

MINUTES – UCN BUILDING RE-OPENING SUB-COMMITTEE MEETING
May 31, 2020 – Noon via ZOOM

Attending: Peter Blain, Brian Bunzel, Leigh Hoftiezer, Dean Johnson, Dan Lusk, Brian Monroe, Pat Mumm-Lovely, Jackee Orozco, Jean Woodmansee, Rev. Tony Larsen

Unavailable: Janet Jensen

Leigh welcomed the Re-Opening Sub-Committee (RSC). After chalice lighting and check-in, Brian Monroe read opening words by Mary Ann Williamson.

The minutes of the May 24 meeting were approved as presented. Leigh will send a copy to Lyn for recording in a file for us.

Church Mutual report – Brian Monroe: Guidelines from Church Mutual for reopening the church during the Covid-19 pandemic were sent out prior to the meeting. They covered such topics as building preparation, online options, protective equipment, social distancing, cleaning surfaces, outside services, etc. - with checklists and information about insurance needs. The church can greatly reduce liability risks if we do everything we can to ensure safety, and provide rules for use of the building. Any time a claim is made, there would be an investigation. It would be hard to make a claim if rules are posted. Our current insurance policy does not include mention of the virus. Brian showed an endorsement for our policy entitled “Exclusion of Loss Due to Virus or Bacteria.” This is new to Church Mutual. If we are following state and CDC guidelines we should be pretty much protected. But there is no guarantee.

Legal guidance – Peter Blain: Peter has drafted many liability release forms. He would not look to the insurance company for coverage related to the virus because it is just too new. At this point no release for Covid-19 has been put together. Peter will draw up a release and waiver form – as an addendum to current leases the church has with renters and other groups such as Al Anon and Art Oasis. It will be done and ready for distribution at our next meeting. Pete says: The first line of defense is to not be negligent. The second line of defense is to look to our insurance policy. The third: Have guidelines and ask that release & waiver forms be signed. They are generally enforceable. Put a sign at entry: “While we are a welcoming community, you are at your own risk.” We must insist that anyone using our building follow the established guidelines. The waiver would state, “We are allowing you to use the space, and we reduced your rent. But you are to follow our rules and agree to release UCN from any liability claim.” Group leaders would make sure participants agree to the guidelines, sign the release from liability, and agree to be contacted if necessary. If not, they must agree to a waiver releasing UCN from liability. When opening for services we could ask people to sign a form with name & contact information.

Dan will make the signs and laminate them, and Brian and Dean will look into sandwich boards for posting signs.

Renters Instructions – Brian Bunzel: Brian’s floor plan chart sent earlier was reviewed. If more than 10 people attend a meeting the Clara Barton room can be used for the overflow. The chart was based on CDC and state recommendations.

Brian B’s “Renters and Committee Chairs Responsibilities for using UCN space amid the Covid-19 Pandemic” sent out earlier was reviewed.

Brian B’s “Reopening Sub Committee Set-Up Projects” – also sent out earlier - was reviewed. There were several guidelines and topics, including -- among others – parking, entering, face masks, door openers, signs, restroom use (1 person at a time), hand washing, kitchen closed, air cleaners, social distancing, window fans (blow air outdoors), table & chairs set-up, elevator (“out of order” sign), trip and fall hazards. HEPA air filters, which NASA says will filter out viruses, to be placed in restrooms. Lyn Gust will be asked to do a walk through once before the building is opened to check for possible hazards or concerns.

Jean Woodmansee – Art Oasis: Brushes can be wrapped and taken home to clean to avoid dirtying the utility closet sink. Artists will use water in buckets for cleaning purposes. They can be emptied outside. Artists can rotate stations to see each other’s work. Tables to be used: card tables first, along with 6-foot and 9-foot rectangular tables. Suggestion: tables face each other. In order to keep the 6-foot distancing, Brian B wants to keep tables in place so they cannot be moved around. Sanitize tables even if not used. Masks can be removed to eat bag lunches.

Temperature gun: Temps taken upon entry would be done with an extension to avoid close contact. Dean will look into an extension.

Brian B will keep an ample supply of cloth masks. It’s a nice return for renters.

Brian B made a motion to reopen the church to renters and committees per the recommendations and the floor plan, knowing that it will be flexible as things may change, and with a timeline approved by the Board. Pat seconded the motion. Approved unanimously.

Kathy Nieman (Rolfing) is discontinuing her business. Stephanie Keiselhorst’s Homeopathy may be leaving.

Pens for signing waivers: Have several pens in one container, and another for “used pens.” Host to sterilize pens after the meeting. Suggestion: Mail the waivers to group ahead of time for signing.

Best practices personally observed: Leigh - All employees at Kohl’s Dept. Store were wearing masks and wiping counters. Dan – A restaurant had “dirty bucket” for pens. Brian B: At a restaurant masks were available if we didn’t have one. Tape on floor indicating where to stand. Clear plastic shower curtain w/2 holes to accept cards & money. Brian M – A restaurant had a sign showing all the things they were doing to keep people safe. Surveyed after their dinner (“How did you feel about the way dinner was handled?”) Questionnaire: “Have you had a cough? Rev. Tony – spaces indicated where to stand on floor at grocery. Dan will make sign saying “We want you to feel safe & comfortable.”

Letters going out to Al Anon and other groups can specify what efforts are being made to keep people safe. Dan L - Signs are already made. They will be laminated.

If Leadership Board (LB) agrees to move its next meeting to Thursday, June 11 (from the 18th), things can get rolling faster. LB will decide on renters, groups and committee meetings starting up. Badger Bounce Back hasn't met all 6 points. WI has met 2.

Next RSC mtg: Monday, June 8 at 7:00 PM via ZOOM.

Respectfully submitted: Pat Mumm-Lovely