

UUCD Small Group (2-20 Participants) In-Person Meeting Request Form

Revised 2021-06-01

Requests filled based on UUCD's current COVID19 precautions, availability of space, and staff discretion.

Group Name			
Group Leader			
Email		Phone	
Predicted # of in-person Participants (include yourself)			
Requested Date(s) of Meeting			
Time of Meeting	Start	End	
I prefer a Space <input type="checkbox"/> Outside (<i>preferred for COVID19 Safety</i>) / <input type="checkbox"/> Inside (<i>may not be made available</i>)			
Preferred Meeting Location, see Attachment: COVID19 Safe Spacing at UUCD			
Outside	<input type="checkbox"/> Patio (16 Participants) <input type="checkbox"/> Hedges Memorial Grove (6) <input type="checkbox"/> Welcome Trellis (6)		
Inside	<input type="checkbox"/> Sanctuary (20) <input type="checkbox"/> Social Hall (20) <input type="checkbox"/> Library (12) <input type="checkbox"/> Cottage (8)		
Chairs for our meeting: <input type="checkbox"/> We're able to set-up & return our chairs. <input type="checkbox"/> We need someone to move chairs for us.			
If we eat at our meeting, we will follow all guidelines in the Attachment: Safe Eating & Food Handling During COVID19 Specifically, we plan to: <input type="checkbox"/> 1. Outside: Participants bring own food, do not share, take dishes and leftovers home. <input type="checkbox"/> 2. Outside Preparation (of food or dishes), Serving (option for shared food), and Eating <input type="checkbox"/> 3. Inside Preparation + Outside Serving and Eating <input type="checkbox"/> 4. Inside Preparation and Serving + Outside Eating			
<input type="checkbox"/> I will use Realm to create an event and take attendance. <i>I can ask office@uudavis.org for help creating this.</i> <input type="checkbox"/> I will use the provided online or print Attendance Sheet (<i>details below</i>).			
Notes for Staff			

I have read this ENTIRE document and, should my meeting be confirmed, I agree to abide by the rules outlined below. I understand that failure to abide by this agreement may result in loss of space use and/or loss of a refundable deposit. This supersedes other guidelines, such as rental agreements.

Signature/Typed Name	
Date of agreement	

CHECKLIST: CHECK BOX TO ACKNOWLEDGE COMPLETION AND COMPLIANCE BY ALL PARTICIPANTS:

Once Your Meeting is Confirmed: Group Leader

- Speak to all Participants to determine if anyone is uncomfortable with face-to-face meetings for any reason (individuals need not state their reason).
- Provide an alternative for those who prefer to participate with Zoom or similar off-site connection (we encourage all renters and users of our space to be inclusive).
- Limit Participants to the number listed for the space (see *Attachment: COVID19 Safe Spacing at UUCD*).
- Participants meeting in-person agree to self-screen for COVID19 symptoms[^] or exposure prior to attending. If symptomatic or exposed, they will stay home and consult with a doctor for testing.
[^]*fever, sore throat, coughing, sneezing, fatigue, loss of taste/smell, nausea, diarrhea, conjunctivitis, redness/discoloration of toes*
- Incur agreement from Participants to comply with all items on this checklist.

Day of Your Meeting: Before—Group Leader arrives a few minutes early to:

- Limit entry to one door and exit to another door (when feasible).
- Ensure provided hand sanitation and surface cleaning supplies are at the entry and exit door and in the bathroom area; trash receptacles and paper towels close to hand sanitation areas.
- If Inside, open doors and windows to optimize ventilation (when feasible).

