

Unitarian Universalists of Charlottesville
BOARD OF TRUSTEES MEETING Minutes
April 28, 2021

Major focus for Board in 2020-21:

- #1. *Vision*
- #2. *Financial stability*
- #3. *Outreach + connection*
- #4. *Reconciliation*
- #5. *Defining the future*

In attendance – Lorie Craddock (President), Elizabeth Breeden (Vice President), Stan Walker (Treasurer), Jaeger-Landis (Secretary), Pamela McIntire, Jim Gorham, Breck Gastinger, Kelsey Cowger, Liberty Powers, Rev. Linda Olson Peebles, Rev. Leia Durland Jones, Sean Skally

Absent – all board members and senior staff were present

Guests – Kay Fraizer, Jude Bias

I. Opening - Opening and Closing Words: Kelsey

- Reporter: Elizabeth
- Time Keeper: Breck
- Process Observer: Pam

Opening Words - (2 mins)

Community Time / Public Comment - No comments made

1. Acceptance of Agenda

MOTION: A motion was made to Accept the agenda

Motion was seconded and the Board unanimously accepted the agenda without any changes.

2. Written Correspondence (none)

II. Reports (40 min) - written reports can be found at the end of the minutes.

1. President's Report (written) - Lorie Craddock
2. Vice President's Report (written) - Elizabeth Breeden
 - Lift up New Name Task Force's work : The top three names nominated by the congregation that will be up for a final vote at our June 6th Congregational Meeting are: Unitarian Universalists of Charlottesville, Unitarian Universalist Congregation of Charlottesville, and Unitarian Universalist Congregation in Charlottesville.

- Motion: Moved, seconded and unanimously approved to accept the Aesthetics Committee's advice to use volunteers to remove the quotes in the foyer and mount each on boards, and hang them in the Social Hall. Later, the congregation can engage in conversations about what quotes to keep and where to put them. This is all in preparation for painting the Foyer.
- 3. Treasurer's Report (oral) - Stan Walker
 - \$83,000 has been moved from liability to revenue because PPP loan was approved as forgiven.
 - The proposed budget will be published during the first week of May and there will be Congregational conversations about it later in the month. It will also be sent out to all members by May 27 ahead of the full Congregational Meeting.
- 4. Lead Minister's Report - (written)- Rev. Linda Olson Peebles
 - Rev. Linda plans on working with Personnel Committee to set up new contracts for all staff, especially to state Leia's new role: The Minister of Faith Development
- 5. Assistant Minister's Report (N/A) – Alex McGee is on sabbatical
- 6. Minister of Faith Development's Report (written) - Leia Durland-Jones
 - Working on plans for the summer programming especially for families with children in the fourth grade and younger.
- 7. Director of Administration and Finance Report (written) - Sean Skally
 - Resubmitted the PPP application for the second draw for \$69,000
 - Applied for a SBA (Small Business Administration) EIDL (Economic Injury Disaster Loan), which is actually a grant for 4,000-10,000
- 8. Membership Report (written) - Marcia Brecker
 - Membership stands at 361
- 9. Board Liaison Reports
 - Nom Committee: (Oral) Breck Gastinger: presented his report in New Business
 - Personnel Committee (written) - Elizabeth
 - New contracts will be discussed
 - Glenn Short Sanctuary Capital Endowment Fund Committee (written) - Sally Taylor.
 - Church Closure Task Force: (written) Sean
 - Meeting every two weeks to update the guidelines.

III. Electronic Motions (5 minutes)

1. Approval of the March 24, 2021 minutes happened electronically.

BREAK AND GRATITUDE CARDS (5 min) - Please think of people the Board should recognize for their recent contributions to our church community. Send to Lorie's email.

IV. Old Business (20 minutes)

1. Ministerial Search: (10 minutes).

The Board has decided we will pursue Developmental Ministry. We will begin the process of hiring a developmental minister with the understanding that if we are unable to find a satisfactory candidate, we will accept another year of an interim minister. The Board felt strongly that we are not ready to call a settled minister either this year or next and we do not wish to pursue that option at this time.

