

Guidelines for use of WUS property for meetings or gatherings during Phase 3 of MA ReOpening :

Recommend that SC vote that The Winchester Unitarian Society "Closed Building Policy" is amended (or replaced) as of ____2020 to allow gatherings on WUS property as long as they meet the following requirements:

1. Groups must notify the office of the date and time of the intended gathering. If there are multiple groups hoping to meet at the same time, the office will assign a specific area.
2. **Sign In Sheet and Screening Questions:** All attendees must answer the screening questions prior to attending: If attendees are able to answer "No" to all screening questions, each will **sign in**. The sign in sheet acts as a waiver in that the individual signing in affirms that s/he responding to the screening questions honestly and accurately and takes responsibility for choosing to participate in the in-person gathering. This sheet should record the **date and time** of the gathering, the **name of the group** gathered and the **contact person in charge** of the group. **Attendees** will write their **name** legibly and list a **phone number** where they can be reached. The sign in sheet should be turned into the church office, either directly or by scanning and emailing to the Office Administrator within 24 hours of the meeting. These records will be kept in the event of the need for contact tracing.
3. A distance of 6 feet between people is maintained - please have a **visual reference for 6'**
4. Masks are worn if distance is not maintained.
5. Use hand sanitizer before and after touching surfaces that are shared (ie chairs)
6. If entering the building, use hand sanitizer upon entry (sanitizer will be provided by WUS) and upon exiting.
7. Use sanitizing wipes to clean any surfaces that may have been contaminated by sneezing, coughing or subsequent touching while in the building. The church will have sanitizing wipes or paper towels and sanitizer at the Main St. and back door entrances for this purpose.

Screening Questions:

<https://www.doh.wa.gov/Portals/1/Documents/1600/coronavirus/Employervisitorscreeningguide.pdf>

To attend any in-person meeting, ask the individual:

1. Do you have any of these symptoms that are not caused by another condition? • Fever or chills • Cough • Shortness of breath or difficulty breathing • Fatigue • Muscle or body aches • Headache • Recent loss of taste or smell • Sore throat • Congestion • Nausea or vomiting • Diarrhea
2. Within the past 14 days, have you had contact with anyone that you know had COVID-19 or COVID-like symptoms? Contact is being 6 feet (2 meters) or closer for more than 15 minutes with a person, or having direct contact with fluids from a person with COVID-19 (for example, being coughed or sneezed on).
3. Have you had a positive COVID-19 test for active virus in the past 10 days?
4. Within the past 14 days, has a public health or medical professional told you to self-monitor, self-isolate, or self-quarantine because of concerns about COVID-19 infection?

If YES to either 1, 2, 3 or 4, the individual should not attend the gathering or enter the building. If NO to all, the individual may **Sign In** and enter, using hand sanitizer upon entry and exit.

Use of WUS Property Sign In Sheet

Per Winchester Unitarian Society Pandemic Planning Task Force Guidelines 7-10-2020

Name of Group _____

Contact Person _____ Date of Meeting _____

All attendees must answer the Screening Questions above. If all questions are answered with "NO", then the individual may sign in and attend the gathering. Masks must be worn if distance of 6ft is not maintained.

NAME

PHONE #

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

10. _____

11. _____

12. _____

13. _____

14. _____

15. _____

16. _____

17. _____

18. _____