

**COVID-19 FACILITY USE GUIDE**  
**Community Unitarian Universalist Church, Plano, Texas**  
**May 15, 2021**

This policy was created by the Safe Congregations Committee and approved by the Board of Trustees of Community Unitarian Universalist Church (CUUC), Plano, TX, 5/15/2021. Our goal is to maximize the spiritual and physical health of our congregation, recognizing that many have elevated risk for COVID-19 as well as social isolation. **This document is intended to be a guide, and the final decision for any activity rests with the Board of Trustees on a case-by-case basis.** This document replaces the COVID-19 Facility Use Guide dated 10/11/2020.

**POLICY**

In all cases, the following standards and requirements must be met:

**Approval of the Board of Trustees or their representative**

The initial request for using church grounds or the building must be submitted to the Board of Trustees at [board@communityuuchurch.org](mailto:board@communityuuchurch.org) at least 14 days before the event; a follow-up to ensure readiness should be sent at least 3 days before. (A step-by-step guide to requesting a gathering can be found at the end of this document.) The Board of Trustees has discretion to approve or deny exceptions to this policy on a case-by-case basis.

**Gathering Sizes**

These guidelines are informed by the [State of Texas](#), [Collin County](#), and the [Centers for Disease Control](#).

1. Outdoor events: COVID risk for Collin County at “orange” or lower (“extreme caution”) for outdoor gatherings of up to 70 people
2. Indoor events, up to 10 people: COVID threat level should be “yellow” or lower (“proceed carefully”).
3. Indoor activities, up to 70 people: COVID threat level should be at “green”.
4. Indoor activities, more than 70 people: COVID threat level should be at “green” and Collin County vaccination percentage should be at least 50%

**Fourteen-day trend of declining active cases in Collin County data.**

We will use the [New York Times Coronavirus Tracker for Collin County](#)

**All participants must register** online at least 48 hours before the event, or in the case of CUUC Sunday Service participants must register at the door weekly until level 4 listed above is reached. Registration information is available on the church website.

Each participating household (one or more people living under the same roof) or “bubble” (also called a “pod”; see the glossary at the end of this guide) only needs to complete one form. As part of the registration, all participants must:

- Answer health screening questions to ensure the safety of all attendees.
- Affirm that they will follow these guidelines.
- Release CUUC, its staff, and its volunteers from all liability for potential harm, including the possibility of becoming infected with COVID-19 or any other contagious illness.
- New or unexpected guests should be asked to complete a paper registration, which the group leader can later input via the registration form.

All personal information will be kept private, although we will use it for contact tracing if attendees need to be alerted to potential exposure.

### **Weather**

All outdoor activities are subject to cancellation due to the weather. Cancellation of outdoor events is recommended if:

- The heat index is 100°F or above.
- The wind chill factor is 40°F or below.
- Severe weather is predicted within the next three hours.

### **Space Usage and Safety Measures**

- Masks must be worn in all public spaces (indoors and outdoors). Please check the CDC guidelines for appropriate masks and usage tips.
  - Children age 5 and under are encouraged but not required to wear masks.
  - Extra masks will be available from the church upon request.
- Indoor events should use the largest space available (the sanctuary if possible), and should make sure the HVAC system runs before and during events, in order to encourage good air circulation.
- Social distancing must be observed.
- Each household or pod must sit together during group events, and these individuals or groups must maintain a 6-foot minimum of space around their seating area.
- Children, under age 12, allowed to maintain a 3-foot minimum space around their seating area.
- Food and drink are not recommended; participants are encouraged to bring their own beverages to events.
- Please leave your mask on while using the restroom.

## **HOW TO REQUEST CHURCH ACCESS**

1. Email the Board of Trustees (BOT) with the following information:
  - The event name and type of gathering (“interest group,” “wedding,” etc.)
  - The day and time (start to end) of the event (include set-up, break-down, and sanitization time)
  - Leader or point of contact for the event (hopefully the person writing the email)
  - Leader’s contact information
  - Number of expected participants
  - Space usage plan
  - Where on the church grounds or within the building will your event take place?
  - What church resources are you planning to use? (chairs, tables, etc.)
  - Who is responsible for set-up, break-down and clean-up for your event?
2. A representative from the BOT will respond with a provisional Yes or No.
  - If the response is No, you may work with the representative to re-shape your event to fall within CUUC guidelines.
  - If the response is yes, the event leader will receive a link to a registration form, which all participants must complete at least 48 hours before the event. (Details regarding the registration can be found above.)
3. Two days before the event, the leader should send a follow-up email to the BOT or their representative with any concerns regarding the gathering, and/or with assurance that all guidelines are being followed.
4. Two days before the event, the representative should double check alert levels (using the resources linked above) to ensure that public safety standards are still favorable. If all appears well, the BOT or their representative will give the final blessing for the gathering.
5. If an unexpected surge in COVID-19 cases occurs the 48 hours before the event, the event will need to be postponed or cancelled, based on the Collin County threat level.

## GLOSSARY

The New York Times COVID-19 prevalence threat levels, please see [The New York Times Coronavirus Tracker](#)

**The risk of exposure to Covid-19** is based on cases per capita and test positivity.



PURPLE or RED = No building or grounds use.

ORANGE = Outdoor use only, up to 70 people.

YELLOW = Indoor use, up to 10 people. Outdoor use up to 70 people.

GREEN = Indoor use up to 70 people;

Indoor use of more than 70 people when 50% vaccination level is reached in Collin County.

**Household:** All those living under one roof.

**Bubble/Pod** (interchangeable terms): A grouping of two or more households, all members of which commit to certain safety guidelines so that the bubble/pod maintains COVID-19 safety within the group of households.

Version control:

V1.1 – 10/11/2020 Board approval

V 2.0 - 05/15/2021 Board approval