

**GUIDELINES FOR REGATHERING
AT PARK HILL UCC
May 12, 2021**

I. Introduction

In March 2021, the Governance Team at Park Hill UCC appointed a Regathering Team from among its members, along with a staff liaison, to develop a timeline and guidelines for the reopening of our church to the congregation and wider community in a safe and timely manner.

These Guidelines lay out the plans of the Governance Team to use a phased approach in reopening our church to in-person worship and meetings. They should be read along with the Timeline for Regathering at Park Hill UCC (see page 7 of this document). We will use a three-part evaluation system to present our best evaluation of unsafe, cautious, and most cautious practices, acknowledging that no choice is definitively safe. We can only mitigate risk, not eliminate it altogether.

The Governance Team expects that as the COVID-19 pandemic continues to evolve, our recommendations and thus these guidelines will be periodically updated. The latest versions of the Guidelines and the associated Regathering Timeline can be found at our website, parkhillucc.org. Click on the COVID-19 link to access all information.

All services and scheduled meetings will continue to be offered online, now and in the future. We urge those adults who have not been vaccinated or have high-risk health conditions to continue to join us from their homes.

These Guidelines do not apply to the Montessori school, which has its own pandemic protocols.

Norms and Values

1. The health and safety of members, guests, staff, clergy and our larger community is our highest value. We plan to move forward cautiously, but any significant change in advisor recommendations, case rates, the rate of positive tests or reports of viral variants not controlled by current vaccinations will be evaluated at periodic intervals to determine if our plans need to be slowed or halted temporarily.
2. We value attending to the promptings of the Holy Spirit, following our mission, urgency, and care in meeting human needs, and creativity in solving problems during this time when we are on the threshold of a “new normal,” but can’t yet know what it is.
3. Norms include trusting in the resilience of our church, remembering our role as a community leader, and making healthy decisions as a community.

Data Gathering and Tracking

We will use three primary considerations in our decision-making:

1. Vaccinations - when vaccination rates in the City and County of Denver reach 50% of the population, we expect a significant impact on viral transmission, although “herd immunity” will not likely be reached until vaccination rates exceed 75%;
2. New daily COVID cases per 100,000 population in the City and County of Denver;
3. COVID positivity test rates in the City and County of Denver (see chart below).

Look for the following chart¹ in our periodic updates:

UNSAFE	CAUTIOUS	MOST CAUTIOUS
Vaccination rates <50%	Vaccination rates 50-70+%	Vaccination rates 70-85+%
Viral transmission • Cases >10/100k/day • Positive tests >10%	Viral transmission • Cases 5-10/100k/day • Positive tests <10%	Viral transmission • Cases <1/100k/day • Positive tests <5%

As of May 10, 2021, the COVID statistics for the City and County of Denver are:

- Positive test rate = 2.5%²
- Daily cases (7-day average) = 17.2/100k/day³
- Partial and full vaccination rates for the eligible population are 65% and 51%, respectively⁴

Modification Standards and Protective Behaviors

We expect to modify our behavior for a significant amount of time, at least until school reopens in fall and perhaps longer. We will use these standards in evaluating risk and making healthy decisions.

UNSAFE	CAUTIOUS	MOST CAUTIOUS
Full congregation meetings	Graduated regathering with at least one month between phases	All of the “Cautious” standards
Unmasked	Mandatory face masks covering both nose and mouth	Increased cleaning precautions
No distancing	Physical distancing	Guideline/timeline revisions as needed
Assembly singing	Singing and wind instrument use restricted to soloists/small group in choir loft	In-person attendance limited to those who have been vaccinated (urged but not required)

¹ Wisconsin Council of Churches

² <https://covid.cdc.gov/covid-data-tracker/#county-view>

³ <https://covid.cdc.gov/covid-data-tracker/#county-view>

⁴ <https://covid19.colorado.gov/vaccine-data-dashboard>

UNSAFE	CAUTIOUS	MOST CAUTIOUS
Eating together	No shared indoor meals. Food pre-packaged or brought by individual consuming it.	Children and youth activities limited to outdoors
Unlimited use of all rooms in the church	No-touch communion	
Children and youth meet exclusively indoors	Meetings in designated rooms only	
Open attendance	Pre-registration to reserve an in-person attendance spot and enable contact tracing.	
	Gradual lifting of restrictions as approved by the Governance Team	

II. Masking, Physical Distancing, and Other Health Considerations

1. Masks will be worn at all times for services/meetings in the church until further notice. The pastor may, at his discretion, choose not to wear a mask when he is alone in the main (first floor) office suite. See Section VI, Church Affiliated Indoor Meetings for exceptions to this protocol.
2. All persons inside the building should attempt to maintain a distance of six feet from others.
3. Anyone who feels ill, has a cough, or is running a fever is asked not to attend in-person events until at least three days after they experience their last symptom.
4. We strongly urge, but do not require, that everyone attending church meetings be vaccinated.

