



## UCC PETALUMA – IN PERSON GATHERINGS GUIDELINES

Edition 1 – Oct. 22, 2021

This document provides guidelines for the different type of in person gathering that may take place at the UCC Petaluma campus as UCC Petaluma events or sponsored/organized by UCC Petaluma members. It considers the current state of the pandemic and government regulations and guidelines.

Consider Zoom if possible and appropriate. If you need Zoom log in information, contact David Carballal or Pastor Jason.

It is recommended that all meeting organizers or hosts follow these guidelines and make all participants aware of them in advance of the meeting date:

- **OVERALL – APPLICABLE TO ALL GATHERINGS**

1. Follow CDC/ government guidelines. These are minimum guidelines. In addition, the guidelines listed below must be followed. Some useful links are:
  - [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. Ask participants (or guardians) before leaving for the UCC-P campus to do a Self-Assessment/Eligibility Checklist (see Annex 1).
3. Contract Tracking – If there are no meeting minutes for a gathering indicated who attended **or** the gathering is a larger gathering (2<sup>nd</sup> hour, church meeting memorial, etc.) the host needs to complete the UCC Meeting Safe Sheet (see template Annex 2). Host should encourage one ingress/arrival entrance for all participants to facilitate contact tracing and the offering of gel/wipes. *Blank Safe Sheets* will be in a binder marked “*UCC Petaluma Safe Sheets*” in the office. *Completed Safe Sheets* must be returned to the same binder and will be held for 30 days. The binder must not leave the office. Please inform all participants that contact information will **ONLY** be used for contract tracing and only if necessary.
4. Mask required indoors and recommended/optional outdoors. Always required when singing or unison speaking.
5. Gel/wipes provided by Church and made available by Host
6. Indoors: Keep 6 ft distancing whenever possible. Minimum required is 3 ft.  
Outdoors: Same is recommended.

7. Indoors: Use Fellowship Hall whenever possible/available or, if not Library, for groups under 7 people. Open windows when possible on both opposite sides of room to cross ventilate during meeting. Close windows at end.
8. No food provided or brought by participants. No drinks provided or shared. No Singing or chanting.
9. Avoid shared materials
10. Ask participants, for the 14 days after the meeting, to immediately contact Host/Pastor/Church Leadership (main church number is 707-763-2454) in case they develop symptoms<sup>1</sup> or are diagnosed with Covid. Host (or other leadership) then must immediately communicate with all participants encouraging them take appropriate measures and get tested ASAP.

- **ADDITIONAL SPECIFIC GUIDELINES – 2<sup>nd</sup> HOUR**

- No specific guidelines identified at this time

- **ADDITIONAL SPECIFIC GUIDELINES: YOUTH/RELIGIOUS EDUCATION**

- Outdoor gatherings are encouraged when possible.

- **ADDITIONAL SPECIFIC GUIDELINES: LARGER GROUP GATHERINGS (e.g., CHURCH MEETING, MEMORIALS)**

- Indoors: Using FH have one entrance only door and one exit only door
- Set up chairs beforehand following above guidelines

- **ADDITIONAL SPECIFIC GUIDELINES: OTHER SMALLER UCC GATHERINGS**

- These gatherings include Council meetings, Bible study, book club, one-one meeting, rehearsals, etc.
- No specific guidelines identified at this time

- **ADDITIONAL SPECIFIC GUIDELINES: WORSHIP SERVICES (To be Developed)**

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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.

**ANNEX 1 - Self-Assessment/Eligibility Checklist**

This form applies to:

Me, (Name) Email/phone here: \_\_\_\_\_

If the individual(s) who is coming to campus is UNVACCINATED, have they had close contact (within 6 feet for 15+ minutes over a 24-hour period) with someone who has COVID-19? (Please note, this does not apply to modified quarantine as described in the PCS COVID-19 Handbook.)

Yes

No

Cough (for students with chronic cough due to allergies or asthma, a change in their cough from baseline)

Yes

No

Shortness of breath or difficulty breathing (for students with asthma, a change from their baseline breathing)

Yes

No

Loss of taste or smell

Yes

No

Headache

Yes

No

Gastrointestinal (nausea, vomiting, or diarrhea)

Yes

No

Congestion or runny nose

Yes

No

Sore throat

Yes

No

Fever or Chills

Yes

No

Muscle aches

Yes

No

