



LIGHTING THE WAY FORWARD

# Pandemic Reopening Framework

First Parish Unitarian Universalist Church of Kennebunk, ME

DRAFT v1.3 - Updated April 5, 2021

Due to the interconnected web of which we all are a part, we must carefully consider the health and safety of all of our members, friends, and guests to our space when considering a plan for re-opening the Church building for its many uses. Please note that while we are happy that many folks are being vaccinated, we have constructed a framework that is applicable to all. There are folks among us that cannot or opt not to be vaccinated. We feel that it would be unjust to create a framework that favors one group over another.

To that end, the following framework will be used to establish a tiered approach to re-opening.

**Overview:** There are four levels which define the constraints around re-opening.

- **The red level** is the level at which we have been operating since we first shut down.
- **The yellow level** indicates the first tier of relaxed measures, and includes in-person meetings in small groups, and outdoor events.
- **The green level** is the level at which we are comfortable holding worship services in person, with precautions.
- The *clear* level is that time in which we can return to pre-COVID-19 norms and customs.

For more details about determining which level we're at and what can happen at each level, please see below. The "level" at which we will operate will be decided by the Board of Directors on advice from the Congregational Well Being Task Force.

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# Red

This level represents the state of shutdown that we have been in since we originally decided to close the church building.

## Criteria

- [CovidActNow](#)'s York County, Maine [Risk Level](#) at high risk, very high risk, or severe risk.

## Building Use

The building will be used only by essential staff working independently in their offices, or by maintenance workers and volunteers, to continue to meet the needs of the building itself, or by the service leader for the worship service.

## Safety Considerations

Anyone in the building must:

- Maintain 6' of physical distance whenever possible
- Wear a mask at all times (Staff may remove masks while at their desks and alone)
- Use the largest room available for in-person meetings, and only if absolutely necessary
- Sign in with (at minimum) first name and contact phone number, to provide information for contact tracing.
- Follow red-tier cleaning procedures as outlined in *TBD CWBTF Cleaning Procedures Document*.

Outdoor use:

- Outdoor use of our grounds can be scheduled through the Church Administrator.
- Maintain 6' of physical distance whenever possible
- Wear a mask at all times

## Congregational Life

All congregational life activities are executed online via Zoom or some other teleconferencing application. This includes **Worship, Religious Education**, and any other **events** or **meetings** as necessary to execute the mission and vision of the congregation.

## Yellow

At the yellow level, we consider some portion of building use, provided we are still able to meet safety protocols.

### Criteria

- [CovidActNow](#)'s York County [Risk Level](#) is at medium risk.
- Safety Considerations are all in place.
- Based on current science, we anticipate this will not be before June 1, 2021.

### Building Use

At the yellow level, building use is enhanced from the Red level to additionally include:

- In-person meetings not to exceed the numbers below in order to maintain physical distancing requirements. While we understand that there may be multiple people from the same household attending a small group, we must still maintain these limits.
- No consumption of food or drink should happen in the yellow tier, without prior approval by the Board of Directors against a written plan for safe consumption.
- Meetings should be kept as short as possible, with the understanding that any time over 15 minutes is associated with higher risk of virus transmission.
- Please choose the appropriately-sized room for your gathering; you may need to upgrade your room. Physical distancing is 6 feet.

Room	Max. # of people	Notes
Library	8	Two at the table with one person at each end, and then three along each side of the room.
Parlor	12 or 15	12 people with tables, 15 max without tables.
Minister's Office	4	Only used with permission of Minister
Administrator's Office	2	Only for performing administrative functions
Administrator's Back Room	2	
Parish Hall	30	Can comfortably fit 15 tables.
Sanctuary	63	Has been color coded to seat families, couples, and singles.
Nursery	4	If children present, minimum of 2 adults.