III. Using the Building Safely

General Guidelines (read in conjunction with Timeline for Regathering at Park Hill UCC)

1. All persons are asked to enter the building using the North set of doors in the front of the church. They will be marked ENTER.
2. All persons are asked to leave the building using the South set of doors in the front of the church, marked EXIT.
3. Clergy and staff may use the locked back door at their discretion.
4. Bottled sanitizer will be available at all doors, and we ask that you use it on entering the building.
5. The building will continue to be cleaned on Wednesdays and Saturdays by a janitorial contractor.
6. The current evidence shows that the primary transmission mechanism of the virus is aerosol contamination of closely spaced persons for a sustained period of time. Therefore, we expect that by planning sufficient time between meetings, touch surface contamination will not be a concern.

7. Clergy and office staff may use any room in the main office suite and any equipment in those rooms. They will decide on safety protocols for the use of this space, and may change those at their discretion.
8. The following rooms may be used by reservation: the Sanctuary, the Common Room, and the large classroom. Other rooms in the building may not be used at this time (see below for Knitting4Peace exception).
9. These rooms may be reserved only on Tuesday, Thursday, Saturday, and Sunday. Email office@parkhillchurch.org to reserve a room.
10. Please do not enter any of these rooms unless your hands have been sanitized.

Restroom use

1. The downstairs restrooms are available for use by one person or family at a time.
2. Please use quick-cleaning supplies on touch points after use, following posted instructions.
3. Do not remove your mask in the restroom.

Knitting4Peace

Knitting4Peace occupies two rooms on the second floor of the building.

1. No more than three persons may occupy the offices at one time Monday–Saturday.
2. If more than one person is present, each person shall continue to wear a mask at all times.
3. Those present shall make every reasonable effort to remain six feet apart. This may not always be possible because of the small size of the rooms or because an activity, such as bagging knit goods, may require people to work in closer proximity.
4. Personnel are encouraged to continue following the other COVID-19 restrictions that Knitting4Peace have already established.

IV. Church Services

1. Masks are required at all times in the building, and must cover both the nose and the mouth.
2. Follow the Enter sign on the front door to enter the building.
3. Use the hand sanitizer located in the Narthex when entering.
4. An usher will be present in the Narthex before, during and after the service. If you have questions or concerns, please contact that person.
5. At all times, please maintain a six foot distance between yourself and others who are not family members.
6. We urge you to greet others and to catch up with friends outdoors, both before and after the service.
7. Plan to enter the sanctuary at least 10 minutes before the service begins, so that there is time for all to enter while distancing.
8. When you enter the Sanctuary, chairs available for use will be identified. Two rows will be designated for use by one or more persons or by families.
9. Bulletins will be available on a table as you enter the Sanctuary.

10. Although the congregation will not sing during the service, they will respond to the liturgy if prompted in the bulletin or by the clergy.
11. Please be aware that the service is also being filmed and broadcast, beginning about 5 minutes before the service begins. This should be a period of quiet reflection for all.
12. Because we are filming and broadcasting, please make sure your cell phone is set to vibrate, silent, or turned off for the duration of your time in the Sanctuary.
13. If you need to leave the Sanctuary during the service, please do your best to walk in the exterior aisles instead of up the center aisle, so that the camera view is not blocked for online participants.
14. Beverages and snacks will not be served during these months of pandemic restrictions. Disposable cups will be available in the coffee bar if you need a drink of water.
15. We appreciate your efforts to care for yourself and others as we seek to regather in safety.
16. An offering basket will be placed at the back of the Sanctuary.
17. During the pandemic, announcements and opportunities for discipleship should be sent to office@parkhillchurch.org by the Thursday preceding the next Sunday service at the latest.
18. Prayer requests may be submitted by email or text prior to or during the service. The microphone will not be passed for prayers at this time.

V. Sunday School and Youth Group

Until the congregation returns to in-person worship services and activities that are open to all, Sunday School classes and Youth Group will meet in-person with the following guidelines:

1. All meetings will take place outdoors, except in inclement weather. Participants will observe applicable guidance on physical separation.
2. Mask use will continue to be required until city and state mask mandates are lifted. Participants will wear masks outdoors and indoors when entering the church to use the restrooms.
3. Indoor gatherings for Sunday School and Youth Group will be permitted in the case of inclement weather. Mask use and applicable guidance on physical separation will be followed.
4. Food and drink: Participants should bring a refillable water bottle for personal use. If snacks or refreshments are served, group leaders should try to provide individual, wrapped/sealed snacks.
5. Participants may use indoor restrooms, one person at a time. Please follow posted cleaning protocols after using the restroom.
6. Parents are welcome to stay at church while their children are attending Sunday School or Youth Group. Parents may sit outdoors and visit, observing physical separation, or walk the labyrinth. Parents may also meditate in the sanctuary, following masking and physical distancing requirements.
7. Any classroom supplies or other equipment that might be used within 24 hours of last use will be sanitized before being returned to the proper storage space.