V. New Business – (45mins)

1. Alarm system: (5 minutes) Sean: the alarm system is installed and working.

The delay in the new door installations is the only barrier at this time. There will be training for the people who have volunteered to monitor the cameras. Sean has to train the staff and will be reaching the people who have volunteered. The Security Task Force will meet this week to create procedures for the staff and volunteers around monitoring and who to call.

2. List of candidates from Nominating Committee: (5 minutes) Breck

President: Pam McIntire;

Treasurer: Kay Frazier;

Board Members at Large: Jim Gorham (3 years);

Dawn Dirks (2 year term filling Pam's term) and

Hayley Owens (3 years)

Nominating Committee: Marcia Brecker, Jude Bias, Danny Gray

3. Delegates for General Assembly: (5 minutes) Rev Linda

- We are able to have eight delegates to GA. We already have five nominations: Caroline Landis, Christine Gresser, Ellie Ransom, Kay Frazier, and Wayne Arnason
- A motion was made to elect these five nominees to be delegates. The motion was seconded and the motion passed by an unanimous vote.

4. Annual Congregational Meeting June 6, 2021 Agenda: (10 mins) Beth & Elizabeth

Draft Agenda

- 1. Establish a Quorum**
- 2. Prayer**
- 3. Approve Agenda**
- 4. Approve Minutes of Last Congregational Meeting 9-27-20**
- 5. Minister's Report-Linda**
- 6. President's Report-Lorie**
- 7. Treasurer's Report-Stan**

8. Vote on Nominations for Board and Personnel-Nominating Committee
9. Vote on New Name-New Name Task Force
10. Vote on Budget -Stan and Lorie

5. **Budget/Pledge Drive Success: (Executive Session 30 minutes):** We still do not know if we are getting the PPP loan. If we do not receive the PPP loan there will need to be staffing changes. If we do not receive the PPP loan, the board will meet, discuss changes to the budget and report these changes to the congregation. Substantial changes to the budget need to be approved by the Congregation.

VI.Closing Activities (5 min)

1. Process Review –

2. Things to do / communicate

- All board members need to read through minutes and vote to accept them quickly.
- All board members need to look over the proposed budget, ask Stan any questions you may have and vote electronically by May 5th.
- Liberty and Elizabeth will meet to decide how best to remove the lettering from the foyer and mount them on boards to keep them while the foyer is being painted.
- Elizabeth and Beth will construct the script for the June 6th Congregational Meeting-"Board job opportunities" for the Meeting will be available at the May board meeting..

3. Closing Words : Kelsey Cowger

Dates to remember:

1. Next Board of Trustees meeting: May 26, 2021, 6:30PM
2. Congregational Meeting: June 6, 2021

Future topics for the Board to discuss:

- Policies and Procedure Manual: Annual review: Sandy Brooks and Carol Black
- Before the alarm system is authorized to the Charlottesville Police we want to appointment a small committee to establish guidelines of when and why the police should respond to the alarm being set off. Small committee of one Board member (Elizabeth), anti-racism member, Kate Fralieggh, Leia, and Sean will meet and report back to the Board.
- Report from the Pledge Drive Committee of members wanting to resign their membership