During—The Whole Group

- Leader maintains a list of Participants and contact info. for each meeting (groups that value anonymity may use pseudonyms if Leader can identify Participants and contact them for contact tracing).
Attendance Sheet Options:
 1. *Online, Realm: Attendance taken in Realm is automatically updated with contact information if Participants are UUCD Members or Friends. Leader needs Realm login (contact office for help).*
 2. *Online, www.uudavis.org/attendance: Attendance sent to office@uudavis.org. No login needed.*
 3. *Print, Attachment: Attendance Sheet, Leader can keep completed list or put it in the delivery slot (open on street side by pulling handle, lower slot) of the USPS Mailbox by the entrance driveway when they leave.*
- Masks are optional for those who are fully vaccinated. However, there are many reasons to mask (*covering nose and mouth*) including courtesy toward others, modeling for young children, medical reasons, or the desire for added personal safety.
- Maintain 6+ feet distance (increase when exercise is involved).
- Practice frequent hand sanitation/washing, at a minimum upon entry and exit from facility.
- Restroom: close the lid before flushing; wash hands (*limiting use to one restroom reduces cleaning*).
- Items brought from home will not be shared and will be taken home at the end of the meeting.
- Items belonging to the church will be touched by one person, disinfected, and returned.
- Food: if eating, follow *Attachment: Safe Eating & Food Handling During COVID19*.
- Ensure Attendance Sheet is complete.
- Remind Participants: Any attendee who becomes ill or tests positive for COVID-19 in the 14 days after the meeting must inform the leader/host, their physician, and Yolo County Health Dept (530-321-3620).

After—Group Leader

- Wipe down high-touch surfaces (ex: counters, door handles, cabinet handles, light switches, faucet handles, toilet handles) with provided disinfectant.
- Close and lock windows and doors.

Attachment: COVID19 Safe Spacing at UUCD

Allow 6 feet distance in all directions between Participants in ALL spaces and 6 feet from all doors

Chairs: Grey plastic, lightweight chairs may be used for Outside gathering and moved back inside after use.
Blue fabric chairs may be used as a back-up only.

Outside

- Patio (Pavement between Library and Social Hall) *No chairs on the pathway toward the fountain*
15 chairs in staggered rows (of three and four chairs each)
8 chairs in a circle + 8 chairs in a circle around the ginkgo tree
- Hedges Memorial Grove
6 chairs in a circle
- Welcome Trellis (entrance to Main Building)
6 chairs in a circle in the bench area (People from the same household may share a bench)
4 chairs in a circle near front entry (allowing for 6 foot access to front doors)

Inside

- Sanctuary
20 chairs in staggered rows
15 chairs in small circles (two circles at mid-level + one in lower pulpit area). *No group on AV side*
- Social Hall
20 chairs in 4 staggered rows (of four and five chairs each) facing the Sanctuary
15 seats in one large or small circles
- Library
10 chairs in staggered rows (of two and three chairs each), leaving room for an aisle
12 chairs in one large circle or two smaller circles
- Cottage
8 chairs in the living room area (please do not use couches)

Attachment: Safe Eating & Food Handling During COVID19

Masks may be removed for eating as long as 6 foot (or further) distancing is maintained.

Family units from the same household may be closer to each other.

1. Outside: Participants bring their own food, do not share, take dishes and leftovers home.
2. Outside Preparation (of food or dishes), Serving (option for shared food), and Eating
3. Inside Preparation + Outside Serving and Eating
4. Inside Preparation and Serving + Outside Eating

Preparation (of food or dishes) Inside:

Ventilate the kitchen throughout use.

Limit number of Preparers/Servers/Dishwashers to allow 6 foot distancing; all are masked; limit sharing of serving utensils.

If using church plates and utensils, use washbasins for dropping off used dishes, wash and sterilize.

If using paper dishes, please consider reducing plastic waste by using metal church utensils.

Serving, Outside or Inside:

Maintain 6 foot distance between Servers and Participants, including 6 feet in food line with entry and exit through different doors.

Participants hold plates as Servers place food; or food may be served pre-plated.

Drinks: Servers may pour from insulated pitchers, also milk and liquid creamer.

Packets of sugar/powdered creamer can be provided.

After your event: Follow cleaning instructions posted in the kitchen: wash hands, clean frequently used surfaces and handles with disinfectant.

Please refer to posted cleaning instructions.

Cleanup, Outside:

Check that nothing is left behind except waste in marked bins.

Cleanup, Inside:

Limit number of Clean-up Crew/Dishwashers to allow 6 foot distancing.

Check that everything is returned to its place.

Check that nothing is left behind except waste in marked bins.

Attachment: ATTENDANCE SHEET *Please have one person take attendance so pens/devices are not shared.*

Group Name			
Group Leader			
Email		Phone	
Date & Time of Meeting			
Space(s) Used			
<input type="checkbox"/> Food was part of our meeting. / <input type="checkbox"/> Food was NOT part of our meeting.			
Notes for Staff			

	Name (please print)	Email	Phone
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			