VI. Church-affiliated Indoor Meetings

1. Small groups of people affiliated with the church may elect to resume indoor meetings in May 2021. Groups will be limited to 8 people in the Common Room and 12 people in the large

classroom. Numbers allowed in the Sanctuary will follow those allowed to attend in-person services at the time of the meeting.

2. See Section III, General Guidelines, for information on available reservation days and rooms, and for instructions on making a reservation.
3. Groups meeting in person and on Zoom may use the video conferencing equipment available in the Common Room and large classroom. Contact Bill McCarron prior to the meeting at 720-979-7162 for instructions on video conferencing.
4. Masks will be worn at all times and six foot social distances maintained. Restroom use should follow the guidelines laid out in Section III. of this document.
5. Participants should bring their own food and drink, if desired.
6. Rooms should be left clean and organized for use by the next group. Any high-touch objects or areas should be wiped down with sanitizers available in the room. Because no room will be used within at least 24 hours after use by a group, further sanitizing is not required.

VII. Community Indoor Meetings

1. Community groups may resume meetings in the church in September 2021.
2. All guidelines listed in Section III, Using the Building Safely, and Section VI, Church-affiliated Indoor Meetings, must be followed.
3. To reserve a room, please send a request to office@parkhillchurch.org at least five business days before the meeting.

VIII. Outdoor Activities

1. Individuals and groups may use any outdoor space on the church property, providing that social distancing is maintained.
2. Although masks are not required outdoors, please respect the decision of any person to wear a mask.
3. Except as provided in Section V, we urge that refreshments not be served outdoors until September 2021. Exceptions to this policy may be made by the pastor or his delegate, under such guidelines as he considers appropriate.
4. Please observe the sign on the Montessori playground for appropriate times and conditions of use.
5. Follow the guidelines state in Section III, Restroom Use, to use the restroom.

IX. Updates

These guidelines will be updated from time to time as determined by the Governance Team. If you have questions or a request for an update, contact Pam Hennessey, Moderator, at 303-377-6158.

The regathering guidelines have been developed by the Regathering Team appointed by the Governance Team. Members are:

Pam Hennessey, Moderator
Bill McCarron, Property Minister
Jeremy Shaver, Minister of Faith Formation
Shari Wilkins, Moderator-elect
Mary Jo Young, Personnel Minister

In our planning and decision-making, we used research from the following sources:

- Denver Department of Public Health and Environment
- Colorado Department of Public Health and Environment
- Centers for Disease Control
- Johns Hopkins Coronavirus Resource Center
- Rocky Mountain Conference, UCC

We also wish to acknowledge with thanks the Wisconsin Council of Churches, who have generously released their “Returning to Church 2.0” documents for consultation by other groups in planning their own pandemic response. We have used their model in Section I. Data Gathering and Tracking.

TIMELINE FOR REGATHERING AT PARK HILL UCC

Published May 12, 2021 by the Park Hill UCC Governance Team

Note: This timeline has been created using COVID 19 data available in mid-April, 2021. It may be changed at any time by the Governance Team as they continue to monitor recommendations of the Denver Department of Health, the Colorado Department of Public Health and Environment, or the Centers for Disease Control. This document can be found by clicking the COVID 19 Guidelines link at www.parkhillucc.org, and any changes will be posted there.

MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER
Church services continue online for the month	June 6 Online service Online Sunday School Youth Group**	July 4 Service online only Online Sunday School	Office staff return to church part time Sunday School***	Sunday services open to unlimited participants	Church fully open with safety guidelines followed
Groups affiliated with Park Hill UCC may resume in-person meetings	June 13 Online service Online Sunday School Youth Group**	July 11 Church service online and in-person for up to 20 pre-registered participants Online Sunday School	Church service online and in-person for up to 50 pre-registered participants Sunday School***	Groups not affiliated with a church member may reserve meeting space, excluding vocal groups.	Evaluate when to resume congregational singing
Sunday School will be online and Youth Group outdoors as scheduled.	June 20 Church service online and in-person for up to 20 pre-registered participants* Online Sunday School Youth Group**	July 18 Church service online and in-person for up to 20 pre-registered participants Online Sunday School			
	June 27 Church service online and in-person for up to 20 pre-registered participants Online Sunday School Youth Group**	July 25 Service online only Online Sunday School			

***All church services that include in-person participants will continue to be broadcast online also. Please see Guidelines for Regathering at parkhillucc.org for rules and suggestions governing all in-person events.**

**Youth Group will meet outdoors as regularly scheduled.

***Sunday School will happen at 10:15 AM as an ongoing in-person/online hybrid.