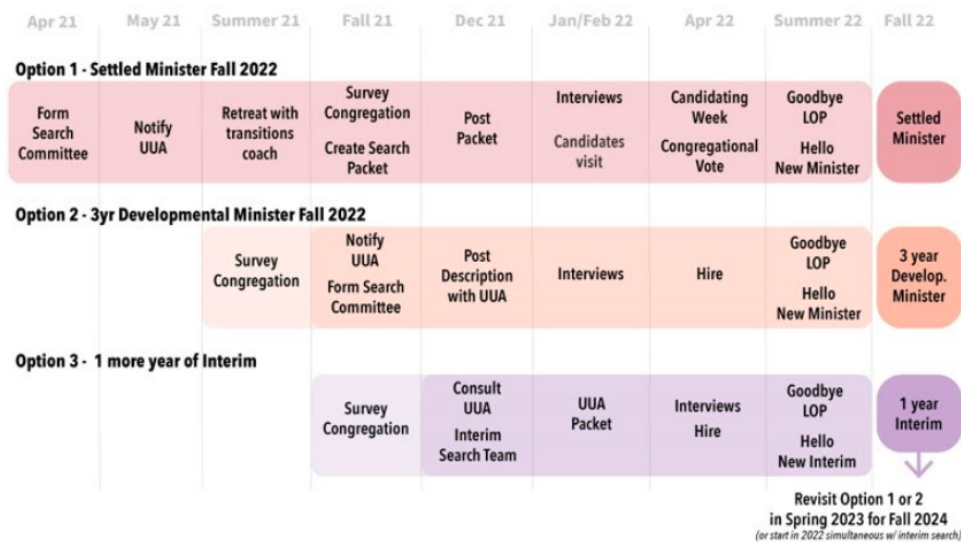
REPORTS:

April 2021

President's Report

Let me begin this month with special thanks to Kay Frazier, Walter Hoffman and the entire Garden and Grounds Committee and volunteers. Our campus is bursting with the beauty of springtime because of their tireless efforts. If you haven't seen the gardens lately, I encourage you to walk or drive by the church or better yet, volunteer to adopt-a-plot or join in the fun during their Wednesday Weeding Party from 10AM-noon.

This month the Board held a special work session to discuss the future ministry at UUC. Our current Interim Lead Minister, the Rev. Linda Olson Peebles, has agreed to stay with us until July 2022. There are three different options for our ministry after that: continue another year with an interim minister, hire a developmental minister, or call a settled minister. The following chart shows a timeline for the three options:



The Board has decided we will pursue option 2, Developmental Ministry. We will begin the process of hiring a developmental minister with the understanding that if we are unable to find a satisfactory candidate, we will accept another year of an interim minister. The Board felt strongly that we are not ready to call a settled minister either this year or next and we do not wish to pursue that option at this time.

As we approach the end of this church fiscal year (July 1), the Board is preparing for our annual Congregational Meeting on June 6. The meeting will be held on Zoom and voting will be accomplished using Election Buddy which you may remember from our previous online Congregational Meetings.

At the June Congregational Meeting, in addition to reports from the President, Lead Minister and Treasurer, we will be voting on several elected positions at church. I am

pleased to report the Nominating Committee has brought forth the following slate of excellent candidates.

President (two year term)--Pam McIntire
Treasurer (two year term)--Kay Frazier
Board At-Large (three year term)--Jim Gorham
Board At-Large (three year term)--Hayley Owens
Board At-Large (two year term replacing Pam McIntire)--Dawn Dirks
Nominating Committee (two year terms) (choose 3)---Jude Bias, Marcia Brecker,
Danny Gray
Personnel Committee (three year terms) (choose 2)---Bev Ryan, Steve Brecker

If you would like to learn more about these candidates, please click [here](#).

There will also be two other votes at the Congregational Meeting. The first will be a vote on the 2021-22 budget. As you may know, the 2021-22 Pledge Drive concluded with a total of \$468,719 in pledges and the Finance Committee is now creating a budget. The Board will review the proposed budget and present it to the congregation for a vote. The Board will provide copies of the line-item budget as well as a program budget well in advance of the vote. There will also be Q&A sessions with myself and our Treasurer, Stan Walker before the vote.

As a side note, earlier this year our church applied for a second PPP loan and this request has been rejected because of insufficient documentation. Currently the staff is gathering additional paperwork from UUA Healthcare and TIAA to provide more information to the lender and we are cautiously optimistic with this further information, the second loan will be approved. Additionally, the forgiveness paperwork for the first PPP loan has already been submitted and accepted and we are waiting on confirmation of forgiveness.

