

UNITARIAN UNIVERSALIST FELLOWSHIP OF NORTHERN NEVADA

COVID-19 SAFETY REQUIREMENTS FOR SMALL GROUP INDOOR MEETINGS

(REVISION EFFECTIVE 7/11/2021 AND UNTIL REVISED BY THE BOARD OF TRUSTEES)

Congregants may use the Great Room in the main building at UUFNN for small group meetings, provided that the requirements set out below are complied with in all cases in order to minimize risk of infection from Covid 19. Even as more people become vaccinated it still remains vital that the following requirements are complied with. UUFNN is dedicated to being as inclusive as possible and wants everyone to feel able to attend small group meetings whether or not they are vaccinated. Compliance with these requirements ensures that everyone is treated and behaves in the same way regardless of their vaccination status. While continuing to take a cautious, incremental approach to full resumption of in-person activities at UUFNN, the Board of Trustees in June 2021 is eliminating some of the restrictions on small group indoor meetings.

1. Before meeting, members of the group are asked to consider the best way to meet (in-person, by Zoom or by multi-platform) in order to accommodate all members of the group.
2. Meetings are not to be held at UUFNN before speaking with the UUFNN Office Administrator. Only one meeting at a time may be held indoors at the UUFNN facility. The Meeting Organizer must schedule the day and time of the meeting with the Office Administrator as far in advance as possible - (775) 851-7100, ext. 101, office@uufnn.org.
3. Once confirmed, the Office Administrator will provide the Meeting Organizer with the code to enter the main building. No access to the education building is permitted.
4. Meetings are limited to a maximum of ten (10) participants, including the Meeting Organizer and Meeting Monitor.
5. Meetings held indoors must be held in the Great Room and may not be held in any of the smaller rooms. Meetings may also be held on the patios or the grounds, subject to the Covid-19 Safety Requirements for Outside Events established by the Board of Trustees. The office has a copy of these requirements. (One group outside event may happen at the same time as a small group indoor meeting.)
6. All participants must sign a copy of the attached Meeting Sign-in Sheet prior to or at the beginning of the Meeting. This is important for contact tracing in the event of a case of Covid 19 within the group.
7. Eating and singing are not permitted.
8. All participants must wear face masks throughout the meeting, except during brief periods when this is not possible (for example , when drinking).

9. If all the meeting participants are vaccinated, all the meeting participants agree, and no other person who is unvaccinated (including children of meeting participants) will be present, then face masks are not required and eating is also permitted, but meeting participants should carry a face mask with them, in case it becomes necessary to put one on.
10. All participants must maintain a distance of at least six feet from one another at all times. Participants are asked not to hug even if both parties are vaccinated.
11. The doors at each end of the Great Room must be opened to permit as much ventilation and air flow as possible. The Meeting Organizer is responsible at the end of the meeting for ensuring that outside doors are closed and locked, the bathrooms are cleaned, all trash is removed, and all chairs and tables are returned to their place of storage.
12. The Meeting Organizer must appoint a Meeting Monitor or perform that role. The Meeting Monitor's tasks include ensuring that the requirements are followed, including the signing of the Sign-in sheet by all participants.
13. At the conclusion of the meeting, the Meeting Organizer shall submit the Sign-in Sheet to the Office Administrator.
14. Bathroom facilities inside the UUFNN main building will be available. Meeting participants are asked to use the antiseptic cleaning products located in the bathroom, where appropriate, in an effort to keep the bathrooms as clean as possible.

