

*Dear members and visitors,*

*We look forward to welcoming you to Westminster Synagogue for our Shabbat morning service. In these COVID times our building won't be as we are familiar with - both aesthetically and how we must act. In order to ensure we keep you and others in the building safe, we ask you to read over our guidelines outlined below in the lead up to the day to ensure you know what to do when inside the building.*

*We will be streaming the service live on Zoom to our members. To help us ensure this runs smoothly, we ask you not to touch any of the equipment in the Sanctuary.*

*If you have any questions, please contact [gary@westminstersynagogue.org](mailto:gary@westminstersynagogue.org). Many thanks*

**Measures we ask you to take when visiting us:**

- Advance booking and receipt of confirmation that you have a space, is mandatory. If you have not received this confirmation, please do not attend.
- If you are showing symptoms (a new continuous cough, a high temperature or a loss of, or change in, their normal sense of taste or smell), you must not attend.
- If you are self-isolating due to a possible or confirmed case of COVID-19 in your household, you must not attend.
- Those who are shielding should continue to follow the government's advice on shielding.
- Those who may be at increased risk of severe disease of COVID-19, including people who are aged 70 or older, regardless of medical conditions are advised to keep social contacts low and maintain social distancing from those they do not live with.
- Please arrive with plenty of time to be seated in the Sanctuary by 10:20a.m.
- It is advised to bring a wrap or jacket as the windows will be open in the Sanctuary for ventilation.
- If there is a queue at the door, please walk down Rutland gardens on the pavement away from the Kent House, cross over, then walk up and queue as required along the wall of Kent House, keeping 2m distance at all times.
- Unless someone has a valid exemption, all visitors **must** wear facemasks at all times in the building, as required by law, other than when they are leading the service.
- Please use the hand gel provided upon entry.
- Please keep 2m distance from others at all times and 3m from singers and those leading the service.
- Use of the lift is discouraged and kept to only one household/bubble at a time where needed.
- We will be seating bubbles together and have laid out chairs according to those who have booked in. If you are attending by yourself, please sit in a single seat. If you are attending with one other person in your bubble, sit in a double seat, etc. Please ensure you specify the number of people attending from your bubble when requesting seats.
- Please do not sing. Please read at a low volume.
- Please do not go into any other rooms in the building.
- Only the first floor mezzanine bathroom (a few stairs up from the Sanctuary) is to be used unless someone is unable to use the stairs, in which case the disabled bathroom in the basement may be used. For those using the 1<sup>st</sup> floor mez bathroom, please wait in the main corridor if already in use, until the person has exited the bathroom and walked downstairs. Both before and after use, please use the anti-bac wipes left in bathrooms to wash down the toilet seat, tap handles, door handles (inside and out) and anything else you have or will touch.
- At the end of the service, please leave any items you have borrowed from the synagogue (e.g. Prayer books, kippot, booklets and prayer shawl) on your chair. We will remove them after 48 hours.
- Please limit your interactions with other visitors and depart immediately at the end of the service, albeit staggered to ensure social distancing maintained.
- Please use the hand gel provided upon exit.

- If anyone becomes unwell in a place of worship they should go home immediately and be advised to follow the stay at home guidance. Those who are present should wash their hands thoroughly, but do not need to take any other specific action unless they develop symptoms themselves or are advised to do by NHS Test and Trace.
- Please do alert us if you or a member of your household can no longer attend a service. As we have a limit on how many people can be in the building, we will try to re-allocate your seat(s) to another member.

**Measures we will be putting in place at Kent House for your safety:**

- Staff on site will be available to help ensure all measures and advice are adhered to.
- Only those on the guestlist will be able to enter to ensure safe numbers.
- The caretaker will clean all key areas prior to entry, including chair arms, door handles, bathrooms.
- The windows in the room will be kept open, temperature allowing, to increase ventilation.
- Our aim is to allow you access to the room without the need to touch anything on route. Internal doors will be left open for you (which will increase ventilation in the room too), and staff will open the front door for you on both entry and exit.
- All seating will be set out in advance. Visitors within the same household or bubble will be sat next to each other. Households will be at least 2m apart from each another. Those leading the service or singing (and thus raising voices) will be at least 3m from anyone else. We will have obtained a guestlist in advance will have placed the seating accordingly to ensure these safe distances apply. Visitors asked not to move the seats.
- Security will be waiting outside and to open the front door to allow no touch access.
- Disposable face masks and gloves to be available for those that wish to use.
- All internal doors to be left open to allow no touch access to the room and to increase ventilation
- Any items required (e.g. Kippot, Tallitot) to be taken directly from the shelf by those that require them. These items will not have been touched for at least 48 hours.
- We will place Siddurim and Weekly Booklets directly onto your seats to reduce congregating in the hallway, as well as reducing the need to touch additional items.
- Single use paper towels to be used in the bathrooms.
- Cleaner will clean all key areas outside the Sanctuary (including hand gel dispenser and door handles) whilst the service is happening.
- Bathrooms will be cleaned before and after the service and at least hourly during the service.
- Sadly there will be no Kiddush on offer except for wine and grape juice, which will have been prepared and handed out safely.
- Individual plastic bottles of water and disposable cups will be available in the Marble Hall for those that require.
- Tissues will be available in the Marble Hall and outside the Sanctuary and closed top, pedal operated waste bin provided to dispose of them.
- Caretaker will clean all key areas (including bathrooms and chair arms) after everyone has left the building.

