

Exhibit 1
UCN Rules Adopted By the Reopening Subcommittee and Approved By the Leadership Board
Dated July 2, 2020

Responsibilities for UCN Building Usage
For Renters and Committee Chairs during the COVID-19 Pandemic

Host's Duties:

1. Days before the event, email the list of rules to all possible guests, titled "Guest Responsibilities 7.2.2020".
2. One half-hour before the event, open the window in Clara Barton room all the way. Then open 2 windows in the Fellowship Hall and turn on fans facing outward to push the air out for cross ventilation. Then turn on air purifiers in both restrooms for the duration of the event. If too hot or cold outside, turn on the air purifiers in the Fellowship Hall and Clara Barton Rooms without opening the windows.
3. Be outside (for the first couple of events) and:
 - a). Make sure guests drive to the back parking lot. Cones and freestanding signs will be in place.
 - b). Make sure every guest puts on a mask properly before or immediately after entering the building. The free mask bin is in the entryway on the lower level.
 - c). Hold door open with a hand wipe, or teach guests how to open the door with the step 'n pull opener.
4. Before the event starts, record all guests' names, phone numbers, mailing addresses, and emails. Have all guests sign a release form the first time they come. Keep a folder of the release forms.
5. Check each guest's forehead with the electronic thermometer stored in the AED box on the wall. Record their temperature on the chart.
6. Direct people to one of the four sinks (men's or women's restrooms, utility sink, or Clara Barton sink) to wash their hands thoroughly or use alcohol-based hand rub.
7. Instruct guests to maintain 6 feet of distance at all times.
8. Instruct guests to go to one of the 2 rooms, Clara Barton or Fellowship Hall, and sit at the prearranged tables or chairs. Do not move them. No more than 20 people are allowed in the building at a time: 10 people per room.
9. The kitchen is closed. Bag lunches only are allowed.
10. Restroom doors will stay propped open. Guests will need to wash their hands before and after restroom use.
11. The elevator is not to be used.
12. After the event, host must clean all hand-touched surfaces, including tables, chairs, pens, and thermometer with the cleaning supplies that are furnished. Put the used cleaning towels in the bins provided. Remember to close all windows, turn off air purifiers and turn off lights.

Enforcement of these rules will be done by Building committee members, through unannounced inspections.

Any questions, contact Brian Bunzel at 262-573-0045 or Dan Lusk at 262-234-9406.