At the June Congregational Meeting we will also vote on the new name of our church. You can read more about our Name Change Discussions [here](#) or see the results from the Name Change Survey [here](#). I am grateful for the Name Change Task Force as well as the New Name Task Force for their many months of service. I am excited to begin this new chapter in the life of our church.

And finally a reminder, our church is still in lockdown mode and the building is closed to all but essential staff and workers. Please do not enter the church building without explicit authorization from a staff member.

In Faith,

Lorie Craddock

President, Board of Trustees

Vice President's Report

Board Meeting: April 28, 2021

Personnel Committee

We are working on revising the Personnel Policy Manual to become more closely aligned with the UUA recommendations around staff benefits especially in regards to health and dental insurance benefits, life and long term disability, retirement, worker's compensation, and time-off and Holidays. Sean will change the budget recommendations per our discussions, to be applicable for the 2020-2021 Fiscal Year. Of course, our recommendations will be brought to the Board for approval.

Aesthetic Committee: Recommendations about the Jefferson quotes in brass on the Foyer walls

Foyer Letters and paint color/bathroom colors

April 17, 2021

Attending: Beverly Ryan, Donna Redmond, Carole Black, Jude Bias, Trudy Rohm, Elizabeth Breeden

Absent: Flame Bilyue, Sally Taylor, Sandy Brooks

In order to make good decisions, Elizabeth still needs to receive a quote from Gropen and Photoworks for moving the letters. Quote will be for:

1. Take all the letters down, wait for the painters, and put them back.
2. Take only the upper fringe letters down and put them back and put the larger wall quotes on a Board.
3. Put the two larger wall quotes on a board (and we wouldn't paint the fringe section)
4. Take all of the quotes down and put them each on a display board.

The committee recommends asking if we can take them down ourselves, put them on foam core: does it influence the cost of putting them back up, if we take good pictures, especially if we choose new locations for them or put them back in the same place.

The Aesthetics' Committee was in favor of taking them all down, putting them on Boards to show that they can be put back up, and letting the community decide if and where they should go up. (When read, only some of the quotes seem significant.)

Colors:

Foyer Ceiling Blue is ok, and probably doesn't need repainting.

Walls (including the back wall accent) same blue color as the Sanctuary

Trim-same cream color that is there now.

Include the Ramp Hallway in this color scheme.

The narrow overhead area where the columns used to be at the top of the lower hall stairway has a ceiling and trim: ceiling is ceiling white, trim is current color of cream

Two "wide posts" on the stairs going into the Office Hallway are "walls." Stop foyer walls at the top of the stairs with blue facing the stairs.

Office Hallway & Edgewood Lane Hallway: stay with the current colors. Replace the light bulbs with LED bulbs...it's dark.

Men and Women's Bathrooms-walls and trim-same cream color as foyer trim... the stall colors are bold enough (Note: wall light sconce is broken).

New Name Task Force:

About fifty people attended the Town Hall meeting on April 18th after the service, only 2 attended the meeting called on April 20th and about 20 attended the Children's chapel on April 18th. We have asked both teen Sunday School groups to hold a town hall amongst themselves and report back. We received one email.

It was interesting to note that at the April 18th meetings the attendees moved to agree with each other that the word, "Congregation" is important to include in our name because it adds what we are to the who we are as Unitarian Universalists. There was also a strong opinion that Charlottesville describes where we are, without any modifiers. At the end of both adult conversations the ideas that we might consider whether we use, "of", "in" or a comma, before the word Charlottesville: Unitarian Universalist Congregation __Charlottesville. The Task Force meets on Tuesday to decide next steps. We will be prepared for a congregational vote to decide our name at the Congregational Meeting on June 6.

Sincerely,
Elizabeth Breeden

Monthly Interim Lead Minister Report To UUCville Board of Trustees April, 2021

April & May Themes – Becoming & Story – We are just finishing the April theme exploring various dimensions of "becoming" – personally (Easter), as a congregation (April 11 Celebration), as a nation (April 18), and as a planet (Earth Sunday). May will follow the theme of "Story" as we share the stories which matter for us – again, personally and beyond.

