Second Unitarian Church is very conscious of the need to protect our members and friends from the coronavirus. We have assembled a Re-Opening Committee, whose job it is to put together a cautious plan for coming together as a community in a meaningful way, while also being considerate of the safety and comfort of our members and friends. This plan is based on the State of Illinois and City of Chicago safety guidelines. It is continuously evolving depending on the progress of COVID-19 and changing governmental guidelines. For the current plan, see the Re-Opening Plan under our Policies and Procedures section of the 2U website.

SECOND UNITARIAN CHURCH OF CHICAGO REOPENING PLAN FOR COVID-19

ADOPTED BY SECOND UNITARIAN CHURCH OF CHICAGO
BOARD OF TRUSTEES 6/13/2020

GENERAL PRINCIPLES AND CONSIDERATIONS

1. Communicate clearly and completely with the congregation and to all for whom our changes to procedures apply. This can be achieved using signs, Anvil, Order of Service announcements, etc.
2. Our emphasis will be on physical distancing for safety. We will try not to use the term social distancing because social connectedness is still possible despite our physical separation.
3. At a minimum, we will follow the current Executive Orders at the state level along with the mayor’s rules, for both safety and liability reasons. Rules may be even more stringent though to ensure safety. In this document, references to phases are the phases described in the State of Illinois and City of Chicago executive orders. We are also guided by the Unitarian Universalist Association.
4. When considering how to reopen, we will be guided not just by safety but also by a concern about how to promote a cohesive and equitable community. For instance, we may not return to in-person service even after gatherings up to 50 are allowed if we have reason to believe it would discourage the cohesiveness of our community.
5. These policies may change over time and feedback is encouraged from the congregation. It is anticipated that the church will be surveying the congregation in the future prior to reopening to determine member comfort with reopening.
GENERAL RULES FOR ALL GATHERINGS DURING PHASE 4
(thru 9/7/2020)

1. 10 or fewer may gather during Phase 4, indoors or outdoors. Those groups meeting inside the church will be required to clean and sanitize areas used before they leave. All usage is restricted to basement.
2. Outdoor meetings will continue to be encouraged.
3. Meeting places must allow all people present to physically distance (at least 6 feet of spacing). Please note that most living rooms allow this degree of distancing for only 3-5 individuals.
4. Face coverings must be worn indoors by everyone over age 2. For outdoor gatherings, face coverings should only be removed when physical distancing has been achieved (i.e., 6 feet of separation or more) AND an individual has a medical reason not to wear a mask.
5. No one should attend in-person groups if they have any COVID-related symptoms or any flu-like symptoms.
6. Distribution of materials (e.g., printed agendas) must be done in a manner that maintains 6 feet of separation. Paper handouts should only be used if absolutely necessary.
7. Each gathering will have a designated safety leader, who will be responsible for the following:
   b. Reminding attendees of our safety guidelines before each practice
   c. Observing gathering for any risky behaviors and addressing these as needed.
   d. Making sure hand sanitizer is available and that all high-touch surfaces (e.g., entry door handle, bathroom door) are disinfected before and after the gathering
8. A virtual option will be made available even if the group has agreed to meet in-person.
9. There should be no touching, eating, or singing during gatherings.
10. Hand sanitizer and masks should be available at all gatherings.
ADDITIONAL RULES FOR SPECIFIC TYPES OF GATHERINGS DURING PHASE 4
(thru Labor Day)

Small group ministry
1. Current groups will decide together whether to continue virtually vs. move to in-person. Decision process should consider most vulnerable members and seek to only meet in-person if it is good for ALL.
2. In Fall, new groups will have an initial meeting via Zoom and decide on how to meet as part of creating covenant.

Music performances and rehearsals (outdoors only)
1. Choir will meet for biweekly Zoom sessions with vocalese and check-ins.
2. Instrumental and vocal groups may practice/perform outdoors together in groups less than 10 (no wind instruments).
3. Face forward for singing/performing together.
4. Physical distancing of 16 feet during practices. For performance, this can be relaxed to 6-feet as long as the performers are not facing toward each other.

Committee meetings
1. Follow all general rules.
2. Committee meetings can be held virtually.

Library Use:
1. The library will be used for meetings only, in groups of 4 or less, following the guidelines above.

Pastoral Visits
1. Pastoral care is a vital part of what church offers its community. As we move into phase 4, the pastoral care team will continue to develop efforts that provide phone and video check-ins with members of the church. **No lay-pastoral visits should happen in person during phase 4.**
2. Rev. Jason can schedule in-person pastoral care visits with individuals and families after discussion and agreement about safest places to do so. For everyone’s safety, hugs and handshakes will not be exchanged. In-person visits should only occur when absolutely necessary.

1 The American Library Association is not concerned at all about paper-based materials like books being a transmission route, so there is no need to worry about finding ways to disinfect those materials. The virus, if present, would be present in very low quantities and would die off pretty quickly. When we can open library, we will allow materials to sit for 24 hours untouched if they were handled by someone. We will also remove some chairs to encourage proper physical distancing.
necessary (such as a death in the family, a recent terminal diagnosis, or similar level of crisis). All other pastoral connections must be made via phone or video.

