

**FIRST UNITARIAN UNIVERSALIST CHURCH OF SAN ANTONIO
CAMPUS USE PROTOCOL**

(an addendum to the Building Use Protocol due to COVID-19)

Based on the recommendations of the First UU Reopening Task Force, all buildings will be closed and unavailable for use until such time as the COVID-19 infection rates meet the criteria set forth by the Task Force. Please refer to the COVID-19 Church Reopening Guidelines dated 7-20-2020 found on our website to determine what areas of the campus are currently available for use.

To request use of the campus during this time, including use of the parking lot, complete the Campus Use request form and submit it to the minister for review at minister@uusat.org.

At any time on campus, all parties must follow protocols for Coronavirus, including use of appropriate Personal Protective Equipment (face masks & gloves,) social distancing of at least 6 feet apart from others, and frequent use of hand sanitizer. The organizer of the event shall be responsible for insuring that all parties follow these guidelines.

CAMPUS USE REQUEST FORM

Name of Event: _____

Event Coordinator Name/email/phone #: _____

Date and Time of Event: _____

Area on Campus to be Used: _____

Description/Purpose of the Event:

Detailed description of safety measures, such as personal protective equipment to be used, how social distancing will be managed, how traffic flow will be managed, method of contact with others, etc:

Clean Up Plan:

Office Use

_____ approved

_____ not approved

Notes: _____

Minister (or DLRE if minister is absent)

Date

If approved, forward to Office Manager for scheduling.