Interim Tasks

- **History** *Lifting up the facts and mythology of a congregation's life.*
 - The Green Sanctuary re-dedication on April 25 reviewed the history of that work.
 - Plans are in the works for a "telling the story of this congregation" workshop May 15, followed by the Community Worship focus May 16.
- **Identity** *Identifying features, vision, self-image, and ideals of a congregation*
 - The successful Pledge Drive has begun to shift people's understanding of themselves as generous, of the meaning of membership, and the capacity to respond to challenges without fear, but with joy.
 - The New Name conversations in April gave many people a chance to reflect on what is core to them about the congregation's identity.
- **Leadership** *Supporting leaders and discovering new leaders.*

- o The Pledge Drive leaders meet April 24 to debrief, compile a “how-to” and “lessons learned” list for the next year, and name the pledge team for next year.
- o I have had a couple interesting conversations with a small group of men about involving more male leaders.
- o Planning for small group facilitator recruitment and support for the coming church year.
- **Connections** *Strengthening or creating links to other communities – UUA, UU congregations, interfaith neighbors, community partners*
 - o Meeting with UUCville IMPACT leaders to plan for next year.
 - o I was on an interfaith panel on Eco-Justice and Faith April 22.
 - o Making the effort to connect more members by lifting up the importance and accessibility of UUA General Assembly.
 - o Both Leia and I are attending workshops with other UUs on post-Covid planning.
 - o I am attending UUA Transition Ministers annual meeting the last week of April.
- **Health** *Strengthening finances, processes, practices.*
 - o A successful Pledge Drive! Beginning to work on stewardship/finance policies and structures.
 - o The COM is beginning work to learn about and nurture the Congregation’s knowledge of and connection to Covenant.
 - o With the help of the Interim Team and the Board, the strategies for working on areas of the organizational needs will begin as the Pledge Drive winds down.

FYI – front burner work in progress: *No Board action needed. I look to members of the Board to ask questions about things not clear or not included.*

Worship – Worship Weavers are working smoothly, and the Tech Team is growing. Our multi-generational services have been well-received. Plans are well underway for worships between now and the end of June.

Music – Scott continues to produce original recordings for services, including arranging and producing the monthly choir anthem. He meets with staff weekly, and regularly with choir members, and besides creating music, assists in connecting us with music coming from UU musician colleagues.

Pastoral Care– The volunteer and ministerial involvement in this area has continued offering a network of support to many members.

Membership – The next New-to-UU orientation session led by me is May 2.

ACTION Requested: The Board appoints delegates from your congregation to attend the June UUA General Assembly. These individuals have indicated their plans to attend (virtually) this year’s GA, and interest in being delegates. I ask that this be voted on April 28.

Caroline Landis, Ellie Ransom, Christine Gresser, Kay Frazier, Wayne Arnason

Since UUCville can send 8 delegates, I will continue to seek to identify 3 more, and ask for an appointment later this spring.

Rev. Leia and I plan to attend as minister delegates.

Looking ahead The staff is planning our summer schedules. Tentatively, I plan to be truly “off” from June 28 – July 10, and from August 26 – Sept. 6.

Rev. Linda Olson Peebles

4/22/2021

Report to the Board April 2021

Rev. Leia Durland-Jones, Minister of Faith Development

Ministry to Children & Families

Primary connection points continue to be:

- 1) Sunday Chapel/Faith Development for all ages prior to Community Worship. Attendance in Chapel/Faith Development remains steady with multigenerational participation. Linda and I have identified that Sunday May 16 will be the final day of chapel this spring.
- 2) Content creator and curator for Soulful Home email on Wednesdays with discussion prompts, chalice lighting words, suggested activities as well as artist of the month information and images.
- 3) Monthly Chalice Home packet with at home worship for all ages supporting the monthly theme.
- 4) Monthly mailed packets to families with a pastoral letter and chalice lighting materials and readings, suggested activities connected to monthly ministry themes
- 5) Drive by events such as our Sunday April 4 Easter parade with Easter goodie bags for all participants

I am discerning possible plans for small group, in person, outdoor summer programming for elementary age children, parents and families that will likely begin towards the end of May.

