

Building Use Guidelines for UUCS Teams and Groups

10-22-2021

if exposure or outbreak within UUCS occurs, all onsite meetings will be canceled until the Reopening Team deem it safe to resume

Access by zoom. ALL team leaders must bring a device (laptop, smartphone or tablet) and offer a zoom link and open zoom for meetings to all members so they may choose to participate remotely

Vaccinations or medical exemptions are required for anyone entering the building.

Understand which form to complete to reserve a room Different events require different forms to be completed on the website. Here's a helpful link to an explanation of the various forms: <https://uusalem.org/news/event-planning-forms/>

Reserve your room Once you are ready to reserve a room for your event, complete the online EVENT SCHEDULDING form <https://uusalem.breezechms.com/form/2795b6>

Email Office@uusalem.org once the Event form is completed, to confirm your event can be scheduled. Your group **MUST** be scheduled with the office and approved for entry and use.

Group Leader must be assigned. This is the person requesting the meeting space. The Group Leader will receive instructional documents/guides. The group leader must agree to be responsible for ensuring each person participating is given all guidelines and agrees to any and all policies in advance.

Group Leader is responsible for verifying vaccination status, filling out our Contact Tracing form for ALL persons entering the building during their scheduled time. At the end of your meeting, before arming the system if you are locking the building, place the completed Contact sheet in a plain envelope and place it in the workroom Office inbox. Be sure information is complete and date and time is included. (Beginning and end times are needed so any possible exposures can be tracked.)

Group leader must ensure all group members stay compliant while on site and ensure lock up procedures are followed

Covid Screening All persons entering the building must be willing to provide Full name, valid phone number, and answer the Covid Screening Questions before entering. This information is for the purpose of contact tracing only.

Masks All persons entering our building must wear a mask at all times, unless they are under 5 or have a valid, documented medical exemption.

Lock up procedures – Team leaders will need to check with Emma/Congregational Administrator for building access and lock-up for your event.

Individual persons who come into the building, but are not participating in a Team or other group meeting must perform all required Covid tracing tasks including putting time, date, name and phone number and answers to the Covid questionnaire in the Contact tracing Binder located in the foyer. A mask must be worn at all times.