Chapel	9	If children present, minimum of 2 adults.
RE Room	6	If children present, minimum of 2 adults.
Basement Rental Area	9	
Archives	2	

## Safety Considerations

*All the same as the **red** level, plus:*

- Hand sanitizer will be provided, and everyone is expected to use it upon entry of the building
- Windows should be opened to allow ventilation of whatever room is being used. When possible, fans blowing out open windows should be utilized.
- **The person leading the group will be accountable** for using sanitizing wipes to wipe down all “high touch surfaces” that were used for the meeting (doorknobs, for example). (Please refer to yellow-level cleaning procedures as outlined in *TBD CWBTF Cleaning Procedures* Document.)
- **The person leading the group will be accountable** for maintaining a contact tracing list for each meeting, with (at minimum) first name and phone number.
- No meetings can be booked back-to-back in the same room; there should be a 30-minute period of non-use between groups.

## Congregational Life

### Worship

Worship will continue to be held mostly online, through the Zoom platform. Board-approved worship services may be held outdoors.

### Religious Education

Religious education will be held online only, through the Zoom platform.

### Meetings

Meetings that are able to meet the eligibility criteria for their size and the room they are using may meet in person following the Safety Considerations (above). This is for both congregational meetings and for rentals and other building use outside of immediate congregational needs.

We strongly encourage people to consider the accessibility of the meeting to all those who are in the group, and not to unnecessarily exclude those people who are not comfortable meeting in

person. Meetings with many people in person and few joining via teleconferencing are biased against those who join using teleconferencing due to technological lag and other reasons. We encourage you to thoroughly consider all these factors prior to meeting in person. Ideally, everyone is able to meet in person, or everyone online, to provide the most equitable opportunities for participation.

## Public Events

### Outdoor

- Church Building bathrooms are NOT available for public outdoor events held while in the Yellow tier. Please consider renting portable toilets (“port-a-pottys”) for your event.
- For events with food service, a designated dining area should be established that allows appropriate physical distancing and is the only place where masks should be removed.

### Inside

- No public events may be held indoors in the Yellow tier.

# Green

At the green level, we begin to consider having in-person worship services again, with safety considerations in place.

## Criteria

- [CovidActNow](#)'s York County [Risk Level](#) is at low risk.
- Safety Considerations are all in place.
- Based on current science, we anticipate this will not be before September 1, 2021.

## Building Use

The building may be used much in the way it was used prior to the pandemic, with the additional caveat that all previous safety considerations are still utilized.

## Safety Considerations

All above considerations, with additional protections:

- Plexiglass will be installed where those who may be preaching or speaking publicly, or speaking with the public, may happen (for example Administrator's office, lectern, pulpit, piano, etc.)

## Congregational Life

### Worship

Worship will be conducted using a multi-platform approach. Limited seating will be available in the sanctuary (see table above). The service will also be streamed online via Zoom. Those inside the sanctuary must maintain all of the safety considerations as noted, including remaining in their seat for the duration of the service (excluding necessary bathroom use, ex.g.) and staying in the spots designated.

Several aspects of our worship service are likely to change. There may be no singing, no sharing of microphones, etc - so we need to be flexible to adapt to new ways of worship that keep our community safe.

More information can be found in the *TBD CWBTF Safe Worship* Document.

### Religious Education

RE programs can meet in person with safety considerations in play.

## Meetings

All meetings may continue as detailed in the **yellow** tier.

## Public Events

### Outside

Same as in **yellow**.

### Inside

- Cleaning procedures follow the **green** tier guidelines in the TBD CWBTF Cleaning Procedures Document.
- Room capacity numbers are as detailed above.



## *Clear*

The *clear* tier represents a return to pre-pandemic conditions.

### Criteria

- [CovidActNow](#)'s York County [Risk Level](#) at low risk, or tool is no longer needed.
- Based on current science, we anticipate this will not be before September 1, 2021.

### Building Use

The building is open to all for groups, rentals, worship, and all church programs.

### Safety Considerations

- All conditions from all tiers above are rescinded and unnecessary, though people may of course continue to use or implement on their own as they are comfortable.

### Congregational Life

Our intention is to continue to provide a multi-platform experience for **worship, Religious Education, events** (where appropriate), and **meetings** to increase accessibility in ways we had not done in the past.