Ministry to Youth

Our Senior High YRUU group continues to meet weekly via Zoom. We had a wonderful in person gathering on the church grounds Sunday April 18. Both middle school and senior high youth were invited and attended. The youth played Kingdom Lawn games (see photos) and enjoyed bagels and being with each other. It was a delight to see those who were able to participate. I continue to meet monthly with our youth advisors to set vision, schedule and program plans for the coming weeks. I am so grateful to our

awesome advising team of Jen Smith, Karen Prairie, Kim Grover, Pam McIntire, Greg Townsend and Larry Moulis. Special thanks to Dana Redick for her leadership with the in person gathering April 18.



Adult Faith Development

Our winter/spring AFD semester has concluded however Kate Fraleigh is continuing to offer through AFD a discussion group for people interested in exploring our unjust justice system. I am working with individual adults in our congregation who have reached out to me for support of their own faith development and particular areas of interest. I am currently identifying potential courses and course leaders for the Fall AFD semester.

Community Worship

I meet weekly with the Worship Team to help coordinate our Community Worship services and am involved in various ways with Community Worship each week. Linda and I are looking ahead to the rest of the spring and summer and are setting the worship calendar together. Linda and I co-led the Easter service on April 4 and I will be preaching on May 2. We will celebrate our high school graduates and Bridgers on May 23 at our Youth Sunday service.

Pastoral Care

I continue to meet via phone, Zoom and in person with congregants for pastoral care and also help coordinate different “behind the scenes” pastoral needs. I am meeting this

coming week with the group working to make sure the milestones of the elders in our congregation are celebrated.

Building Use Task Force

The Building Use Task Force is now meeting every other week to check in and assess where things are and be responsive to requests from the congregation. We aim to have clear benchmarks for reopening that help us make good decisions while living our values. We take guidance and clarity from the CDC, UUA and BRHD. We evaluate requests for building and grounds usage on a case-by-case basis in keeping with safety protocols. The building continues to be closed due to COVID however we have updated the protocols for usage of the grounds. This information can be found on the church website.

Professional Development

I attended the Revolutionary Love Conference hosted by Middle Colligate Church—always an inspirational conference!

I continue to participate in our monthly cluster meetings of UU religious professionals as well as a cluster meeting specifically for religious educators.

I am currently co-teaching via Zoom for the UUA the Family Ministry Training that Erik and I were commissioned to write by the UUA.

The Central East Region offered an excellent workshop on multi-platform engagement that I was grateful to attend. As we continue to discern what gathering as a faith community will look and feel like in the coming weeks and months, I invite you to explore these wonderful resources for more information:

<https://www.uua.org/leadership/library/multi-platform-resources>

DAF Report for April 2021 Board of Trustees Meeting : Sean Skally

Building Use Covid-19 Task Force / Current Rentals

- Current Status **RED - LOCKDOWN** Building is **CLOSED**
- Updated Outdoor Use Protocols created
- [UUC Building Use Pandemic Protocols Document](#)
- [Outdoor Use Safety Protocols](#)
- [4-11-2021 Public Health Markers \(Compiled by Greg T\)](#)

DAF Position

- DAF Hours for March: 160 of 160 hours worked
- Approximately 23 hours of meetings attended in total
- Reorganized DAF office to be more conducive to online meetings

Finance Recap

	March 2021 YTD	March 2020 YTD
Total Revenue	\$400,352.60	\$404,145.17
Total Expenditures	\$376,813.65	\$407,071.78
NET REVENUE	\$23,538.95	\$ -2,926.61