Coffee Hours
Not relevant during phase 4.2

Staff Office Use
1. Staff will not be required to work from the church during phase 4. Staff are welcome to work from the office starting in phase three if they choose.
2. Staff will utilize appropriate cleaning supplies to wipe down their work space at the start and end of the work day.
3. If more than one staff person is in the building, they must be able to work in spaces that are at least 6 feet apart.
4. Staff will only enter and exit through the Southeast gated entrance.
5. Staff can only use the microwave and refrigerator.
6. Staff will not visit other areas of the building except for the purpose of a safety check.
7. Staff will make appropriate use of hand sanitizer and engage in regular hand washing.
8. Staff pets are welcome in the building during work hours, but must remain with/under control of their owner at all times.
9. Staff meetings will continue to happen via zoom.
10. Alicia or Kate are welcome to meet in-person with Rev. Jason if they are in the building at the same time so long as physical distancing of a minimum of 6 feet is maintained and masks are worn;
11. At a minimum, Rev. Jason will be in the building on Sundays and Wednesdays and Kate will be in the building on Fridays. Alicia will also be in the building once a week in the afternoon for picking up and dropping off materials.

Outdoor Grounds Maintenance
1. We will have available hand sanitizer, disinfecting wipes, and face covering for use of anyone doing outdoor work.
2. Kate Learson and Monica Drane must coordinate the work being done in the garden to ensure that no more than 10 people in and around the church at any time.

2 Returning to in-person Coffee Hours will not happen until we are prepared to advance to worship services in the Sanctuary, far into the future. While people are still required/requested/encouraged to wear masks, it doesn’t make sense to have any Coffee Hour at the church at all. However, things to think about for when in-person Coffee Hours might actually begin to happen: 1) Goods purchased from stores rather than homemade (many schools already follow this guideline), 2) Gloved and masked servers who can plate up food/coffee/tea as desired by individuals.
Renters and Indoor Maintenance

1. During phase 3 non-paying organizations that have previously been approved by the board as part of our extended ministry were allowed to return to 2U. The groups that were welcomed back were: Black and Pink, Recovery Groups, Playback Ensemble. 2U limited our space to these groups in phase 3 because the cost associated with cleaning and disinfecting the space after each use hasn’t been budgeted.3

2. In phase 4 we are allowing paying renters to return to 2U, but they must follow the General Rules for All Gatherings in Phase 4 outlined on page 2.

3. To eliminate the need to clean the entire church, we will restrict gatherings of non-paying groups and paying renters to the basement area, and encourage the use of Fleishman Hall. All areas of the church on the first and second floors (Palmer room, Sanctuary, Kitchen, Bathrooms and Loft) will be corded off/locked, and those areas should not be used.

4. All renters will be expected to follow all of our general guidelines for safety outlined on page 2.

5. Paying renters must inform Kate Learson of the specific area(s) of the basement they wish to rent, and the number of attendees. Kate will confirm that the number complies with 2U’s Rules for Gathering. Paying renters will additionally be responsible for paying the cost of cleaning/disinfecting that space before and after the event. 2U’s cleaning service will do the cleaning and it will be arranged by Kate Learson. The cost of the cleaning/disinfecting will be included in the contract with the renter, and the renter agrees to pay 2U the fee in advance.

6. We will have available hand sanitizer, disinfecting wipes, and face covering for use of anyone entering the building, including those doing general maintenance.

7. If a contractor has to come into the building, they will be required to put on disposable shoe coverings by the front door, mask, and disposable gloves. They must also sign a form indicating they are symptom free and will comply with physical distancing.

8. Water fountain will remain turned off.

9. Information on days on which cleanings are done will be made available to volunteers/groups so that they might plan their gathering accordingly.

10. Individuals may wish to enter the church for a variety of reasons (e.g., indoor maintenance, music practice, committee work). This is allowed given prior approval by Rev. Jason and/or the Board. These individuals must follow all precautions and the same rules as paying renters.

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3 A few weeks ago, the Board reduced Eco-Clean from cleaning twice a week at 2U, costing $949/month, to once a week, costing $549/month, since there was little activity at the church. Eco-Clean can increase the number of days per week they clean, although it is probable we wouldn’t be able to afford 2 days a week for the entire fiscal year, let alone more days. If we went to 3 days per week the cost per month would be $1,423.
Religious Education (RE)

1. Small groups that choose to continue, will do so both via Web and in-person provided that masking and social distancing are expected and enforced. Small group ministries will re-form for the 2020-2021 church year. New book groups may begin, dependent upon interest and availability of facilitator(s).

2. There are no Youth Group meetings during the summer.

3. Children’s RE Classes will continue for 3 out of 4 Sundays a month on Zoom. There will be 2 summer session classes which will each meet for 45 minutes at 12:15 and 1pm respectively. All classes will be planned by the DFD and taught by our volunteer teachers.

4. During Phase 5, starting with the Fall semester, 2 CRE Classes will be held at the church on Sundays divided by age, as we do with summer classes. A third class will be offered on zoom for all ages. All classes will be planned by the DFD and taught by the volunteer teachers. Web-based connections for those who wish to or need to remain isolated. Book and affinity groups may form and continue in person while providing the option of web-based participation for those who wish to or need to remain isolated.

5. During Phase 4, the lead Youth Group advisor will talk to the youth and their parents about their comfort level for moving Youth Group meetings to the church during this phase, when legally we can have gatherings of less than 50 people. If that is not what the families are comfortable with, then the Youth Group will continue to meet on Zoom for the remainder of the summer. During Phase 5, Youth Group meetings will be conducted in person at the church starting with the fall semester.

6. During Phase 4, although CRE Classes could begin to meet at the church on Sundays, families have reported that they do not wish to meet in person this summer. The 2 summer session classes will continue to meet online.