

Building reopening:

COVID-19 is having a major impact around the world and in our communities. This plan has been created specifically to for the purpose of establishing guidelines for the Adath Israel Community beginning August 2020.

These protocols have been established to prevent infection and transmission of this virus to our community through contact with other members of our community including clergy, staff, contractors, vendors, clients, and other members of the public. Our protocols while in line with CDC and other appropriate guidance, will always be within our state guidelines.

The health and safety of our community is of utmost importance and will continue to be our top priority. We count on your cooperation with these protocols to mitigate any risk to our community members.

Before entering our building or attending an Adath Israel event indoors or outside:

1. If you are a member of a high-risk group with potential complications from COVID-19, we encourage you to limit your contacts and visiting our building. We encourage you to participate in our online experiences and communicate with our office and clergy by phone and/or email.
2. If you have recently (within the previous 2 weeks) traveled to a high-risk area or have come in contact with a person who has or is suspected of having COVID-19, or if you have any of the following symptoms: fever, cough, shortness of breath, loss of smell or taste, please stay home! We need you to help us protect your community. We look forward to welcoming you at another time.

Basic Infection Prevention Measures to be taken by anyone (community members, employees, visitors, contractors, congregants, guests) entering our building or attending events:

1. All people entering Adath Israel for any reason must limit contact with others.
 - a. Wearing of a mask or face covering that covers your nose and mouth will be required while you are in the building. If you do not have one, a mask will be provided for your use.
 - b. You may be scanned for fever and required to answer a self-monitoring health questionnaire as you enter.

- c. Please maintain a physical distance of 6 feet away from others when in the building (unless safety or the core function of the work activity requires a shorter distance).
 - d. Entry and exit from the building are determined based by where you are going in the building and designated by the Executive Director.
 - e. Hand washing or use of hand sanitizer after handling tools, equipment, touching any surface, door- knob, button, light fixture, after coughing, sneezing, blowing nose or after any time spent in a public space is required. Wash hands with hot water and anti-bacterial soap for 20-30 seconds at a time.
 - f. Specific bathrooms will be designated by the Executive Director for use at activities. Signs will be posted at the entry of each bathroom as to the number of people allowed in each bathroom.
 - g. Adath Israel will post signage throughout the building to remind everyone to adhere to proper hygiene, physical distancing rules, appropriate use of PPE, and cleaning and disinfecting protocols.
2. Employees:
- a. Every employee will have a designated space. Workspace layout will ensure that employees have their own work areas with a minimum of 6 feet or partitions separating them
 - b. While in your workspace alone, you may remove your mask until you leave the space or have another person present.
 - c. Employees need to answer their designated phone and should use the office supplies assigned to them. (If there is need to share a supply, it should be washed with sanitizing wipes before sharing.)
 - d. Employees will be asked to eat at their respective desks and not at a shared space or employee lounge. Employees must bring their own food to be kept in the designated refrigerator for their work area. It is important to wipe the refrigerator handle after use.
 - e. Employees are responsible for wiping down their work areas and any communal spaces that they have used with the appropriate provided cleaning products. Employees will also be given individual hand sanitizers for their desk area to use throughout the day. Any communal spaces will also be equipped with hand sanitizer and cleaning supplies.
 - f. Consistent with the policy to keep an infected person (symptomatic or asymptomatic) from spreading infection, employees must follow the following guidelines:
 - i. If you are experiencing any of the CDC identified virus symptoms, such as coughing, fever, sore throat, loss of sense of smell or taste,

chills, and/or shortness of breath, contact your physician in order to be screened and if appropriate, be tested for the virus. Notify Executive Director Lauren Marks-Cabanas immediately and stay home - **DO NOT GO TO WORK**.

- ii. If you develop symptoms while at work, notify the Executive Director and go home immediately.
 - iii. If you find out that you have had an exposure to a known case of COVID-19 stay home- notify the Executive Director and **DO NOT GO TO WORK**.
 - iv. If you must travel to a high-risk area, notify the Executive Director, do not go to work until after you have self-quarantined and remain asymptomatic for 14 days. When possible, we will arrange for you to work at home during this quarantine period.
- g. No employee diagnosed with COVID-19 should return to work until after they have been without fever for 72 hours and have a documented negative test result.
- h. Any employee who would prefer to work remotely may make that request of their supervisor. Every effort will be made to grant that request provided the majority of the employee's duties can be performed remotely.

Basic Infection Prevention Measures to be taken by Adath Israel

1. Cleaning staff will have a routine schedule for wiping down and disinfecting common areas of the building and specifically those parts frequently touched, such as bathrooms, light switches, keypads, door knobs, railings and tools throughout the day.
2. HVAC system has been checked and will be maintained to ensure proper ventilation.
3. Adath Israel will place signage around the building to remind people of distancing, hand washing/sanitizing and mask wearing. Additionally, signage on bathrooms will indicate maximum occupancy.
4. Kitchens will remain closed for now and we will not be serving communal meals.

Actions to take for Non-Employees who Test Positive for COVID-19 After Being at Adath Israel:

1. If you have been to our building or attended an event and subsequently test positive for COVID-19 we request that you let the Executive Director know so appropriate action can be taken.

- a. Adath Israel will make every effort to notify anyone potentially exposed, while maintaining the confidentiality of the infected individual.
- b. Adath Israel cleaning staff will decontaminate any affected areas; close off area for a period of 24 hours, and allow appropriate ventilation by opening windows etc., where possible.
- c. Adath Israel will record and report all work related cases in accordance with state and OSHA requirements.
- d. Any incident will be investigated as a means for analysis and quality improvement measures.
- e. Anyone who has tested positive for COVID-19 should not return to the synagogue until they have been fever and symptom free for at least 72 hours if symptomatic, and for 14 days after the positive test if asymptomatic.