Guidelines for Indoor use of WUS for meetings or gatherings:

The Winchester Unitarian Society “Closed Building Policy” is amended as of June 4, 2021 to allow gatherings indoors as long as they meet the following requirements:

1. Groups must notify the office of the date and time of the intended gathering and the number of people expected to attend. A room will be assigned based on the number of attendees. **

2. **Sign In Sheet and Screening Questions:** The Sign-In sheet will be updated to include the question: “Are you fully vaccinated?” All attendees must answer the screening questions prior to attending: If attendees are able to answer “Yes, I am vaccinated” and/or “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. Use hand sanitizer upon entry to the building and after touching surfaces that are shared (ie chairs) and upon exiting. Sanitizer will be provided by WUS.

4. 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.

5. **A group of fully vaccinated participants may meet without masks.** The Sanctuary, Symmes, Metcalf and the Chapel have sufficient ventilation to maintain recommended air flow. In other rooms, it is recommended that a door or windows should be opened or masks should be worn. Physical contact between fully vaccinated individuals (hugs or handshakes) should only take place with the expressed consent of both individuals.

6. **In a gathering of fully vaccinated individuals,** individuals may bring their own food, or if food is to be shared, individual servings should be provided. If food requires apportionment (ie cutting and plating), the server must wear a mask and gloves.

7. **In a group with both vaccinated and not fully vaccinated participants,** WUS asks all participants who are not fully vaccinated to wear a mask. **WUS recommends that fully vaccinated persons wear a mask in this situation, but fully vaccinated persons may go without a mask at their own discretion if all participants are expressly comfortable with this decision. Participants who are not fully vaccinated should refrain from personal contact with those outside their family group.

8. **In a gathering with both vaccinated and not fully vaccinated participants held indoors, WUS discourages having food.** Individuals may bring their own beverages. Masks should be worn by unvaccinated individuals except while taking a drink.
**Definition of Fully Vaccinated**

According to the CDC, “people are considered fully vaccinated:

- 2 weeks after their second dose in a 2-dose series, such as the Pfizer or Moderna vaccines, or
- 2 weeks after a single-dose vaccine, such as Johnson & Johnson’s Janssen vaccine

If you don’t meet these requirements, regardless of your age, you are NOT fully vaccinated. Keep taking all precautions until you are fully vaccinated.”

**Capacity limits by room:**

5 or less participants – Parlor and Michelson; windows should be opened to increase circulation

6 – 15 participants – Symmes, Chapel and Windsor (doors in Symmes to Sanctuary may remain open for increased circulation; the Chapel doors may remain open for increased circulation; windows in Windsor may be opened;

16 - ??? participants – Sanctuary and Metcalf Hall (plus kitchen??)
Use of WUS Building and Grounds 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 following Screening Questions. If the individual is fully vaccinated and/or
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 or covenantal conversation determines safety
measures taken.

Are you fully vaccinated? (2 full weeks after final dose of vaccine)

Do you have or have you had in the past 24 hours:

1. Cough and/or Shortness of breath OR at least TWO of these symptoms:
   i. Fever
   ii. Chills
   iii. Repeated shaking with chills
   iv. Muscle pain
   v. Headache
   vi. Sore throat
   vii. New loss of taste or smell
   viii. Vomiting
   ix. Diarrhea

2. In the past 2 weeks, have you been in contact with anyone who has tested positive for Covid 19
   or is exhibiting symptoms or who has travelled to an area known to have many active cases?

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