

Unity North Atlanta

Policy and Procedures

Policy Name: UNA Facility Closures	Date Created: Nov. 22, 2020
Policy Number: 2000001	Date Approved: 12/17/2020
Approved By: Policy and Procedure Committee Board of Directors	Expiration Date: 12/17/2023

Purpose of Policy: To ensure a proper and consistent process for making the decision to close and/or reopen UNA’s campus for any face-to-face meetings for any short or extended period due to health, security or safety risks to staff and congregants.

Definition and circumstances of short term: Closure required to minimize health, security or safety risk to staff and/or congregants which shall be no more than seven consecutive calendar days.

Definition and circumstances of long term: Closure required to minimize health, security or safety risk to staff and/or congregants which shall be more than seven consecutive calendar days. Any extension of a short term closure beyond seven consecutive days becomes a long term closure.

Persons involved in the decision- making process: Staff, Senior Minister, Board of Directors. In the absence of the Senior Minister, with regard to this policy, the Board will appoint a designee.

Order of authority to recommend, approve and communicate decision for closing:

- a. Any short -term closing, as defined within this policy, under the circumstances as defined in this policy, shall be recommended by staff and approved by the Senior Minister. The Board Chair shall be notified of the decision and the rationale as soon as practical. The Board Chair will then communicate the decision to the board.
- b. Any long-term closing as defined within this policy shall be recommended by staff and must be approved by the Board of Directors and the Senior Minister. The circumstances for long-term closing are specified in this policy. The Senior Minister, with input from the Board, shall determine the most appropriate method of communication to the staff and then to the congregation.

Length of closure	Role of			
	Staff	Senior Minister	Board Chair	Board of Directors
7 days or less	Recommend	Approve	Consult	Informed
7+ days	Recommend	Recommend	Consult	Approve

Circumstances which could prompt decisions for short- or long-term closing:

- a. Any act of Nature, such as weather-related events which threatens the safety of those attending an event.
- b. Any structural or mechanical malfunction related to the physical property of UNA which compromises the safety of those attending an event.
- c. Any in-house, local, state, or national emergency (health, security or safety) or any event which threatens the safety of those attending an event.
- d. If an executive order by the President of the United States, Governor of the state or by a local County official recommends 'shelter in place'.
- e. If any known spread of positive cases of an infectious disease within the church community invalidates/undermines the current registration procedures and consequently threatens the health of people gathered.

Resources and guidelines for the Board of Directors' decision for long term closure:

Resources:

- a. The Board shall use sources of information and data from local, state, and/or national governmental agencies in the decision-making process, such as government executive orders, mandates, curfews, etc.
- b. For examples of appropriate public resources, see Appendix A.

Guidelines:

- a. UNA will adhere to all national, state, and local ordinances, executive orders or mandates.
- b. In the case where UNA should want to go above and beyond those ordinances, executive orders or mandates, the Board of Directors will review agreed upon resources for an informed decision, prior to a vote on the parameters of a long-term closure.
- c. The outcome of the decision will be determined by a majority vote.
- d. The board's decision shall include the length of time of the long-term-closure and an explanation of the reason for such closure. With input from the staff, the Board's decision will also include the process and expected timeline for the reopening.
- e. The Board and the Senior Minister shall determine the most appropriate way to communicate this decision to the staff and congregants.
- f. The communication shall occur as soon as reasonably feasible so that all interested parties can respond accordingly.

Appendix A

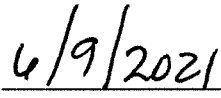
The following resources are examples of acceptable sources of information.

- a. Covid Risk Assessment Tool <https://covid19risk.biosci.gatech.edu/>
- b. State of Georgia Government Executive Orders <https://dph.georgia.gov/covid-19-daily-status-report>
- c. CDC Guidelines for Community Based Organizations: <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/community-based.html>
- d. Homeland Security National Threat Advisories <https://www.dhs.gov/national-terrorism-advisory-system>
- e. National Weather Service <https://www.weather.gov/>

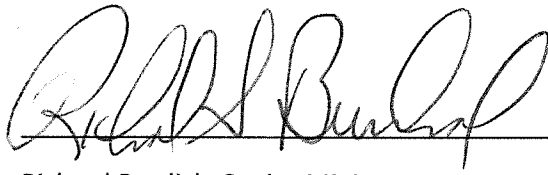
f. Cobb County Emergency Management <https://www.cobbcounty.org/public-safety/emergency-management>



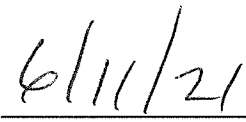
Jennie Langer, Board Chair



Date



Richard Burdick, Senior Minister



Date