- 1st Draw PPP - Application for loan forgiveness accepted, waiting on confirmation of forgiveness.
- 2nd Draw PPP - Application rejected, currently gathering new paperwork from UUA Healthcare and TIAA. Rev. Linda is helping to escalate the response from the payment processors
- 98% complete on the QuickBooks audit - Working on making sure that Endowment isn't revenue.
- UU Common Endowment Fund as of March 31st, 2021: \$507,786.59
- Worked with Finance Committee on Budget

Financial Reports

- [March 2021 YTD DAF Budget Recap](#)
- [March 2021 YTD Statement of Activity](#)
- [March 2021 YTD Statement of Financial Position](#)
- [March 31st, 2021 UUCEF YTD Report](#)
- [March 2021 UUCEF Report](#)

Administration

- Created new event calendars in Breeze for buildings and grounds use
- Created new forms in Breeze for Buildings and Grounds reservations
- Created a new form in Breeze for Zoom meeting requests
- Prepping Breeze System to remove extra permissions for the pledge drive team for May.
- Meeting with a task force to determine the best ways to respond in an ethical way to alarm calls from Cove Security.
- [March 2021 5 Year Attendance Trends Report](#)

Facilities

- Playground door installed by Commonwealth Glass
- No info on any other installations

Buildings Repairs

- None
- [Repair Document](#)

Grounds Work Completed

- Overseeded in Summit Side lot
- Spring maintenance on power lawn equipment completed
- Drive belt and blade replaced on Mower

Information Technology and Computers

- Set up two cameras for Cove Security System
- Set up RingCentral hardware, the new VoIP phone system
- Trained staff on RingCentral

Human Resources

- Continued working with personnel to make benefits for staff equitable
- Notified staff that health insurance costs will go up 10% on July 1st, 2021

Safety

- New outdoor safety protocols made with Building Use Task Force

Security

- Cove Security Hardware installed as much as possible, waiting on new door installation

Wins:

- RingCentral VoIP installation
- Cove Installation

Opportunities:

- Finalize QB audit

Membership Report for April 2021: Submitted by Marcia Brecker

- TOTAL MEMBERSHIP as of April 25, 2021: 361 members

Add:

- None

Drops:

- Jen Caswell-Colbert Letter to Membership 3/21/2021
- Thomas Colbert Letter to Membership 3/21/2021
- Tim Molloy Letter to Membership 3/21/2021
- Molly Molloy Letter to Membership 3/21/2021

To: TJMC Board of Trustees From: Sally Taylor, Chair GST Committee
April, 2021 Report from the Glenn Short Trust Committee

Commonwealth has installed the storm window in the comfort room and they also installed the playground door although there are some adjustments to it that still need to be made. Sean has taken over the communication with Commonwealth about scheduling the installation of the other three doors.

Installing new locks on the outside doors and the installation of the security system cannot be done until the new doors are installed.

Total amount remaining in the GST account after paying outstanding bills has not changed since last month.

Respectfully submitted, Sally Taylor

Church Closure Task Force: Report to the Board April 2021
Public Health Markers for Reopening Church. Church Includes Church Building, Summit House and Grounds.

• *14-day consecutive decline in:*

- 1) numbers of people testing positive for COVID-19 – Blue Ridge Health District 7-day average percent positivity is at 2.8%, up from 2.4% on 3/28, but down from 3.2% on 4/5 (<https://www.vdh.virginia.gov/coronavirus/coronavirus/covid-19-in-virginia-testing/>)
- 2) hospitalizations – essentially no change at UVA in the last 2 weeks, leveled off at about 23 per day since 3/22
- 3) intensive care bed use – at UVA, ventilator use has varied from 8 to 10 per day over the last 2 weeks, which is down from 11 to 14 in the previous 2 weeks

• *Widespread testing* – test positivity rate less than 10% has been suggested by the WHO as an indicator of adequate testing, although some recommend a lower threshold

• 7-day average for Blue Ridge Health District is at 2.8% as noted above

• *Contact tracing available to track the spread of the virus* – don't have ready access to those data

• *Sufficient supply of personal protective equipment* – at UVA, >250 days on hand each of surgical and N95 masks

• *Evidence that our health care systems have sufficient equipment and are not overwhelmed by the number of cases.* – UVA is well below capacity at present.

