

# **OUUC Operations in Case of Pandemic**

## **Phase 1: Pre-Pandemic**

- Continue normal operations
- Establish contacts with local health department
- Plan with nearby churches and other Unitarian Universalist Association (UUA) congregations
- Develop staffing plan in case services and meetings are cancelled
  - In case of absence of Minister
  - In case of absence of Administrator
  - In case of absence of Director of Religious Education
  - In case of absence of Music Director
  - In case of absence of other staff
- Identify ways to continue services electronically
- Identify ways to help members quarantined in-home or with other needs if pandemic occurs
- Consult with Caring Friends regarding roles in the event of pandemic
- Develop recommendations advising when congregants should stay away from services due to their own symptoms
- Develop plans for limiting costs and continuing collections in event of pandemic
- Develop comprehensive email lists for members and friends
- Inform congregation of pandemic plans
- Provide members with list of sources for authoritative information on pandemics
- Monitor local and national media
- Develop training materials for staff and members for pandemic

## **Phase 2: Circulating Animal Virus with Potential Human Risk**

- Continue normal operations
- Maintain contact with local health department
- Stay in contact with other churches about levels of preparedness
- Review plans
- Test software and continuing on-line services in the event of a pandemic
- Train leaders and members on electronic meetings
- Purchase small supply of disposable respiratory protection for staff in event of pandemic
- Develop list of members willing to participate in Caring Circles and pandemic activities
- Continue financial planning in event of pandemic
- Increased local media monitoring
- Frequent updates at services and on website
- Initiate education of congregation on effective hygiene to prevent transmission of viruses
- Train staff and Caring Friends members on responses to pandemic

## **Phase 3: Single or Limited Cases in Humans—No Human-to-Human Transmission**

- Continue normal operations in concert with guidance from local and state officials
- Staff and Caring Friends address member anxieties regarding a potential pandemic
- Maintain contact with local health department

- Stay in contact with other churches about levels of preparedness
- Review plans
- Continue testing software and continuing on-line services in the event of a pandemic
- Request that members and their children and other attendees stay away from services if they exhibit symptoms
- Develop guidelines for requesting attendees leave services if they exhibit symptoms to avoid human-to-human transmission of potential pandemic virus
- Purchase disposable respiratory protection for staff and Caring Friends participants to serve members in case of pandemic
- Settle on financial plan in event of pandemic
- Frequent updates at services and on website
- Continue to educate congregation on effective hygiene to prevent transmission of viruses

**Phase 4: Single or Limited Cases—Low Human-to-Human Transmission**

- Continue services and Religious Education program in concert with guidance from local and state officials
- Enforce rules requesting attendees to leave services if they exhibit symptoms
- Reconsider necessity of face-to-face meetings; consider conference calls and electronic meetings
- Cancel meals in building
- Maintain contact with health department
- Maintain frequent contact with other churches about levels of preparedness
- Collaborate with other churches on joint activities
- Purchase supplies needed to serve members in case of pandemic
- Cutback expenses as needed
- Frequent updates at services and on website

**Phase 5: Widespread Cases—High Human-to-Human Transmission**

- Close building
- Cancel services and meetings
- Initiate on-line services
- Actively communicate to members using comprehensive email list
- Actively communicate with members not on email list by telephone
- Assist members requiring help with expanded Caring Friends
- Maintain frequent contact with health department
- Maintain contact and collaborate with other churches on joint activities serving members and the community
- Purchase supplies needed to serve members
- Cutback expenses as needed
- Ensure continuation of collections to support operations
- Frequent updates on website