



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

Effective Date: 2022



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. These guidelines consider many inputs, including, but not limited to, the current state of the pandemic, government regulations and guidelines, and less objective factors in protecting the most vulnerable amongst us.

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

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

The [uccpetaluma.org](https://uccpetaluma.org) website banner will be updated on Friday afternoons with our current status 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 these gatherings. They also guide us regarding when we can move into or out of a particular Tier based on Sonoma County's reported COVID risk level and hospitalization numbers detailed at <https://covidactnow.org/>

Please note that the In Person Gathering Team (IPG Team) may also make Tier movement decisions based on less objective criteria, particularly when they notice trends in the data that suggest higher risk in the near future that is not yet revealed in the lagging indicators provided by Sonoma County.

## Fully Open Tier

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

No restrictions, limitations, or prerequisites.

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### **Movement between the Tier above and below:**

We move to [Fully Open](#) when we see:

Not yet determined<sup>1</sup>

We move to [Partially Open](#) when we see:

Not yet determined

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## Partially Open Tier

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

1. Masks are OPTIONAL
  2. Physical Distancing is OPTIONAL > Seating to provide physical distance is available
  3. All attendees complete self-assessment before leaving for the UCCP campus (See Annex 1).
  4. We will have signage directing attendees to a single point of entrance.
  5. Either: a) Proof of vaccination or b) a negative rapid antigen test performed immediately before the event provided by and witnessed at the church is required. Please see our Sunday coordinator to share your proof or to receive a free test.
  6. Sharing your first name and a way to contact you for exposure notification if applicable is required for contact tracing
  7. Extra supplies are always available: masks, hand sanitizer, wipes.
  8. Windows & doors will be open for cross ventilation except in colder months when they may be closed at the discretion of the In Person Gathering Coordinator.
  9. You will be encouraged not to linger indoors after the event.
  10. 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).
  11. 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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### **Movement between the Tier above and below:**

We move to [Partially Open](#) when we see:

MEDIUM RISK (or lower) and < 30 Hospitalizations.

We move to [Restricted Open](#) when we see:

HIGH RISK or > 30 Hospitalizations or the IPG Team determines necessary.

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<sup>1</sup> Being Full Open is likely some time away. Criteria to determine when we will enter or exit this Tier has yet to be developed.

## Restricted Open Tier

### **What to expect at an UCCP indoor gathering in this Tier:**

1. Masks are REQUIRED: KN95, N95 or KF94.
2. Physical Distancing is REQUIRED.
  - a. *Distanced seating (Pod) reservations may be required to keep 6 ft distancing.*
3. All attendees complete a self-assessment before leaving for the UCCP campus. (See Annex 1 below).
4. We will have signage directing attendees to a single point of entrance.
5. a) Either: a) Proof of vaccination or b) a negative rapid antigen test performed immediately before the event provided by and witnessed at the church is required. Please see our Sunday coordinator to share your proof or to receive a free test.
6. Sharing your first name and a way to contact you for exposure notification if applicable is required for contact tracing
7. Extra supplies are always available: masks, hand sanitizer, wipes.
8. Windows & doors will be open for cross ventilation.
9. Lingering indoors after the event is not allowed
10. Singing may be restricted to Song Leader & Pastor only (worship - no Closing Circle).
11. No food or drink shared.

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### **Movement between the Tier above and below:**

We move to [Restricted Open](#) when we see:

MEDIUM RISK (or lower) OR < 30 hospitalizations

Move to [Outdoor Only](#) when we see:

HIGH RISK and 30+ hospitalizations or the IPG Team determines necessary.

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## OUTDOOR/ONLINE ONLY Tier<sup>2</sup>

### **What to expect at an UCCP gathering in this Tier:**

#### **If we are in-person:**

1. Masks OPTIONAL (*May be REQUIRED as determined by the IPG Team*)
2. Physical Distancing OPTIONAL (*May be REQUIRED as determined by the IPG Team*)
3. Complete self-assessment before leaving for the UCCP campus (See Annex 1 below).
4. We will have signage directing attendees to a single point of entrance.
5. a) Either: a) Proof of vaccination or b) a negative rapid antigen test performed immediately before the event provided by and witnessed at the church is required. Please see our Sunday coordinator to share your proof or to receive a free test.
6. Sharing your first name and a way to contact you for exposure notification is required for contact tracing
7. Extra supplies available: masks, hand sanitizer, wipes.
8. 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).

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<sup>2</sup> Gatherings may be moved to Online only depending on many factors considered by the IPG Team.

9. 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

**If we are online only:** No restrictions, limitations, or prerequisites.

## **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. 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>3</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>3</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.