FYI a Harvard group has advocated the following guidelines for jurisdictions, such as Blue Ridge Health District (https://ethics.harvard.edu/files/center-for-ethics/files/key_metrics_and_indicators_v4.pdf):

Covid Risk Level	Case Incidence		Intensity of Control Effort Needed
Red	>25	daily new cases per 100,000 people	Stay-at-home orders necessary
Orange	10<25	daily new cases per 100,000 people	Strategic choices must be made about which package of non-pharmaceutical interventions to use for control. Stay-at-home orders are advised, unless viral testing and contact tracing capacity are implementable at levels meeting surge indicator standards (see KPIs below).
Yellow	1<10	daily new cases per 100,000 people	Strategic choices must be made about which package of non-pharmaceutical interventions to use for control.
Green	<1	daily new case per 100,000 people	On track for containment, conditional on continuing use of viral testing and contact tracing for surveillance and to contain spikes and outbreaks.

The latest data from the Blue Ridge Health District are 7-day average of 20 daily new cases, which translates to approximately 8/100,000 (putting us in the Yellow phase).

UU CHARLOTTESVILLE PROTOCOLS for USE OF OUTDOOR GROUNDS

updated April 11, 2021

The Event Chair must contact the DAF to schedule an event and get guidelines/protocols

Pre-Event Information

- Each event must have an Event Chair who is the primary contact for the event and will be onsite during the entirety of the event.
- The Event Chair must assign the role of Safety Coordinator to someone prior to the event and communicate the name of this individual to the Director of Administration and Finance.
- The Safety Coordinator must brief all participants on the congregation's safety protocols, ensure sign-in sheets are completed, ensure protective and cleaning supplies are stocked and available, assign bathroom cleaning volunteers, notify the Event Chair of any concerns, and ensure compliance with the congregation's safety protocols.
- The Event Chair and Safety Coordinator may end the event if they feel that the safety of the event is compromised (due to participant noncompliance or other safety issues.)
- The Event Chair and Safety Coordinator are asked to send a brief recap of the event to the Director of Administration and Finance at daf@uucharlotteville.org. The recap should include if there were any issues concerning safety during the event.

While on Church Grounds

- At this time, **no more than 30 people at one time are allowed on the grounds**, and all must be masked and socially distanced (children under 2 years of age may remain unmasked.)
- A sign-in sheet will be provided, and all participants must sign in and out for contact tracing purposes.

- Individuals must always practice physical distancing and wear masks. Individuals may supply their own masks, but masks will also be made available by the church.
- Hand disinfectant stations will be set up and volunteers are encouraged to frequently wash their hands or use disinfectant.
- Individuals should not attend the event if they have been in contact with anyone with COVID-19 or have and COVID-19 symptoms.
- The main church building remains closed at this time. The kitchen areas in both the main building and Summit House may not be used.

Bathroom Use

- Summit House bathrooms are the only bathroom facilities available. Please do not remain in Summit House after using the facilities.
- Bathroom use should be one person in the building at a time, as designated by the Safety Coordinator.
- Double masking is recommended when participants are indoors.
- Participants must be mindful of the entrance door and narrow hallways, allowing for physical distancing.
- Proper hand washing protocols must be followed.
- 10 minutes between individuals' usage of bathrooms is recommended.
- The bathroom facilities and all touchpoints in Summit House should be cleaned at the end of every event, supervised by the Safety Captain. This includes disinfecting all door knobs, light switches faucet handles, stall doors and toilet handles and toilet seats.

Equipment

- Any equipment used by volunteers should be properly disinfected or quarantined before putting it away.