposure date (no names will be mentioned).
7. UCC Petaluma Sponsored groups of 10 or less may use the Library or Fellowship Hall. Open windows, on both opposite sides of the room to cross ventilate during the meeting. 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 status tier (for larger groups) at the time of the meeting. Close and lock windows at the end. These gatherings include Council meetings, Bible study, book club, one-one meeting, 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.*

---

<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.