

## MINUTES – UCN BUILDING REOPENING SUB-COMMITTEE MEETING

June 8, 2020 – Noon via ZOOM

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

Leigh welcomed the Reopening Sub-Committee (RSC). After check-in Janet read opening words.

The minutes of the May 31 meeting were approved as presented.

Peter Blain drew up and presented two proposed Addenda for UCN rental agreements – each with a blank Exhibit 1 page (for return to church Rules), plus an Exhibit 2 Waiver and Release form. They were emailed to the RSC with material for this meeting. The first is a standard rental agreement addendum. The second is for the AI Anon group that meets at UCN. It is subtly different from the standard addendum in that the Tenant agrees to maintain on a confidential basis a list of all Invitees – with contact information. The Tenant agrees to immediately notify Invitees if a notice is received from UCN that someone using UCN’s premises has contracted COVID 19. (An extension to this and similar sentences is mentioned below.)

These Addenda strengthen protection for UCN against liability due to the COVID 19 virus. Pete pointed out:

Our 1st line of defense is to be cautious.

Our 2<sup>nd</sup> line of defense is our insurance policy.

Our 3<sup>rd</sup> line of defense is the waiver and release.

Addition to the Addenda agreed upon: In the opening paragraphs add the word “temporary”:  
“In consideration of the **TEMPORARY** rent reduction. . . .”

Pete will add an extension to sentences beginning “In order to allow Tenant to contact trace its Invitees should Tenant receive notice from UCN that someone with access to UCN’s premises contracted COVID 19 **OR COMES INTO CONTACT WITH SOMEONE TESTING POSITIVE WITH COVID 19 . . . .**”

Since these forms may be used beyond 2020, Pete will change “2020” to “20\_\_” in the sections for date and signature. Also, committee leaders &/or Tenants must keep the Waiver and Release forms.

A motion to approve these Addenda was made and approved unanimously. Pete will send out the Addenda with improvement additions before the LB meeting on Thursday, June 11th.

Pete will work on devising a separate waiver form for UCN members. Jackee O.: We use one now for RE children.

Pete: Electronic signatures law is evolving, but for our purposes the easiest thing is to sign a hard copy and send it to UCN. A photo copy is sufficient.

Jean W suggested that Lyn send out the forms to be signed to members of Art Oasis since Lyn has their addresses. Leigh will work out how forms will be signed by the AI Anon Invitees.

Attendance should be taken for groups. There can be 20 people in the building at one time.

Dan L: Should we post what we have done to make it safe here? Pete: If you make a list, there's always a chance you missed something; it may cause an issue. Things can change. Our first line of defense is that we have referred to the CDC for guidance. Dan will add a sign that says, "Entry to these premises is at your own risk. Please stay in designated areas only."

After the LB gives the go-ahead things will be set up to reopen for committees and rental groups. Target day is July 1.

Dean was given approval to order a thermometer gun costing up to \$120. It can be stored in the AED box. Leigh can supply sanitizers to clean the gun. Cost of air cleaners for a large room (such as Fellowship Hall) estimated at \$600; for small rooms - \$200-\$300. The RSC approved a motion for Brian B to purchase Honeywell air filters, which are good for 5 years. The Finance Committee will need to address funding for reopening the building – through reallocation of funds. The LB will take this up with Finance at its June 11<sup>th</sup> meeting. The RSC requests \$1,500 to cover reopening equipment.

Brian B has made several face shields which can be kept in bins for holding masks at outside doors. He also made wooden stands and has found "step & pulls" for \$14 apiece. One goes on the back door, and one on the front door. We will keep the inner doors open, including the bathroom doors. Dan has made several signs and will laminate them soon. A table for the host of a meeting will be set up at entryway with forms, hand sanitizers, list of rules, etc.

Anna Rychner wants her meditation group to end up as a business. But for now it is a free class.

Dan, Brian and Lyn will do a "practice run through" of the building to see if there are any problems.

Next meeting: Sunday, June 14 at noon via ZOOM.

Respectfully submitted: Pat Mumm-Lovely