

Temporary Policy for Group Meetings at the  
Unitarian Universalist Fellowship of Fredericksburg  
Effective from Feb 11 - Apr 8 2021  
Approved by UUFF Board of Trustees - Feb 11, 2021

Policy:

The following policy applies to any group affiliated with the Unitarian Universalist Fellowship of Fredericksburg (UUFF) or renter wishing to physically meet on UUFF property/building during the aforementioned period of time:

1. No group of more than 20 people may meet on Fellowship property/building at this time.
2. Groups between 11-20 participants may only meet either outdoors or indoors if facilitated by a member of the paid staff (Rev. Doug McCusker, Chris Johns, Jason Michael, Nancy Michael, Michele Nierle, or Pati Dunn).
3. Groups of more than 3 people wishing to meet inside or outside the fellowship must email the UUFF [Office Administrator](#) for approval at least a week in advance.
4. Groups of three people or less may meet inside the fellowship at any time.
5. Masks must be worn at all times by anyone 2 years of age or older.
6. Six feet distance between individuals must be maintained at all times except for life threatening emergencies.
7. Only one person or family unit may use the restroom at a time.
8. The kitchen may not be used for food preparation. Individuals may bring their own food. No food shall be served or shared on the premises.
9. Groups meeting outdoors and indoors may remove their masks to eat, although participants must remain at least 15 feet apart and may not share food or other materials.
10. Groups of 4 to 10 participants and 11-20 participants that are facilitated by a UUFF Staff member meeting indoors may only meet in the sanctuary space.
11. Groups may not meet for any longer than 90 minutes.
12. Any UUFF Group meeting at a non-UUFF location must adhere to the policies and procedures for that location.

Procedures:

Anyone meeting at the Fellowship property or building must adhere to the procedures below. Group Leaders will review these procedures with all participants at the beginning of meetings. A copy of these Policy and Procedures will be placed on the sign-in table. Everyone is encouraged to read them upon entry:

1. All meetings of 4 or more people must have a designated leader or staff member who has reserved the space with the Office Administrator at least 1 week in advance. The leader/staff member is responsible for strict adherence to this policy. Anyone who knowingly violates these procedures in a way that increases potential exposure to the coronavirus for participants will be told to leave the building and/or property by the

leader/staff member and reported to the Office Administrator who will then notify the Board President and Minister.

2. If a group requires any equipment other than chairs this must be requested from the Office Administrator and all directives on use of those items must be followed.
3. Masks must be worn at all times by all participants 2 years of age or older. For participants younger than 2 years of age, masks are highly encouraged if the child is able. A double-mask is highly recommended for prolonged meetings over 15 minutes.
4. Sign in upon entering the building on the log sheet in the foyer. This applies even if just entering to use the restroom. Line up behind the designated lines 6 feet apart while waiting to sign in and enter the sanctuary.
5. Maintain 6 feet distance at all times including when outside, in the foyer, hallways and any rooms.
6. Immediately wash their hands at the sink in the foyer upon entry to the building and after using the restroom.
7. Only sit/stand in the area designated for the activity. Seats must be 6 feet apart and 15 feet apart for activities involving singing or eating.
8. If the group chooses an activity that includes participants removing their masks such as eating and singing, the UUFF recommends this activity take place outdoors. However, if done inside all participants not of the same household must be at least 15 feet apart until participants put their masks back on.
9. Seats will be left in the meeting arrangement after the meeting so they may be cleaned by the Fellowship custodian. All equipment used, including microphones will be placed in a designated basket.
10. Group leaders must keep a list of all participants present in case contact tracing is required after the meeting.
11. Use clorox spray and wipes found on the sink counter in the foyer to wipe surfaces touched while in the building.
12. The Office Administrator will notify the Fellowship custodian of meetings of 4 or more participants so that appropriate cleaning can be done before another group meets at the Fellowship.

The [Sick Person Policy](#) remains in effect for all activities connected to the Fellowship. Please review this policy prior to attending any UUFF affiliated meeting.

The log sheet provided in the foyer serves many purposes, but one is to record any person entering the building and the number of people who have been in the building since it was last cleaned (as the Fellowship Custodian will also sign in). Please use this information to make the best decision for you and your group.