

Guidelines for Outdoor Events at 1stUUPB as of 12/4/2020 and until further notice

Requirements for Church-Sponsored Outdoor Gatherings (25 or fewer people):

- Currently only drive by “touchless” events and outdoor facility maintenance are allowed.
- Each group should choose a Safety Coordinator who will assure that guidelines are followed. Within 24 hours of the meeting, the Safety Coordinator will complete and submit the online *Potential Contact Tracing Record* form, which is [available online here](#). The Office Administrator will keep a single online file of all such meeting reports. The Coordinator will include the name of the group, date of meeting, and the names of all attending. They will also list phone numbers and email addresses for anyone not a member and/or not yet listed in the Breeze directory. The Office Administrator and the Safety Coordinator will keep these records for at least two months.
- The Safety Coordinator or host will mark off 6-ft spaces with chalk or tape, before the group meets, to assure needed spacing.
- Groups shall not exceed 25 people/family units at this time and should create a rotating registration system, so all have access to these meetings if more want to attend.
- A minimal number of attendees will be allowed to enter Ministers Hall, through the main doors. **THE OFFICE IS OFF LIMITS UNLESS PRE-APPROVED WITH THE OFFICE ADMINISTRATOR, THE MINISTER OR THE BOARD OF TRUSTEES PRESIDENT.**
- All attendees should wear masks at all times, other than when eating or drinking. People coming without masks may be given one (available in the entryway of Ministers Hall), or the Safety Coordinator will ask them to leave and come another time with a mask. Hand sanitizer is also available in Ministers Hall.
- We recommend that attendees bring their own chairs, if possible, and hand sanitizer. However, chairs, tables, and other equipment may be brought out from Ministers Hall. They must be disinfected after use using the spray bottles marked “surface disinfectant”, which should be left on wet for 4 minutes and then wiped with the paper towels (one bottle is available in Ministers Hall entryway and one in the Sanctuary). There are also disinfectant wipes available. Equipment with soft surfaces or otherwise not able to be cleaned properly with disinfectant, should either not be used, or should be left with a note on it of the last date and time used.

- Although we recommend no eating at events, if there will be eating or drinking, attendees will supply their own food, drink, serving pieces, cups, and napkins. These should not be shared. Attendees will avoid physical touching and stay at least 6 feet apart.
- People attending outdoor events or gardening may enter or use the church buildings only to get equipment or use the restrooms. Only one family currently living in the same household at a time in the building and/or restrooms. **Masks must be worn at all times in the building.** Hand sanitizer and disinfecting wipes are available in the four main bathrooms (the two in Ministers Hall and the two in the Sanctuary) and must be used on all surfaces touched after using the restrooms. It is recommended that a parent accompany children who might not be able to comply on their own.
- Group participants agree to notify the Safety Coordinator if they become ill with COVID-19 like symptoms. The coordinator will notify the minister immediately if someone who attended the group becomes ill with COVID-like symptoms. The minister will then obtain the list of participants and arrange for them to be contacted.
- Volunteer gardeners will stay six feet apart and wear masks (not necessary if gardeners are more than 20 feet apart), bring their own water, and coordinate their time working in the gardens until the building is re-opened.